

# NEWTON IN THE ISLE

## PARISH COUNCIL

Minutes of Parish Council Annual General meeting held on Tuesday 8<sup>th</sup> May 2018 at 7.25 pm in the Village Hall.

### **Present**

Cllr's D Gibbs (Chairman), J Hoyles, S Clark, R Moore, C Seaton (FDC), S King (CCC) and P Wilkinson (Clerk)

### **64/18. Apologies**

Cllr's D Smith, J Kooreman, M Humphrey (FDC) and PCSO Helen Norton-Smith

### **65/18 Annual Meeting Standing.**

a) Election of Chairman and delivery of Chairman's acceptance of office form

Cllr Hoyles proposed Cllr Gibbs continue as Chairman, seconded by Cllr Moore, all agreed. Chairman's acceptance of office form completed

b) Election of Vice Chair

Cllr Clark nominated Cllr Moore as Vice Chairman seconded by Cllr Hoyles all agreed. Vice Chairman's acceptance of office form completed

c) Review of terms of reference of the Planning Committee confirmation of membership for the municipal year circulated prior to meeting and approved.

d) Review of allocation of portfolio responsibilities. Footpaths to be delegated to Cllr Clark. Allotments would be reallocated at a later date.

e) Review of inventory of land and asset to be discussed in allotments agenda item 73/18b.

f) Review of council's subscription to other bodies. Subscription to continue to both ACRE and CAPALC proposed by Cllr Gibbs and seconded by Cllr Clark all agreed

g) Review of council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. Awaiting forms from CAPALC for blanket cover for new requirements.

**66/18 Public Forum.** No residents attended

### **67/18 The Chairman's Announcements**

Cllr Rodney Sloan had resigned due to work commitments. A letter of thanks would be sent on behalf of the councillors.

Cllr Gibbs had attended a meeting with Police Inspector Lombardo and discussed policing matters including provision of direct line contacts with the police.

### **68/18 Minutes of the previous meeting –**

a) Were approved and signed as a true record.

Minutes from the Planning meeting 31<sup>st</sup> January were also accepted as a true record and signed following an amendment which should specify Mr Burton was applying for the development and not Mr R Horspool as stated for planning application F/YR18/0085/O -

**b) Matters arising.** Concerns expressed at the amount of litter in the dyke at Roman Bank. Cllr Gibbs had contacted the company concerned.

No further developments at present with the old school site.

## **69/18. County and District Councillors Reports**

Cllr Seaton (FDC) reported that at the recent FDC, AGM the Council Tax rate had been agreed.

Cllr King (CCC) to follow up the outstanding pot hole repairs. Diverted traffic through the village was also causing concerns.

Increases were probable for the successful 2018 LHI Bids, as total costing had not been finalised by CCC. The LHI Bid application for 2019 would be circulated to Councils earlier this year.

## **70/18 Police Reports**

A Special enforcement patrol had issued eight driving tickets and made one arrest. The council were not happy with the insufficient information given about police crimes, Cllr Gibbs had spoken to the Inspector regarding this matter. Fly tipping remain cause for concern. Cllr Hoyles expressed concern on the length of time the police responded to Hare Coursing issues.

## **71/18 Reports for information previously circulated**

### **a) Highways/ LHI Bid.**

Sutton Road to be closed for two weeks commencing Monday 14<sup>th</sup> May during the night. Road signage prohibiting heavy goods vehicles from using Chapel Road had still not been reinstated, a sign was required before this closure. Cllr King would investigate.

Main drain in the High Road was blocked which could affect the commencement of the LHI Bid, Cllr Gibbs would contact the Drainage Board and Cllr King would send details of a recommended drainage contractor

### **b) Village Hall**

Report stated the boiler was still waiting completion of repair. A trial of a Pub for a night if popular could become a regular event. Welcome packs were being revamped

### **c) Ribbon of Poppies**

Poppy seeds purchased, playing field was being prepared for sowing. A planter made by G Wilkinson had been installed around village sign. Cllr Gibbs would obtain soil for the planter.

**d) Emergency Plan Update** -Cllr Moore stated he was continuing to collate data, an extensive task. It was hoped to have basics in place for the winter.

### **e) Correspondence/ Lighting/Finance**

A number of emails forwarded to Cllr's (see correspondence report) along with

Cllr Rodney Sloan resignation

Documentation from Election office re vacancy of Councillor

Parish street lighting letter attached discuss as agenda item 73/18f

## **72/18 Finance**

### **a) Approval of payments and account status**

#### **Income for Community a/c**

1/2 year Precept £6500

1/2 year Council Tax Support Grant (CTSG) £121.50

Vat return from 2017 £340.98

Recycling credit £73.32

#### **Invoices received for payment and approval**

Rospa Playsafe £84.00 plus vat 16.80 total £100.80- Cheque no 100595

North Level Drainage £39.43 – cheque no 100592

Zurich (Insurance) £586.82 including £70.42 vat, total £657.24 – Cheque no 100593

Meadow Mania poppy seeds 40.00 plus vat 8.00 total 48.00 (included in sundries for clerk)

Clerks salary £515.75 income tax already paid by clerk £65.60 and sundries of £44.17 = £559.92 +£48. Total £607.92 - Cheque no 100596

Auditing Solutions £204 00 including £34.00 VAT – Cheque no 100594

Hall charge £20. - Cheque no 100598

CAPALC affiliation fee £261.67- Cheque no 100597

- **Resolved to approve payment of seven invoices the total amount of 1891.06 Councillors all agreed payments.**

The Community account stands at £8801.42 including all income of £7,035.80 and expenditure of £1891.06 Still outstanding previously approved quote for Play Maintain, playground repair awaiting completion.

#### **b) Confirmation of Insurance Cover**

Councillors approved Insurance cover and *payment to Zurich of annual fee 657.24*

- **Resolved to approve payment of Insurance cover and payment to Zurich annual fee 657.24 Councillors all approved**

#### **c) Internal Audit Report attached circulated prior to meeting**

Four Recommendations from Auditor Report

**R1.** The Council should undertake a further review of its existing Standing Orders and Financial Regulations bringing them into line with the latest NALC model documents. *Councillors recommend that these regulations be updated for approval at July meeting*

**R2** When undertaking the review, care should be taken to ensure that the limit for formal tender action is retained at £10,000, which we consider appropriate for a council the size of Newton in the Isle, rather than the £25,000 referred to in the NALC model documentation. *Council recommend The Financial Regulations be updated ready for Council approval July meeting.*

**R3** The Council should consider paying the clerk the arrears of pay to which she is entitled dating back to 1st April 2016 with her next quarterly salary payment, also ensuring that the recently announced two-stage pay award for 2018-19 is applied in accordance with her employment. *The Chairman would contact the payroll provider to action following approval by Council.*

- **Resolved to approve arrears payment and pay award for 2018/19 to clerk Councillors all agreed.**

**R4** In future the clerk should be paid net of the tax liability arising on her quarterly salary, with the tax deduction paid directly by the Council rather than by the clerk. *This to be actioned from next salary date (end of June).*

- **Resolved to action all four recommendations, approved and agreed by all Councillors**

#### **d) Reserve Account**

Following year end £4303.19 was transferred from the Community account into the Savings/Reserve account, leaving a carry forward of £3,686.68 in the Community account.

Savings/ Reserve account stands at £9,500 including £3500 earmarked for Cat 2 lighting, and the £6,000 as recommended in the Reserve Statement

#### **e) Certificate of Exemption**

Gross income £12686.22 and expenditure £7636.64. Councillors confirmed that gross income or gross expenditure for 2017/18 did not exceed £25,000

- **Resolved to verify the Certificate of Exemption for 2017/18 as accurate, with both gross income and expenditure not exceeding £25,000, agreed and approved by Councillors**

#### **f) Approval of Annual Governance Statement**

Circulated prior to the meeting, the statement was discussed and agreed and the statement was signed by Chairman

- ***Resolved to approve that the Annual Governance Statement was a true statement for end of year 31 March 2018 Councillor's agreed and approved***

**g) Approval of Accounting Statement**

Copies circulated, Accounting Statement was discussed and agreed by the Councillors and signed by Chairman

- ***Resolved to approve the Annual Accounting Statement as a true record for end of year 31<sup>st</sup> March 2018 agreed and approved by Councillors***

**h) Notice of Rights of Publication of Unaudited Governance and Accountability**

Notice of Rights of publication date to commence on 4<sup>th</sup> June to 13<sup>th</sup> July.

- ***Resolved to approve the dates of Notice of Rights of Publication of Unaudited Governance and Accountability return for end of year 31<sup>st</sup> March 2018 agreed and approved by Councillors***

**73/18 Items for Decision**

**a) Councillor Vacancy**

Friday 11<sup>th</sup> May closing date for vacancy of Office of Councillor. If no applications had been received following the closing date Council could fill the vacancy by co-option, with a decision initiated at our July meeting

**b) Allotment Vacancies**

Cllr Clark declared an interest.

The plot at Tydd Gote would become vacant from October 1<sup>st</sup> 2018. Cllr Gibbs suggested an accurate valuation of the land be obtained, information would need to be resolved by the July meeting

**c) Parish Charities**

Cllr Gibbs stated that to establish a Trust would be a long-term project taking a number of years to build and would require trustees once it was established. The report recommended that the Parish Council agreed

- to establish a charitable trust for Newton-in-the-Isle, using the Charity Commission's model trust deed;
- to determine the name of the new charity;
- to draft objects clauses for approval at the July meeting; and
- to identify five people to be invited to become the initial Trustees.

To determine interest in the scheme information would be placed in the next newsletter. This would be finalised at the July meeting,

**d) Playing Field Inspections**

Cllr Gibbs completed inspections for February and March, loose edge of playground required attention.

Wetpour repair still not completed. Liner from waste bin missing, clerk would contact the company for a price for replacement

**e) Playing Field Checks - Cllr Moore to complete checks for May and June**

**f) Street Lighting-**

A further delay on receiving the new tender Information for future street lighting repairs and maintenance.

This information expected to be available to Councils by 28<sup>th</sup> May. A date of June 12<sup>th</sup> was arranged to discuss the matter

**74/18 Any Other Business**

Cherry tree in Westfield Road needed pruning, further investigation to be made.

**75/18 Dates of next meetings**

Meeting to discuss lighting contract to be held on Tuesday 12<sup>th</sup> June at 7pm in the Village Hall

Next full Parish Council meeting Tuesday 10th July at 7pm

Meeting closed at 8.40pm, Followed by Planning meeting. Cllr Clark left at this point.