

**HAIL WESTON PARISH COUNCIL**  
**Minutes of Annual Meeting of the Parish Council (AGM)**  
**Held on TUESDAY 15<sup>th</sup> May 2007**  
**in HAIL WESTON VILLAGE HALL**

**Present:-**

<b>Mr. P. Chandler</b>	<b>PC</b>	
<b>Mr. M. Baughan</b>	<b>MB</b>	
<b>Mr. B. Easom</b>	<b>BE</b>	
<b>Mr. I. Wilkie</b>	<b>IW</b>	
<b>Mr. N. Farnden</b>	<b>NF</b>	
<b>Mrs. C. Couzens</b>	<b>CC</b>	
<b>Miss L. Bacon</b>	<b>LB</b>	
<b>Mrs. S. Penton</b>	<b>SP</b>	<b>Parish Clerk</b>

**Also present:- 9 members of the public**

**SP distributed Declaration of Acceptance of Office forms for signature by each Councillor before the commencement of the meeting.**

**As previous Vice Chairman, PC opened the meeting at 7.40pm. He thanked everyone for attending and welcomed Liz Bacon as a new Councillor.**

**70515-1 ELECTION of CHAIRMAN – NF was nominated and seconded. He was unopposed and, therefore, is Chairman for the coming year. All in favour.**

**70515-2 NF signed the Declaration of Acceptance of Office Form as Chairman**

**70515-3 APOLOGIES – District Councillor J. Gray and Mr. E. Foxley (Street Warden)**

**70515-4 ELECTION of VICE CHAIRMAN – PC was nominated but declined to accept. CC was then nominated but declined to accept. IW was then nominated and seconded and accepted the post. All in favour.**

**70515-5 APPOINT REPRESENTATIVE for VILLAGE HALL MANAGEMENT COMMITTEE  
CC and LB were nominated and accepted. All in favour.**

**70515-6 (i) NOMINATE THREE MEMBERS of the PLANNING SUB-COMMITTEE to serve with the Chairman or, in his absence, the Vice-Chairman. MB, BE and CC were nominated, seconded and accepted. MB had suggested that there should be more members of this sub committee and discussion of this was deferred to the next meeting.**

**(ii) NOMINATE COUNCILLOR RESPONSIBILITIES relating to Highways and Environment, Financial Reviewer, Council Controlled Open Spaces, Liaison with Local and Other Authorities and Website and Publicity.**

**Highways and Environment - BE was nominated and seconded. All in favour.**

**Financial Reviewer – MB was nominated and seconded. All in favour.**

**Council Controlled Open Spaces - LB was nominated and seconded. All in favour.**

**Liaison with Local and Other Authorities - IW was nominated and seconded. All in favour**

**Website and Publicity now to be called Communications – CC was nominated and seconded. Also to be supported by MB. All in favour**

Signed by the Chairman, **MR. N. FARNDEN** on **19<sup>th</sup> June 2007**

**70515-7 UPDATE REGISTER of INTERESTS – SP** distributed the appropriate forms for Councillors to complete and send to the Monitoring Officer at HDC.

**70515-8 REVIEW of INSURANCE prior to policy renewal on 1<sup>st</sup> June. To be considered in conjunction with revised ASSETS REGISTER VALUES and RISK MANAGEMENT POLICY** - All information had been circulated prior to the meeting including the updated Assets Register and the current Risk Management Policy. Mr. Bowditch, as previous Chairman, had negotiated a reduction in the premium, which was approved for payment at £585.51. There was no revision to insured values.

**70515-9 REVIEW the following - If felt necessary:-**

**Standing Orders** – as they stand

**Financial Regulations** - as they stand

**Equal Opportunity Policy** – no change

**Risk Management Policy** – **MB** suggested that a paragraph should be added to clarify the situation regarding insurance of Assets. It was carried that the following should be added:-

R1 The Council will ensure that adequate insurance will be provided for the Assets under its control.

PA1 The Council maintains an Asset Register for all appropriate Assets and these assets are adequately insured. Review of the Insurance Policy and of the Assets Register including reviewing their insurable amount is undertaken every year.

**Health & Safety Policy** – **BE** suggested that a ‘no smoking’ clause should be added in respect of the Village Hall but it already is a ‘no smoking’ area.

**70515-10 ANNUAL REPORT – To receive the Annual Report of the Parish Council.**

**CC** reported that the Annual Report is in the process of being put together and will be available to Councillors for approval prior to it being available for distribution by 15<sup>th</sup> June. The Chairman expressed the Parish Council’s gratitude to Mrs. Clements for extending the facility to have our Newsletter distributed together with the Parish Church Newsletter.

**70515-11 RENTS & BURIAL FEES**

**Allotments currently at £10** – **SP** reported that the cost of water supply to the allotments for last year was £109.78. **BE** recommended an increase in rent to £15 pa. And to communicate this to the allotment holders before the commencement of the new year, which is 1<sup>st</sup> October 2007. There are three names on the waiting list and current holders should be made to pay on time in future. New holders must pay in advance. An item to go in the Newsletter outlining the costs to the Parish Council including installation costs.

**Playing Field currently £5 for residents and £10 for non-residents – No change**

**Burial Fees – currently there are none set – No change**

**At 8.15pm the meeting was suspended for PC Russell Simpson to deliver his report.**

PC Simpson reported various system improvements and developments throughout the last year. A major development is e-cops. This is an email scheme, which allows neighbourhood policing teams to send out regular email updates to subscribers in their area. This scheme is free of charge to the public. The Call Centre is now fully staffed and they have achieved faster response times. There are now 9 Police Community Support Officers (PCSOs) and the one covering Hail Weston is Carol Corn. PC Simpson confirmed that she is in regular contact with **SP**. In response to a question from a member of the public PC Simpson confirmed that everyone is encouraged to report all crimes.

**The Chairman thanked PC Simpson for attending and wished him all the best in his retirement. The meeting was then re-opened for the next item.**

Signed by the Chairman, **MR. N. FARNDEN** on **19<sup>th</sup> June 2007**

## 70515-12 COUNCILLOR RESPONSIBILITY REPORTS

- a. **Highways and Environmental Issues** – **BE** gave the Street Warden's report. He noted that the hedges opposite Pound Close had been trimmed back, look very tidy and not obscuring the highway. He is still concerned about the debris on the playing field i.e. pile of hedge trimmings, concrete blocks and old goal posts. **BE** to arrange for a contractor to remove the material. He also reminded the Parish Council that the white line markings in the village are worn away – in particular, the High Street from Ford Lane to the Church. The County Council have still not removed the redundant road sign next to the Ford. **BE** reported that the County Highways Engineer for the Area had acknowledged that the "SLOW" signs on the B645 were covered when the road was resurfaced. A replacement for the Millennium Tree would be discussed with the County Tree Officer when he visits Orchard Close later in the year. The Litter Pick took place on Sunday 29<sup>th</sup> April and our thanks to those who came along. It was pleasing that, although a much greater part of the village was covered there was a marked reduction in the amount of litter collected – 8 bags down from the 23 collected last year. This was partly due to the good work of some villagers who have taken the trouble to collect up the profusion of beer cans littering Ford Lane. However, it was disappointing to find that there are still irresponsible dog owners not clearing up after their dogs. In particular, there was quite a lot around the children's play area. There has been substantial improvement work carried out on the Footbridge but the County Area Highway Officer agreed that it is still unfit for purpose. However, any funding is still unlikely to be forthcoming.
- b. **Council-controlled Open Space including Play Area Safety Report** – The report of the Safety Inspection carried out in April will be passed to NF for analysis and for any remedial action to be identified.
- CC confirmed that all allotment rent arrears has now been collected.
- c. **Liaison with other Authorities** – **IW, BE & SP** attended the Safer Neighbourhood Panel Meeting at Tilbrook Village Hall on 3<sup>rd</sup> April – **IW** reported that it was the best and most positive meeting we have had with the Police. One of the three top priorities set to be addressed in the area is speeding through and between the villages on the B645. Chief Inspector Laura Hunt will report back to the next Safer Neighbourhood Panel Meeting.
- d. **Web Site and Publicity** – **MB** confirmed that an Agenda template will be published on the web site well in advance of the meetings. This will then be replaced with the actual agenda when it is finalised.

## 70515-13 FINANCE

- a. **Approval of Accounts for year ending 31<sup>st</sup> March 2007** – **PC** had finalised the year-end accounts, which were circulated prior to the meeting. These were accepted and approved subject to two minor amendments, which had no effect on the outcome of the accounts. All in favour.
- b. **Monitoring of Budget compared to Actuals for previous year and current year** – **SP** circulated these reports at the meeting and it was pointed out that this was insufficient time to examine them. **SP** explained that late payments made it difficult to issue these reports much sooner. It was also remarked that the inclusion of income, expenditure and balance transfers makes these reports over-complicated. It was agreed that, in future, the period covered for these reports should be to the end of the previous month.
- c. **Signatories for Bank Accounts – Normally Chairman and Vice Chairman plus one other to be confirmed.** It was agreed that **PC** and **IW** are to continue to be signatories and that the new Chairman **NF** is to be the third signatory. **SP** will provide him with the necessary forms. All in favour.

**70515-14 ANY OTHER BUSINESS** – **The Chairman thanked Mr. Bowditch for his service on the Parish Council over the last five years and, in particular for the last two years as Chairman. He praised his efforts in bringing the Council forward and improving procedures.**

**70515-15 NEXT GENERAL MEETING will follow the Annual Assembly after this meeting.**

**The meeting closed at 9.10pm**

Signed by the Chairman, **MR. N. FARNDEN** on **19<sup>th</sup> June 2007**

# HAIL WESTON PARISH COUNCIL

## **Minutes of General Meeting of the Parish Council Held on TUESDAY 15<sup>th</sup> May 2007 in HAIL WESTON VILLAGE HALL**

### **Present:-**

<b>Mr. N. Farnden</b>	<b>NF</b>	<b>Chairman</b>
<b>Mr. I. Wilkie</b>	<b>IW</b>	<b>Vice Chairman</b>
<b>Mrs. C. Couzens</b>	<b>CC</b>	
<b>Mr. M. Baughan</b>	<b>MB</b>	
<b>Mr. B. Easom</b>	<b>BE</b>	
<b>Mr. P. Chandler</b>	<b>PC</b>	
<b>Miss L. Bacon</b>	<b>LB</b>	
<b>Mrs. S. Penton</b>	<b>SP</b>	<b>Parish Clerk</b>

**70515-1 APOLOGIES – District Councillor Mr. J. Gray**

**70515-2 TO APPROVE and SIGN MINUTES of the General Meeting held on 27<sup>th</sup> March 2007**  
Approved as a true record and, therefore, signed by the Chairman

**70515-3 MATTERS ARISING (for information only)**

**SP** had obtained several notice board catalogues and they appeared to be rather costly. At first glance they all appeared to be in excess of £1,000. **CC** took the catalogues for further investigation. **SP** suggested that, if there is a carpenter in the village who could repair the notice board, then that would be a far cheaper option. It was suggested that an item should go in the Newsletter.

**70515-4 MEMBERS' DECLARATION of INTEREST for items on the agenda - None**

**70515-5 TREES in ORCHARD CLOSE – BE** will discuss the situation with Tony King of CCC.

**70515-6 BURIAL GROUND**

- (i) **Update on current situation** – Response from Alexanders “Offer of £8,000 plus legal costs is not acceptable to my clients who have indicated that they are reluctant to proceed at any figure less than £15,000 for this land”.

**SP** to write to Alexanders requesting permission to engage the services of a surveyor to assess the suitability of the land.

- (ii) **Possible formation of a Sub-Committee** – It was felt that a Working Party would be preferable to a sub-committee.

- (iii) **Recommendation to join Association of Burial Authorities through CALC at reduced rate as per March Correspondence.** This was approved. **SP** to draw cheque and send off to CALC.

Item to go in Newsletter explaining the situation.

**70515-7 OPEN FORUM - for all members of the public and press present including District and County Councillors – None present.**

**70515-8 PLANNING – Hail Weston Springs –** Work had ceased for the time being on the new access to and from the B645. The County Council is responsible for this road.

**70515-9 VILLAGE HALL –** A fund-raising Fête will be held in September. Fascias and guttering will be the next work to be carried out on the Village Hall.

Signed by the Chairman, **MR. N. FARNDEN** on **19<sup>th</sup> June 2007**

**70515-10 FINANCE**

- (i) **Grass Cutting Contract** – The increased charges were approved. All in favour
- (ii) **Approval of Finance Report including Accounts for Payment** - All in favour of approval.
- (iii) **Other Finance Matters - None**

**70515-11 QUALITY STATUS – Application update.** Progress is now dependent upon the forthcoming Annual Report and Newsletter being accepted at the June meeting.

**70515-12 CORRESPONDENCE (List attached)**

**70515-13 ANY OTHER BUSINESS**

**70515-14 DATES of NEXT MEETINGS:-**

**June 19<sup>th</sup>**  
**July 17<sup>th</sup>**  
**September 18<sup>th</sup>**  
**October 16<sup>th</sup>**  
**November 20<sup>th</sup>**

**The meeting closed at 10.30pm**