**Draft MINUTES OF MEETING OF THE PARISH COUNCIL**

**Held at St. Bartholomew’s Church, Naunton Beauchamp**

**Tuesday, May 7th 2019 at 8pm**

**Present :** Cllr A. Howarth (Chair) Cllr D. Hudson

Cllr N. Roberson Cllr M Rowe

Cllr M. Butler

**In attendance**: County Cllr R. Adams

 Clerk 1 member of public

There were no public questions.

1. **Election of Chairman –** Councillor Howarth was elected to be Chairman, proposed by Cllr Butler and Seconded by Cllr Roberson. Declaration of Acceptance of Office was signed.
2. **Apologies –** District Councillor L Robinson – due to work commitments
3. **Council Member Appointments**

i.Election of Vice-Chairman – Cllr Butler was elected to be Vice-Chairman, proposed by Cllr Howarth and Seconded by Cllr Hudson. Declaration of Acceptance of Office was signed.

ii. All Councillors signed Declaration of Acceptance of Office.

iii. All Councillors completed and signed Register of Interests.

*Action: Clerk to distribute all Register of Interest and Acceptance Forms to Wychavon.*

1. **Declarations of Interest** – none recorded
2. **To consider any grants for dispensation** – none requested
3. **Staffing & Scheme of Delegaton**
	1. Staffing Committee was appointed; Cllr’s Howarth, Butler and Roberson.
	2. Scheme of Delegaton was approved by the Council.
4. **Council reviewed and adopted the following:**
	1. Financial Regulations
	2. Standing Orders
	3. Risk Assessment
5. **Council confirmed approval of Minutes and copies were signed by the Chairman.**
6. **PROGRESS REPORTS**
7. **Clerks Report**

**All actions from previous minutes completed. General queries responded to. Election Notices pinned as instructed by Wychavon. March 31st 2019 End of Year Financial Accounts Completed. Internal Audit actioned via Peter Holpin.**

**Risk Assessment updated for approval. Relevant documents updated for approval – Finance Regs, Standing Orders, Scheme of Delegation. Annual Governance & Annual Return completed for approval. Preparations for Annual Meetings undertaken. Precept payment received. Wychavon DC £2180.00 on 25/4/19. VAT refund pending. Payments prepared for annual subscriptions, etc.**

**Dates for 2019/2020 Meetings: May 7th, July 2nd, September 2nd, November 4th, January 6th, March 9th, May 5th.**

**9b. Finance - Payments Proposed for Approval as per Financial Summary below.**

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|  | **FINANCE SUMMARY** |  |  |  |  |
|  | Business Savings Account balance 30 April 2019 | £1,029.20 |
|  | Community Account balance 29 March 2019 |  | £5,993.02 |
|  |  |  |  |  |  |  |
|  | **PLUS Receipts** |  |  |  |  |
|  | Wychavon DC - Precept |  |  |  | £2,180.00 |
|  |  |  |  |  |  |  |
|  | **LESS Debits** |  |  |  |  |  |
|  | Cheque No. 100543 Lengthsman cleared |  | £200.00 |
|  |  |  |  |  |  | **£7,973.02** |
|  | **LESS cheques proposed at this meeting** |  |  |
| i) | Chq 100544 | P19-01 | Salary |  |  | £541.84 |
| ii) | Chq 100545 | P19-02 | Parish Expenses |  | £94.48 |
| iii) | Chq 100546 | P19-03 | Lengthsman |  | £200.00 |
| iv) | Chq 100547 | P19-04 | Zurich Insurance |  | £257.60 |
| v) | Chq 100548 | P19-05 | Information Commisioners Office | £40.00 |
| vi) | Chq 100549 | P19-06 | SLCC Membership (50% of Subscription) | £53.00 |
| vii) | Chq 100550 | P19-07 | Worcestershire CALC Affiliation Fee | £98.32 |
|  |  |  |  |  |  | **£6,687.78** |
|  | **NOTES** |  |  |  |  |  |
|  | Credit Note received - cheque to be voided |  |  |
|  | Chq 100535 | P18-20 | Water testing | 320.09 voided cheque |  |

* 1. **Telephone Box –** Clerk reported that the kiosk has been painted blue by West Mercia Police, had been advised by D.C. Taylor that a defibrillator will be installed imminently.
	2. **Water Testing/Poultry Farm** –
		1. Clerk updated the Council that the contractor has issued a credit note, therefore cheque for £320.09 will be voided (chq 100535).
		2. Upton Snodsbury Parish Council have confirmed that their planned visit to the farm has been declined by the owners. Cllr Macefield has offered to look at the certificate of analysis, he may be able to offer advice or explanation in terms of the results. *Action: Clerk to email Cllr Macefield.*
		3. Clerk had contacted the Environment Agency who have confirmed that unless a problem is reported (changes in flow, or change in appearance or smell of water) they do not actually monitor the site. The EA gave a contact number that the public may use for reporting problems; tel. 0800 807060, Incident Communication Service team.
		4. It was decided that Clerk should write to the Poultry Farm and ask for information in relation to their water monitoring procedures i.e. where, when, by whom, and request a copy of the test results. *Action: Clerk to correspond*.
	3. **Marquee Hire Charges/Agreement** – Chair confirmed that several residents have expressed an interest in hiring the marquee for events. Clerk issued a draft Hire Agreement for consideration. Hire charges were discussed - £30 per section i.e. the two sections are individual marquees or when combined together form one large marquee (£60 total). In both scenarios the hire would include the lighting, flooring, etc as applicable. *Action: Clerk to email Agreement for Councillors to comment/edit.*
	4. **Meeting dates for 2019/20** – dates were agreed as per the Clerks Report see minute 63.9.a above.

1. **District & County Councillor Reports** – given within Annual Parish Meeting.
2. **Highways**
	1. **Hunters Fold** – works now completed.
	2. **Parking of vehicles by church** – Chair reported that she had spoken to resident. The issue still remains. *Action: To remain on agenda for next meeting.*
	3. **Seaford Lane** – Cllr Adams confirmed that he will follow up on this issue with Keiran Hemstock. A Satnav sign is needed to avoid HGV’s entering lane. *Action: For follow up by Cllr Adams.*
	4. **Drains –** It was reported that over the bridge towards North Piddle the water is sometimes cloudy**.** *Action: Cllr Butler to investigate and report back.*
3. **Lengthsman**
	1. New Contract signed off. *Action: Clerk to forward to WCC.*
	2. Clerk reported that the Lengthsman Scheme still owe in excess of £600 for reimbursements. This has been acknowledged by P. Finch and will be remedied by WCC.
4. **Planning**
	1. 19/00642/S106 – Springfield Farm, Peopleton. Council considered this application to modify the requirements to legal agreement dated 8th October 2009 associated with panning permission for the erection of an agricultural dwelling - no objection.
5. **Finance**
6. Clerk read out the Internal Auditors report/feedback to Council.
7. Council approved the Certificate of Exemption*. Action: Clerk to submit and publish*
8. Council approved Section 1, Annual Governance Statement and Chair/Clerk signed. *Action: Clerk to publish*
9. Council approved Section 2, Accounting Statements and Chair/Clerk signed. *Action: Clerk to publish*.
10. Council approved Schedule of Assets – it was noted that next year depreciation of assets to be updated. *Action: Clerk to publish*
11. Council approved the Dates for the Exercise of Public Rights. *Action: Clerk to publish*
12. Council approved the Insurance Renewal – *Action: Clerk to pay*
13. Council approved the payments as per the schedule in item 64.9.b. *Action: Clerk to pay.*
14. **Correspondence -** None.
15. **Councillors Reports** – Cllr Adams reminded the Council of the Pollinators Scheme that is available for planting wild flowers etc.
16. **Date of next meeting** is scheduled for July 2nd 2019 commencing at 7:30pm in St Bartholomew’s Church, Naunton Beauchamp.

The meeting closed at 21:25hrs.

**SIGNED………………………………….. Chairman Date ……………………**