



Chairman: Richard Baldwin      Clerk: Rosie Warne

### **Annual Meeting of the Parish Council**

**Minutes of the Meeting held on Tuesday 9<sup>th</sup> May 2017  
Commencing at 8pm in the Community Centre, Townson Close**

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

- 1/5/17 Election of Chairman and signing of 'Declaration of Acceptance of Office'**  
Councillor Baldwin was elected as Chairman on a proposition by Councillor Bury, seconded by Councillor Grant and all Councillors in agreement
- 2/5/17 Election of Vice Chairman**  
This item to be carried forward to the June meeting
- 3/5/17 To accept apologies and approve reasons for absence**  
Apologies received and accepted from:  
Colin Smart – work commitment, Nick Moore – absence unknown and Graham Day – absence unknown
- 4/5/17 Declarations of Interest - to receive any Declarations of Interest under the Council's Code of Conduct related to agenda items:** None
- 5/5/17 Representations from members of the public:** None
- 6/5/17 Minutes – to approve and sign the minutes of the meeting held on 11<sup>th</sup> April 2017 and APM on 25<sup>th</sup> April 2017**  
Subject to the following noted amendments the minutes of the meeting 11<sup>th</sup> April 2017 were agreed as a true record and signed by the Chairman  
3/4/17 – Name should read Baldwin and not Barnwell  
6/4/17.4 – removed the wording 'no decision by DDC'  
Subject to the following noted amendments the minutes of the meeting 25<sup>th</sup> April 2017 were agreed as a true record and signed by the Chairman  
Parish Councillors Present – Nick Moore listed as present but was absent  
The White Horse – words 'from one source' deleted
- 7/5/17 Matters arising from the previous minutes and Clerk update report**  
**Item 3/4/17** – Following discussions it was agreed that the Clerk would contact Danny Moody, NCALC for clarifications on this item – **Action: Clerk**  
**5/3/17 – Flytipping** – Item to be carried forward to the June meeting – **Action Cllr R Baldwin**  
**8/4/17 – Defibrillator** – This item is ongoing and to be carried forward to the June meeting - **Action Cllr R Baldwin**  
**9/4/17 – Speedwatch** – Item to be carried forward to the June meeting - **Action Cllr Smart**  
**10/4/17** – Agenda item  
**11/4/17 – Mowing Contract** – Actioned  
**12/4/17 – APM** - Actioned  
**13/4/17** – agenda item  
**14/4/17 – Waste collection** – Actioned  
**198/4/17** – agenda item

Signed by chairman:

Date:-

**8/5/17 Representatives – to confirm the appointment of representatives of the Council**

1. Highway Representative: Cllr Grant
2. Police/Neighbourhood Watch Co-ordinator: Cllr P Baldwin
3. Old Parish Charities Representative: This item to be carried forward to the June meeting

**9/5/17 Insurance**

1. To review and agree the insurance provision – Councillors reviewed the insurance provision and agreed to renewal and payment
2. To review and agree the asset register for insurance purposes – Councillors reviewed and agreed the asset register

**10/5/17 Annual Accounts for the Year Ended 31<sup>st</sup> March 2017**

1. To receive annual accounts report – Internal Audit has not been undertaken and items 1,2 and 3 to be carried forward to the June meeting
2. To approve the annual governance statement – carried forward
3. To approve the annual return accounts and accounting statement – carried forward

**11/5/17 Independent Internal Auditor**

1. To receive the report of the Independent Internal Auditor for the Year Ended 31<sup>st</sup> March 2017 and to consider any recommendations and agree any actions – item to be carried forward to the June meeting
2. To consider and agree to the appointment of the Independent Internal Auditor for year ended 31<sup>st</sup> March 2018 – item to be carried forward to the June meeting

**12/5/17 Planning – to receive, update and agree any actions - None**

**13/5/17 Playground – to receive latest inspection update report and to agree any actions:** No report due to absence of Councillor Day

**14/5/17 Community Defibrillator – to receive update report and to agree any actions –** This is an ongoing action point which requires remedial action by the suppliers. Councillor R Baldwin will continue to push for a resolution

**15/5/17 Parish tidy-up and bulb planting – to review outcome and any ongoing actions resulting from –** Reported that there was a good turnout of volunteers and excellent job done by all – thanks go to all those who took part. A skip was donated to dispose of the rubbish and thanks go to Tom for this.  
The proposal to site a barrel planter – NCC have refused permission and there is a need to look at an alternative site – **Action – agenda item for June**

**16/5/17 Purchase litter bin for Cherry Hill – to discuss and agree installation of –** Bin has been delivered and installation site agreed as the bus shelter. Clerk to make DDC aware of this bin installation for rubbish collection purposes: **Action - Clerk**

**17/5/17 Litter picking – discuss and agree any actions –** Councillors have reviewed the consultation from DDC and agreed that they do not wish to undertake the litter picking on behalf of DDC

**18/5/17 Correspondence**

1. Green co-ordinator project – Noted – Parish is very lucky to have established volunteers
2. Any other correspondence for information only – General Election poster to be displayed on noticeboard – **Action: Councillor R Baldwin**

Signed by chairman:

Date:-

**19/5/17 Finance**

1. To receive financial report and bank reconciliation and to review performance against budget and to agree any actions – Councillors discussed bank reconciliation and it was agreed that Councillor P Baldwin would speak to E Chilton (Youth Club Co-ordinator) to see if any financial assistance to proceed with projects was required. Councillors also discussed the need to start a programme to updating streetlights
2. To approve listed payments totalling £1740.65  
Noted at this time that no payment has been requested for Clerk salary as there is a need to approve costing for Payroll administration (£72.00 per annum) and this will be an agenda item for June. Once payroll has been established then Clerk salary will be brought up to date

Date	Details	Amount	Cheque Number
9 <sup>th</sup> May 2017	SSW electric supply for March	£203.30	818
9 <sup>th</sup> May 2017	NCALC annual membership renewal	£262.8	819
9 <sup>th</sup> May 2017	Maximow – grass cutting for April	£285.00	820
9 <sup>th</sup> May 2017	Roadware – purchase of litter bin	£173.94	821
9 <sup>th</sup> May 2017	Came and Co – insurance premium renewal	£635.54	822
9 <sup>th</sup> May 2017	SSW electric supply for April	£180.70	823

**20/5/17 Reports – to receive reports and make resolutions (if required)**

1. Trustee Representative: None
2. Police and Neighbourhood Watch Co-ordinator – None
3. Highways Representative – Ongoing concerns regarding the junction of Cherry Hill and Walgrave Road – Councillor Grant will speak with Highways to ask for their suggestions to improve this junction – **Action Cllr Grant**
4. Parish Councillors:  
Councillor P Baldwin advised that following Speedwatch there were 34 recorded vehicles speeding and each were receiving letters from Police

**21/5/17 Forthcoming Meeting 20147** – 13<sup>th</sup> June 2017 to be held in the Community Room, Townson Close commencing at 8PM

Meeting closed a 9.08PM

Signed by chairman:

Date:-

Signed by chairman:

Date:-