



## OLD PARISH COUNCIL

Chairman: Richard Baldwin      Clerk: Rosie Warne

### Annual Meeting of the Parish Council

**Minutes of the Meeting held on Tuesday 13<sup>th</sup> June 2017  
Commencing at 8pm in the Community Centre, Townson Close**

**Councillors Present:** Richard Baldwin (Chair), Pauline Baldwin, Catharine Beckett and Barrie Grant.

**1/6/17 To accept apologies and approve reasons for absence**

Apologies received and accepted from:

Colin Smart – work commitment, Nick Moore – Work commitment, Graham Day – personal and Rosemary Bury – Annual leave

Councillor R Baldwin advised that Councillor Day has tendered his resignation and will remain a Councillor until a replacement is found. This vacancy to be advertised on noticeboard, website and a flyer will be produced

**2/6/17 Declarations of Interest - to receive any Declarations of Interest under the Council's Code of Conduct related to agenda items: None**

**3/6/17 Representations from members of the public: None**

**4/6/17 Minutes – to approve and sign the minutes of the meeting held on 9<sup>th</sup> May 2017**

The Minutes of the meeting 9<sup>th</sup> May 2017 were agreed as a true record and signed by the Chairman

**5/6/17 Matters Outstanding**

**3/4/17 – Information received from Danny Moody NCALC** – This information is protected under the Data Protection Act – resolved

**5/3/17 – Flytipping** – Councillor R Baldwin has been in contact with DDC to discuss this and will be speaking to DDC again tomorrow – **Action R Baldwin**

**9/4/17 – Speedwatch** – Need to ask for the posters for display

**16/5/17 – Cherry Hill Litter Bin** – Clerk has informed DDC of its location for waste collections – done and resolved

**18/5/17 – Councillor Baldwin to display election poster on noticeboard** – done and resolved

**6/6/17 Accounts for the Year Ended 31<sup>st</sup> March 2017**

**1. To receive the report on the Internal Auditor for Accounts Year Ended 31<sup>st</sup> March 2017 and to consider recommendations and agree any actions**

Accounts have been approved and Auditor was able to answer yes to all relevant questions and has signed the Annual Return. The following were items for action and noting

- The website is easy to use and informative - noted
- Documents and policies to be published in line with the Transparency Code requirements by 1<sup>st</sup> July 2017 – Clerk to email all necessary documentation to Councillor R Baldwin – **Action Clerk**
- The valuation of assets in Box 9 to be reviewed as items which are donated or gifted to the Council as community assets should be recorded with a value of £1.00 – Clerk to discuss with Councillor Smart – **Action Clerk**
- Council to sign Annual Return at the June meeting – actioned
- Council to monitor Clerks hours to ensure there is capacity to meet the Council's needs – noted

Signed by chairman:

Date:-

2. **To approve the Accounts for the Year Ended 31<sup>st</sup> March 2017** – The Accounts for the Year Ended 31<sup>st</sup> March 2017 were agreed by all Councillors and all documentation signed by Chairman
3. **To approve the Annual Governance statement for the Year Ended 31<sup>st</sup> March 2017** – Councillor agreed the Annual Governance statement for the Year Ended 31<sup>st</sup> March 2017
4. **To approve the annual return accounts and accounting statement for the Accounts Year Ended 31<sup>st</sup> March 2017** – The annual return accounts and accounting statement for the Accounts Year Ended 31<sup>st</sup> March 2017 were agreed by all Councillors

**7/6/17 Planning – to receive update and agree any actions**

1. **To consider an application for 2 storey and single storey side extension at Devereux House, Foxton End, Old – Application Number DA/2017/0441**

Councillors considered this application and agreed that they remain of the same opinions that this is an overdevelopment of the site and out of keeping with the village street scene

**8/6/17 Playground – to receive latest inspection update report and to agree any actions:** No report due to absence of Councillor Day, however, Councillors Baldwin will do an inspection at the weekend

**9/6/17 Community Defibrillator – to receive update report and to agree any actions** – Councillor R Baldwin advised that a replacement cabinet has been ordered for the defibrillator located at the Community Room. The Cherry Hill defibrillator remains ongoing as the suppliers are not responding, however, Mr S Dadd has agreed that this can be connected to his mains and awaiting costings from an electrician

**10/6/17 Planters: Further discussions regarding location of planters** – Resolved  
During this discussion the Butterfly Garden was discussed and is ongoing

**11/6/17 Green Clean Co-ordinator Project** – noted and resolved

**12/6/17 Correspondence**

**Circulation** – NCALC update

Drains – Councillor R Baldwin has located an email from 2015 about this ongoing problem and will email this to Clerk to action. Clerk advised that she will make a note in her diary for every April to send out this letter to Anglian Water to ensure work is carried out before there is a problem – **Action Clerk**

**13/6/17 Finance**

1. To receive financial report and bank reconciliation and to review performance against budget and to agree any actions – reviewed and agreed
2. To approve listed payments totalling £936.23

Date	Details	Amount	Cheque Number
13 <sup>th</sup> June	NCALC – Internal Audit	£162	824
13 <sup>th</sup> June	SSE – Electricity charges	£187.48	825
13 <sup>th</sup> June	Maximow – May invoice	£586.75	826

It was noted that the area outside Walnut Tree Cottage, Charles Close has not been cut and when sending invoice payment Clerk to ask if there was a problem – **Action Clerk**

**14/6/17 Reports – to receive reports and make resolutions (if required)**

1. **Trustee Representative:** Councillor P Baldwin gave an overview of the forthcoming events to be held, all bungalows are now let and disabled access works have been completed at the Community Centre
2. **Police and Neighbourhood Watch Co-ordinator** – No crime recorded for Old
3. **Highways Representative** – Junction of Cherry Hill and Walgrave Road – Councillor Grant advised that he has met with Matthew Barratt and Ian Smith of NCC Highways to discuss this issue and it was agreed that a “Turn Right” sign will be installed as a warning
4. **Parish Councillors:** none

Signed by chairman:

Date:-

**15/6/17 Forthcoming Meeting** – 11<sup>th</sup> July 2017 to be held in the Community Room, Townson Close commencing at 8PM

Meeting closed at 8.45PM

Signed by chairman:

Date:-