

# NEWTON IN THE ISLE

## PARISH COUNCIL

Minutes of Parish Council AGM held on Monday 8<sup>th</sup> May 2017 at 7.00pm in the village hall.

### **Present**

Cllr's D Fullbrook, D Gibbs, J Hoyles, S Clark, D Smith, J Kooreman C Seaton (FDC) and P Wilkinson (Clerk).also present resident Mrs M Gibbs

### **1/17 Election of Officers**

#### a. Election of Chairman

Cllr S Clark proposed Cllr D Gibbs as Chair, seconded by Cllr J Hoyles agreed by all Cllrs present.

Cllr D Smith stated that thanks should go to Cllr Fullbrook for all the work he had completed in the village as it was much appreciated.

#### b. Election of Vice Chairman Cllr D Gibbs proposed Cllr S Clark, seconded by Cllr J Hoyles and agreed by Cllrs present

#### c. Election of Chair and Vice Chair Planning subcommittee.

It was agreed Cllr Hoyles Chairman and Vice Chair Cllr J Kooreman remain as Planning Officers All agreed.

#### d. Councillors responsibilities held over until the next meeting.

### **2/17 Declaration of Interest** - Cllr Clark on planning and allotment issues

### **3/17 Apologies**

Cllr A Sloan (Work Commitments), Cllr S King ( Prior meeting) and Cllr M Humphrey

### **4/17 Public Forum** – No questions raised

### **5/17 Minutes of the previous meeting** - Were signed as a true record

#### 5a.Matters arising

TPOs (Tree Preservation Orders) not received by Cllr Smith, Cllr Clark stated that the orders were not completed.

Letter received from Mr Hunt regarding the footway query, Cllr Clark would arrange a meeting with the Highways Officer and Mr Hunt regarding this matter.

Transparency code report working well.

Planning applications see minutes recorded and accepted

Query potholes in Franks Lane, the road repairs would be completed when work on house building was completed, CCC were monitoring this matter.

### **6/17 Action Log**

Cllr Fullbrook stated that the roundabout bearing was due to be reinstated with assistance of two residents

Cllr Fullbrook to replace netball net this month.

Allotment rent review held over to be discussed as an agenda item July meeting

Three dog Bins required. one at Ferry Lane, one at Rectory Road, one at Franks Lane. Quote for supplying bins to be investigated for next meeting.

### **7/17 Reports**

a. Highways - Potholes repaired and also drains cleaned.

b. Old school site - Flood map circulated showing flood zones.

Cllr Gibbs recommended that

a The Parish Council noted progress made with regard to former Colville School site and reiterates its support for residential development on the site.

b. Enters into a dialogue with the Environment Agency regarding the need to revise the flood map. Cllr Hoyles to discuss the matter with the Drainage Board and seek advice and report back at the next meeting.

Cllrs approved both a and b recommendations.

c. Village Hall Report circulated prior to meeting. Cllr Gibbs stated the village hall showed a deficit of £1369.69 at the end of the financial year ending March 2017.

d. Correspondence a number of emails sent on to Cllrs. A letter received from the PCC requesting financial support in repairing a footpath through the churchyard. However, guidance from NALC advised Parish Councils that this responsibility lay with the Parochial Church Council and the Parish Council were unable to offer assistance. The clerk would write to the PCC explaining the situation.

e. Financial Report – to be dealt with under Finance.

f. Street Lighting - Report circulated prior to the meeting. Still waiting Balfour Beatty to contact the council in regard to completion of the remaining 2 lights and the expected date of completion.

g. Police Report

If more suspicious incidents were reported to the Police on Tel: 101, the police present would be increased. A number of incidents had occurred during March and April including theft from sheds and a quantity of red diesel had also been stolen.

h. LHI Bid 2017/18

Following a successful bid Jacob Hobs would arrange completion of a length of footway from Boars Farm, High Road to Common Cottages.

### **8/17 Finance**

a. End of year accounts Previously circulated carry forward of £2913 in the Community Account and £5193 in the Business Savers Account of which £3500 was earmarked for outstanding street lighting.

*i. Resolved to approve statutory accounts. Councillors formerly approved and authorised the accounts for year ending March 2017. Chairman signed accounts*

b). Internal Auditors Report - four Recommendations had been made following inspection, report previously emailed to Councillors and discussed at the meeting.

R1 Full VAT receipts (including the supplier's VAT registration number and, preferably, itemisation of the VAT element) should be obtained in all instances where Vatable expenditure is incurred on behalf of the Council.

R2 The timing of future VAT reclaims should correspond to the end of the financial year (and the mid-year if six-monthly claims are made).

R3 Allotment rents should be formally subject to review each year, in accordance with the financial regulations.

R4 The Clerk should contact the Pensions Regulator to confirm what action, if any, is required in relation to pension auto-enrolment and relevant dates.

R4 the clerk has already contacted the Pensions Regulator and this has been dealt with.

The Cllrs agreed to the recommendations and approved the report as discussed at the meeting

*ii. Resolved to ensure the four recommendations were implement as soon as possible.  
Annual Internal Report approved by all the Councillors*

c Annual Governance Statement

Circulated to Councillors prior to meeting. Annual Governance Statement Sections 2,

All sections completed and approved signed by Chair at meeting.

*iii. Resolved to approve Governance Statement for 2016/17(page 2) all councillors approved and duly signed by Chairman*

d. The Annual Accounting Statement circulated prior to the meeting section 3

Accounting statement balanced with end of year accounts.

Also discussed the explanation of Variances compared with the previous year.

As there were no queries the Annual Return was approved and signed by the chair.

*iv Resolved to confirm that the Council had formally approved and adopted the Annual Return, duly signed by the Chairman.*

e. The Community Account stands at £ £8407.29

Business Saver (Reserves Account) stands at £5193.31 (includes the £3500 earmarked for Lighting) transferred from Community account year end.

Invoices to be approved for payment

d. Payments for authorisation.

Play equipment parts D Fullbrook - cheque no 100568 for £89.88 including 13.43 vat

RoSPA - Cheque no100569 for £96.60 including £16.10 vat

Auditing Solutions cheque no 100570 for £!98.00 including £33.00 vat

R Kublik cheque no 100571 for £30.00

Zurich Insurance cheque no 100572 for £645.90

Salary and Miscellaneous cheque no 100573 for £561.37

CAPALC Cheque no 100574 for £253.16

*v. Resolved to approve payment of the seven cheques total cost £1845.21, Councillors authorised payments*

Income received since 1st April

Half year Precept. £5250

Half year Council Tax Support Grant .£243.50

Annual Financial Report circulated prior to meeting

As there were no queries it was approved

*vi. Resolved to approve the Financial Report for 2016/17 Councillors all agreed.*

*Reserves Statement Amendment*

*To allow for any unforeseen demand for expenditure, the Business Savers Account balance is to be maintained at a level of not less than 50% of the Precept, with the intention of achieving £6,000 by 31/03/2019. This sum **excludes funds earmarked for a particular purpose and** constitutes the Contingency Reserve. **The amount and purpose of earmarked funds is to be recorded in the half yearly budget Statement.***

*vii. Resolved to approve the amendment (see red) to the Reserve Statement Councillors all agreed.*

**9/17 Items for Decisions**

- a, Emergency Planning - Cllr Fullbrook to investigate a quote for an outside connection at village hall for a generator point and will report back at next meeting.
- b. Allotments held over for discussion as agenda item for July meeting
- c. Play equipment reported no problems
- d. Cllr Clark would check play equipment over the next two months
- e. Code of Conduct circulated prior to the meeting as there were no queries the document was approved
  - viii. Resolved Councillors to approve Code of Conduct amendment, Councillors all approved and adopted.*
- f. Highways Bid for 2018/2019 - Cllr Fullbrook to make enquiries on costings for work required on culvert for discussion as agenda item in July.

**10/17 Any Other Business**

No Fete to take place this year, a questionnaire to be delivered to residents with the next village newsletter.

Owner of property 2 Franks Lane to be contacted regarding refuse left by tenant.

Hedge at junction of Mill Lane and Fen Road overgrown causing difficulties in viewing oncoming traffic at junction. Cllr Clark to contact the Highways Department

An award of £300 was made under Section 137 to the Fete Committee at the council meeting on Monday January 16<sup>th</sup> 2017, this was withdrawn as the Fete would not be taking place.

**Date and time of Next meeting** – Monday 10<sup>th</sup> July at 7pm

Meeting closes at 8.40pm

Planning meeting followed.

Planning application for Oakhill Fen Road (See planning minutes).

Signed ..... Date .....