

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 5TH JUNE 2014 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** C. Dawson, D. James, Mrs. C. McGovern, P. Richmond, Miss A. Poole, M. Reeves, Cllr. Adams. These apologies were accepted and approved.
Attending: H. Turvey (Chair), A. Bennett, K. Fincher, Mrs. D. Hewison, Mrs S. Way-Vautier, Mrs. J. Greenway (Clerk/Responsible Finance Officer).

2. Declarations of Interest

- a) Cllr. Turvey reminded members of requirements.
b) and c) None. Existing dispensations were noted.
d) None.

3. 2014/116 Year End Accounts and Annual Return

The draft accounts circulated prior to the meeting were reviewed and the Clerk will prepare an Income and Expenditure year on year variation report for review by the Council.

The Clerk referred to the Internal Auditor's report which advised of no matters for the attention of the Parish Council, other than highlighting reserves being in excess of c. 1.5 times the precept. This was noted and the current level of reserves was substantiated by reference to the projects that have funding earmarked within the Parish Council reserves, i.e. main sewerage connection of the Parish Hall, redevelopment of the play area at the Parish Hall and resurfacing of the Parish Hall car park. Upon completion of these projects, reserves will be more in line with the 1.5 times precept guideline amount. It was also noted that the Parish Council reserves policy is to hold an amount equivalent to one year's precept as a general reserve and for reserves in excess of this to be earmarked for specific projects.

The Clerk reported on the year end Bank Reconciliation and the content of sections 1, 2 & 4 of the Annual Return, explaining Annual Return variances, year on year, in excess of more than 15% (and £250). The Clerk advised that the audit has been advertised as required.

The bank reconciliation and accounts for the year ended 31st March 2014 were approved, and the Annual Return approved and signed off, as proposed by Cllr. Fincher, seconded by Cllr. Mrs Hewison and agreed by all.

4. 2014/117 Development on Land adjacent to St. Peters Garden Centre

The proposals received from the developer/contractor for replacement of the bus shelter on the Pershore bound side of Crookbarrow Road were reviewed. The design proposed was not considered suitable due to the open nature of the wooden slatted sides and back of the shelter. Following discussion of alternative shelters, it was agreed to propose a similar size shelter (to that being replaced), for this to have sides to protect from the elements and to allow access for passengers with disability needs (in view of the Regiment HQ development). The design of the 'Great Leigh' bus shelter (Littlethorpe of Leicester) was agreed as suitable and Cllr. Turvey will explore sizes/costs prior to the Clerk proposing this shelter to the developers.

Purchase of a matching bus shelter by the Parish Council, for the opposite side of Crookbarrow Road, was proposed by Cllr. Bennett, seconded by Cllr. Mrs Way-Vautier and agreed by all. Costs are anticipated in the region of £7,500 and funding options will be explored, including New Homes Bonus. The Clerk will clarify the level of NHB funding above which a specific community consultation is required. It was suggested that Rooftop Housing may make a contribution towards the cost for an improved shelter. The Clerk will enquire whether the developers/contractors would undertake the ground works to remove the old (second) shelter and prepare the ground for installation of a new shelter, at the time of preparations to install the shelter that they are replacing

5. 2014/118 Clerk's Report on Urgent Decisions since the Last Meeting

Following circulation of details for a recommended strimmer to replace the old, broken equipment, purchase was confirmed at a cost of £208.33 plus VAT and agreed by all, along with purchase of a safety visor/ear protector at a cost of £22.96 plus VAT.

6. 2014/119 Councillors' Reports and Items for Future Agenda

None.

7. 2014/120 Date of Next Meeting - Thursday 26th June 2014

The meeting closed at 8.20pm.