

Frankley Parish Council

Annual Meeting - Thursday 17 May 2018
At St Leonards Church Hall 1900 hours

MINUTES

Present: J Gwinnett (JG) N Bailey (NB)
J Jarrard (JJ) P Morgan (PM)
P Smith (PS)

1. Election of Chair

The Chair welcomed those present and then resigned from the role of Chair. It was proposed that JG be nominated as Chair for the next 12 months and all were in agreement with this. JG signed the Declaration of Office Form. Thanks were given to JG for his hard work and achievements during the last 12 months.

In 2019 Cllrs will be standing for election, however this is not usually contested as in the past there has been little interest from residents within the Parish.

2. Welcome, Introductions and Approval of Previous Minutes

The Chair had already welcomed those present. The Minutes for the April 2018 meeting were checked and acknowledged as being an accurate reflection by PS, seconded by JG.

3. Apologies for Absence

There were no apologies.

4. Declarations of Interest

The Declarations of Interest form was signed off.

5. Public Session

There were no members of the public in attendance.

6. Maintenance Contracts

i) It was agreed that the services of Rain or Shine would be retained. The budget remains at £1,802.00, the same as last year. PM 1st, PS 2nd.

ii) An amendment to the Lengthsman duties was issued by WCC as concern was raised about clearing gulleys which may contain sharps.

JG is to check with Highways as to whether the Lengthsman can attend to a number of areas in the Parish due to documentation issued by WCC referring to speed limits/restrictions on highways.

If the Lengthsman is prevented from maintaining the grassed areas on Raven Hayes and Frankley Hill, then discussions will take place with BDC to ensure they cut the grass on a regular basis, as there are health and safety implications for drivers if the verges become overgrown.

If the Lengthsman is to continue maintaining grassed areas, then clarification is to be sought as to which areas these are, particularly on Church Hill by the Church. Other duties, such as grit spreading, will be allocated to the Lengthsman if BDC are to assume grass cutting.

iii) JG will maintain the noticeboard; the Lengthsman is to maintain the bench, bus shelters and grit bins. JG is to seal the grit bins until winter.

7. Budget Details for Financial Year 2018/2019

- i) A budget forecast for 2018/2019 was distributed. The forecast includes a figure of £150.00 for a Data Protection Officer. Although an enactment was passed through Parliament excluding Parish Council's in England from the requirement of employing a DPO, it was agreed that the services of D M Malley would be employed in order to safeguard the Parish Council. JG 1st, NB 2nd.
- ii) The stubs in the cheque book were checked to ensure they are initialled by two Councillors.
- iii) The internal audit paperwork was passed to the Chair for signature; the internal audit folder will be sent by recorded delivery to DM Malley, ready for submission to the external auditor by the June deadline.
- iv) NB to chase British Gas for a refund of £20.50 x 2 in respect of the monies incorrectly debited from the account.

8. Standing Orders

A review of documentation took place.

9. Banking Arrangements

No changes are required to the banking arrangements.

10. Asset Register and Risk Register

The Asset Register and Risk Register were reviewed. Details of the new insurer and DPO will be included.

11. Model Code of Conduct

The Model Code of Conduct was reviewed.

12. Insurance Cover

A quotation was received from BHIB Insurers at a lower figure than the previous provider. All were happy to proceed with this quotation of £324.67 (last year the premium was £370.00).

13. Any Other Business

Works to the highways in Church Hill were discussed. JG is to obtain costs from Highways, as the Parish had received £2000 from K May for highway works.

The date of the next meeting has been altered to 12 July 2019.

The meeting closed at 20.10.

NOTE. Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

Dates for future meetings:

Thursday 12 July 2018
Thursday 18 October 2018
Thursday 16 January 2019
Thursday 17 April 2019
Thursday 16 May 2019 – Annual Meeting of the Parish
Thursday 17 July 2019
Thursday 16 October 2019

Distribution:

Chair
Cllrs x 4
MS
KM