

# BEYTON PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting held on Monday 14 May 2018

**PRESENT:** G Jones (Chair), A Alderton, J Clark, M Orsler, A Pope and T Ridyard

**IN ATTENDANCE:** 1 member of the public

18/001	<p><b>ELECTION OF CHAIR and VICE CHAIR:</b> Cllr Jones was proposed for the role of Chair. This was seconded and Cllr Jones accepted, and signed the Declaration and Acceptance of Office form. Cllr Lockhart-White had expressed an interest in accepting any role that might be Considered appropriate. It was proposed, and seconded, that he continue in the post of Vice Chair.</p> <p><b>CONFIRMATION OF RESPONSIBLE OFFICER:</b> The Parish Clerk was confirmed in this role.</p>	
18/002	<b>ANNOUNCEMENT:</b> SALC's statement regarding filming/recording of meetings was read out.	
18/003	<b>APOLOGIES NOTED:</b> Co Cllr P Otton and Cllr G Lockhart-White	
18/004	<b>DECLARATIONS OF INTEREST:</b> None	
18/005	<b>COUNTY COUNCILLOR'S REPORT:</b> Co Cllr Otton's Annual Report had been read out at the Annual Parish Meeting preceding this PC Meeting.	
18/006	<b>DISTRICT COUNCILLOR'S REPORT:</b> Cllr Haley had presented his Annual Report to the preceding APM.	
18/007	<b>PUBLIC FORUM:</b> Nothing to report.	
18/008	<b>APPROVAL OF MINUTES:</b> The minutes of 9 April were approved and signed.	
18/009	<b>MATTERS ARISING:</b> None	
18/010	<p><b>FINANCE</b> Receipts: 9.4.18: 1<sup>st</sup> half of Precept payment: £6,400. Bank Account Balances: 29.3.18: Current: £7,847.24 (amended), Deposit: £100.13: Total: £7,947.37 Bank Reconciliations: The bank reconciliation to 29.3.18 had been circulated and the April one is to be emailed (following late receipt of statements). Cllr Alderton ran through each of the following documents, which had also been circulated:</p> <ul style="list-style-type: none"> <li>➤ Draft Accounts for 2017-18: These were approved and signed.</li> <li>➤ Certificate of Exemption: It was agreed that, since the PC's expenditure and income figures were each below £25k for the year, the PC was entitled to claim exemption. This was agreed and the Exemption Certificate was therefore completed and signed along with Part 2 of the AGAR 2017/18 (Annual Governance and Accountability Return) including the Annual Governance Statement. Cllr Alderton suggested that the PC queries the recommendation that, if the previous year's Fixed Assets figure was incorrectly stated, the correct figure should be inserted with a note that it had been 'restated'. It was agreed that the Parish Clerk would check that such amendment(s) were acceptable with SALC and, if found necessary, it was agreed that the correct figure(s) could be inserted in Box 9 on p6 of the AGAR together with a note regarding restatement (and initialled). SALC confirmed that the figures for 31.3.17 should be restated and, therefore, the sum of £45,227 was inserted with a note that it had been restated and that the figure for 31.3.18 be re-stated as 48,626. Both amendments were accordingly initialled.</li> <li>➤ Internal Audit 2017-18: Cllr Alderton went through the details of this SALC report. Comments/recommended actions were noted for future reference or</li> </ul>	Clerk

	<p>action; no significant issues had been highlighted.</p> <ul style="list-style-type: none"> <li>➤ Amended Register of Assets (including bus shelter on the Green): This was approved and signed.</li> <li>➤ Review/Approve Insurance Renewal Documents 2018/19 (due 16 June 2018) in line with the approved Register of Assets, which had been prepared following a physical inventory. A copy of the Register had also been sent to the PC's insurers. This document was approved and the invoice referred for payment.</li> <li>➤ Spreadsheet 2018/19: This had been updated and circulated throughout the year, and at financial year end, and had formed part basis of the aforementioned accounts.</li> </ul> <p><u>Payments</u>  MSDC: Litter and Dog Bin Emptying 1.4.18-31.3.19: (9 x dog bins &amp; 4 x litter bins): £522.00 (Chq No 101185)  Clerk: 14.4.18: Stationery: 1 x LA File, Dividers and Filing Pockets: £15.57  24.4.18: Paper: £3.25: Total: £18.82 (101186)  SLCC &amp; ALCC Membership Renewals 2018/19: SLCC £84.00 (101187) and ALCC (101188) £30.00  SALC: Annual Internal Audit: £170.40 (101189)  Mr G Jones: Litter Pick Refreshments – 24.3.18: £120.50 (101190)  TC Forestry &amp; Fencing Inv 95: Grass cutting of Green and blue areas and strimming: £262.50 (101191)  Came &amp; Co: PC Insurance: 16.6.18-15.6.19: £876.32 (101192)</p>	<p>Clerk</p> <p>Clerk</p>
18/011	<p><b>ADMINISTRATION</b>  The following documents had been reviewed for acceptability for the financial year 2018/19:  <u>Standing Orders</u>: The latest NALC (2018) Standing Orders had been customised and circulated (incorporating removal of alternative options (in brackets), and [], as recommended by SALC in its Internal Audit Report) to avoid ambiguity. It was agreed to sign and adopt these.  <u>Financial Regulations</u>: The current Financial Regulations had been amended to incorporate the recent changes in procurement figures, as recommended by SALC in its Internal Audit Report. It was agreed to sign and adopt these.  <u>Councillors' Responsibilities</u>: These details had been circulated. Members agreed that they were still acceptable – without any amendment being required.  <u>Complaints Procedure</u>: It was agreed that, as this is a SALC approved document and still meets the PC's requirements, no changes are required.  <u>General Data Protection Regulation</u>: HMG had recently tabled an amendment to this Bill whereby all parish and town councils, and parish meetings, in England are likely to be decreed <b>exempt</b> from the requirement to appoint a Data Protection Officer (DPO). A further update is awaited.  Village Green Lease: Cllr Ridyard reported that work is ongoing in this regard.  <u>Telephone Kiosk Adoption and Transfer</u>: Documentation had just been received in this connection, but it was agreed to carry this over to the June PC Meeting.  <u>VETS</u>: Cllr Jones reported that information is to be made available soon re possible volunteers and that CPR/defibrillator training would be arranged for September.  <u>Green Cleaning Rota</u>: Cllr Pope is shortly to issue this. Cllrs Alderton and Ridyard expressed interest in participating.  Village Fayre: Members approved the use of the Green for this event on Friday and Saturday 8/9 June. BVA would be notified.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>AA/ Clerk TR</p> <p>Clerk</p> <p>GJ</p> <p>AP</p> <p>Clerk</p>
18/012	<p><b>HIGHWAYS</b>  Flooding: Cllr Jones reported that the village is being faced with these issues due to the lack of preventative maintenance on the part of SCC. He reinforced the need for residents to use SCC's highways reporting database in order to ensure that matters are actioned.  A14 Slipway: A meeting had been held on 22 March with Anthony Smith of SCC Highways re this and other village maintenance issues (including gully under A14, ditch along Drinkstone Road, etc.) He was asked to provide an update re the necessary work in readiness for the next PC Meeting on 4 June.  'Fieldside' Hedge, Cangles Lane: This hedge has now been cut back and visibility much improved. This item will be removed from future agendas.</p>	<p>GJ</p> <p>GJ</p> <p>GJ</p> <p>GJ</p> <p>Clerk</p>

<b>18/013</b>	<b>PLANNING</b> (i) Decision Notices: Permissions granted: DC/18/00332: Land adj Guerdon Cottage, Drinkstone Road: Erection of a detached dwelling and detached garage (following expiry of a previously approved scheme under ref 1049/11) without compliance with Condition 2 (Approved plans and documents) to vary plans of PP 0675/15 (Plot 2) DC/18/00336: Land adj The Laurels, Tostock Road: Erection of a one and half storey dwelling with integral garage without compliance with Condition 2 (Approved Plans) to enable changes to the site location plan, layout and elevations of PP 2237/16. (ii) Withdrawn Applications: None (iii) New Planning Applications: DC/18/00815: Land adj Guerdon Cottage, Drinkstone Road: Erection of 1 no Dwelling with Detached Garage: Members commented on the fact that the original PP had been for 5 dwellings; if this PA were allowed, 7 units would have been constructed. An extension of time for the PC's consultation response is to be sought, so that it can be discussed at the next meeting. (Post Meeting an extension was agreed to 5 June.) DC/18/01410: The Badgers, Church Road: Erection of single-storey detached dwelling: An extension is to be sought for this PA also. (Post Meeting an extension was also agreed to 5 June.) (iv) Enforcement Matters: None (v) Appeals: None (vii) Local Plan Consultation/Consideration of Possible Neighbourhood Plan: Nothing further to report at present. (vi) Affordable Housing: Cllr Pope reported that she is in contact with a person re funding for a survey in this regard.	Clerk	
<b>18/014</b>	<b>COMMUNITY</b> <u>Litter Pick</u> : Saturday 13 October at 10 a.m. by the bus shelter on the Green <u>Web Site</u> : A report had been provided during the preceding APM. <u>Community Speed Watch and Possible 30mph Speed Limit Extension</u> : A report had been provided during the preceding APM <u>Geese</u> : Nothing to report.	GJ	M
<b>18/015</b>	<b>CORRESPONDENCE</b> : None		
<b>18/016</b>	<b>MATTERS OF REPORT ONLY</b> : None		
<b>18/017</b>	<b>MATTERS FOR CONSIDERATION AT NEXT MEETING</b> : Risk Assessment and Formulation of Reserves Policy (as per Internal Audit recommendation).		
<b>18/018</b>	<b>DATE OF THE NEXT MEETING</b> : Monday 4 June 2018		
	The Meeting closed at 2210 hours		

Approved at the PC Meeting held on 4 June 2018