

HAIL WESTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council (AGM)

Held on **MONDAY 18th May 2009**

in **HAIL WESTON VILLAGE HALL at 8.00pm**

Present:-

Mr. N. Farnden	NF	Chairman
Mr. I. Wilkie	IW	Vice Chairman (Joined the meeting at 8.30pm)
Mr. B. Easom	BE	
Mrs. S. Buchanan	SB	
Mrs. S. Penton	SP	Parish Clerk

90518-1AGM ELECTION of CHAIRMAN - Mr. N. Farnden was proposed and seconded. All in favour.

90518-2AGM Chairman will sign Declaration of Acceptance of Office Form at the June meeting.

90518-3AGM APOLOGIES - Mr. P. Chandler (PC), Mrs. Di Salter (DS), County Councillor Peter Downes (PD) & District Councillor Jonathan Gray (JG)

90518-4AGM ELECTION of VICE CHAIRMAN – Mr. I. Wilkie was proposed and seconded. He accepted. All in favour.

90518-5AGM CASUAL VACANCY - The vacancy had been advertised for the statutory period and no election had been called. Therefore, the vacancy can now be filled by co-option.

NF had spoken to Mr. Matt Frank who had expressed an interest in becoming a Parish Councillor and was in attendance at this meeting.

NF outlined the functions of the Parish Council after which Mr. Frank agreed to take up the post and was welcomed to the table.

90518-6AGM APPOINT REPRESENTATIVE for VILLAGE HALL MANAGEMENT COMMITTEE

Di Salter had expressed an interest and it was resolved that she would be the representative in place of Barry Easom. **BE** will accompany **DS** at her first meeting.

90518-7AGM APPOINT 3 PLANNING COMMITTEE MEMBERS to serve with the Chairman or, in his absence, the Vice Chairman. It was resolved that **BE, DS & SB** would serve on the Planning Committee.

90518-8AGM TO APPROVE and SIGN the MINUTES of the General Meeting held on March 17th

Item 14 Dog Fouling ‘around the play area’ should read ‘around the footpath at Ford End stables’.

Amendment by hand authorised. The Minutes were then accepted as a true record.

90518-9AGM MATTERS ARISING

(i) It was resolved that Archiving should be completed by the end of the year.

(ii) **SP** has forwarded Code of Conduct, SOs, Fin. Regs., H & S Policy, Risk Assessment and Equal Ops. Policy documents to the new Councillors **SB** and **DS**.

90518-10AGM MEMBERS’ DECLARATION of INTEREST for items on the agenda

IW declared a Personal Interest in Item 13, as he is a friend of the owner.

NF declared a Personal Interest in Item 12 as his daughter presented the Play Area petition to the Parish Assembly last year.

90518-11AGM OPEN FORUM – for all members of the public present including District and County Councillors. No members of the public or District or County Cllrs. present.

Signed by the Chairman.....

Date.....2009

90518-12_{AGM} PLAYING FIELD UPDATE – BE & DS attended a Workshop in Huntingdon re. Funding and as a result had arranged a separate meeting with Pam Davenport, Hunts Forum, to be held on 4th June. **SP** and Working Party member, Veronica Haggar, are to attend a funding briefing being held by CCC, Play Pathfinder at Hinchingsbrooke House on 21st May.

90518-13_{AGM} PLANNING – Application ref. 0900434FUL – Change of use and Extension to Residential Property to Live/Work use (B1-BUSINESS), Dirt House, 589 Great North Road, Eaton Ford.
Comments due by 22nd May.
There were no objections to this.

90518-14_{AGM} FORD END FOOTBRIDGE

Works are provisionally scheduled to commence on Monday 6th July and to be completed on Friday 31st July. Modification/extension of north abutment to Ford End Footbridge and repair to area of undermining below carriageway slab.
The Parish Council is disappointed that the structure is not to be improved to provide all-weather access.

90518-15_{AGM} VILLAGE HALL – A grant had been obtained by the VH Management Committee for the excellent new floor in the Village Hall. More funding is required to make the VH more weatherproof. **SP** is to write to the Chairman of the VH Management Committee to ascertain the situation regarding the Budget and A/Cs as none had been received for a while. Also an invoice has yet to be received for VH rental re. Parish Council meetings for 2008/9.

90518-16_{AGM} POLICING MATTERS – There has been an increase in burglaries in the area including diesel being stolen.

90518-17_{AGM} UPDATE REGISTER of INTERESTS – **NF, IW** and **BE** have no changes to report. **SB** has form for completion. **DS** has recently completed a form, which was duly sent to HDC. Matt Frank was given a form for completion.

90518-18_{AGM} REVIEW of INSURANCE prior to renewal on 1st June. To be considered in conjunction with ASSETS REGISTER VALUES and RISK MANAGEMENT POLICY
Renewal fee for 2009/10 was originally £623.97 – SP obtained a reduction to last year’s level at £585.51.
SP had also obtained a quote from Zurich through Suffolk ACRE, which was slightly lower than the present insurers, Allianz. However, it was decided that the PC would remain with the present insurers, Allianz, as it is superior cover.

90518-19_{AGM} REVIEW THE FOLLOWING:-

Standing Orders:-

1. Para. 12 - Recommendation to delete the following *“or with a responsibility, as defined in 5 above”*
2. Para. 13 - To consider addition to Item 13 re. Interests as previously circulated.

It was agreed that the review of all Policies would be shared as follows and will be discussed at the June meeting:-

NF will review SOs and it was agreed to incorporate the above 2 changes.

- Financial Regulations - PC**
- Equal Opportunity Policy - IW**
- Risk Management - NF**
- Health & Safety Policy - SB**

90518-20_{AGM} RENTS:-

- (i) **Allotments - Currently £15 per full plot to be collected at start of year i.e. October**
 - (ii) **Playing Field currently £5 for residents and £10 for non-residents**
- No change to either of these.

Signed by the Chairman.....

Date.....2009

90518-21_{AGM} CEMETERY – **BE** reported that he and **NF** met with Kevin Pettit of edf Energy on site on 15th May. The electricity pole will be resited at the cost of edf Energy. However, the PC will have to bear the cost of the provision of a lighting column. See email attached to these Minutes.

Loan application for purchase of land - It was resolved that **NF** is to deal with these negotiations and, therefore **SP** handed over the application form and notes for guidance.

90518-22_{AGM} COUNCILLOR RESPONSIBILITIES

(i) Reports

- a.** Highways and Environmental Issues including update on the issue of lack of signs into the west end of the village. This matter is to be followed up again at a later date.
BE reported that the burst water main had been repaired – the second one this year
- b.** Council-controlled Open Spaces including:-
 - (i)** Waiting list rules for allotments and size of plot allowed for each tenant.
It was resolved that no one person may rent more than one plot whilst there are people on the waiting list. Currently there are three on the waiting list.
A request had been received from one of the allotment holders to erect a tool shed on their plot. This was agreed on the understanding it would be no more than 1metre high.
 - (ii)** Acceptance required for 2009/10 Grass Cutting contribution from CCC - £301.35
It was resolved to accept £301.35 and **SP** to send invoice.
- c.** Communications including web site, publicity and Newsletter – Matt Frank agreed to take over the Newsletter and Martin Baughan is still prepared to run the web site.
- d.** Liaison with other Authorities – **SP** is to confirm and then notify **IW** of the Safer Neighbourhood meeting dates for the rest of the year.
- e.** Financial Reviewer – It would be appropriate if **PC** would take over this responsibility from Martin Baughan.

NF is to write to Martin Baughan expressing the PC's appreciation for all his hard work in financial matters including payroll, Quicken accounting software and budget and the Newsletter and web site.

90518-23_{AGM} FINANCE

- a.** The final accounts for the year to 31st March 2009, prepared by **PC**, were circulated prior to the meeting and were unanimously accepted at this meeting.
- b.** The Annual Return was duly accepted. All in favour.
- c.** Finance Reports were accepted and Accounts for Payment were all approved. All in favour.
- d.** CPALC Affiliation Fee – due 30th June. **SP** had questioned the fee, as the discounts that were given last year were not offered this year. However, it was confirmed by CPALC that these discounts are not being offered this year and, therefore, the charge of £171.81 has to be accepted. Part of the discount was for Parish Councils having a qualified Parish Clerk and having achieved Quality Status. **SP** is to contact CPALC (Cambridgeshire & Peterborough Association of Local Councils) and to question the purpose of investing and qualifying for QS when there are no apparent benefits. And that the PC is seriously considering NOT applying for re-accreditation in 3 years' time.
- e.** Clerk's salary – **NF** had written to **SP** confirming the decisions made at the meeting of 17th March. Copy of letter attached to these Minutes includes resolution to award an increase in pay to spinal column 24 of the pay scale and to make payment for an additional hour per week giving a total of 8 hours per week. With effect from 1st April 2009.
- f.** Other Finance Matters – Cater Allen bank is not paying any interest on balances less than £500,000 and will be levying a charge of £15 per month if balance falls to less than £5,000.

90518-24_{AGM} CORRESPONDENCE - There was no Correspondence List as such as everything for discussion was incorporated into the Agenda.

However, the following items were circulated to all prior to the meeting:-

LETTER FROM HDC re. DIRT HOUSE APPLICATION as previously notified to all.

Signed by the Chairman.....

Date.....2009

Copy of one page of the ANNUAL RETURN, which ties up with the Variance Report already circulated.
FINANCE REPORTS - ACCOUNT BALANCES & TRANSACTIONS REPORT
CLERK'S PAY SCALES for Item 21e on the Agenda

90518-25_{AGM} ANY OTHER BUSINESS

Best Front Garden Competition - SB was successful in obtaining sponsorship for the prizes. The first prize will be £60 cash, second prize will be a meal for two in the Royal Oak and there will be a £10 prize for the best hanging basket. This item will be included in the next newsletter.

90518-26_{AGM} DATE of NEXT GENERAL MEETINGS (All on Tuesdays)

JUNE 9th
JULY 21st
SEPTEMBER 15th
OCTOBER 20th
NOVEMBER 17th

Meeting closed at 10.05pm

Signed by the Chairman.....

Date.....2009