

# HAIL WESTON PARISH COUNCIL

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

Held on TUESDAY 18<sup>th</sup> May 2010

in HAIL WESTON VILLAGE HALL at 8.00pm

### Present:-

Mr. N. Farnden	NF	Chairman
Mr. I. Wilkie	IW	Vice Chairman
Mr. B. Easom	BE	
Mrs. S. Buchanan	SB	
Mr. P. Chandler	PC	
Mr. M. Frank	MF	
Mrs. S. Penton	SP	Parish Clerk

Also present – District Councillor Jonathan Gray (JG)

**100518-1AGM ELECTION of CHAIRMAN – Mr. P. Chandler was proposed and seconded. All in favour. He was unopposed and, therefore, is Chairman for the coming year.**

**100518-2AGM PC duly took the Chair and signed the Declaration of Acceptance of Office.**

He gave a vote of thanks to the departing Chairman, Nick Farnden for all his hard work in his time in office first as Councillor and then as Chairman. He continued by saying that an awful lot had been achieved and his hard work was very much appreciated.

**100518-3AGM APOLOGIES – Di Salter** who is out of hospital but is still not well enough to resume her duties as a Councillor.

**100518-4AGM ELECTION of VICE CHAIRMAN – BE was proposed and seconded. All in favour. He was unopposed and, therefore, is Vice Chairman for the coming year. BE signed the Declaration of Acceptance of Office.**

**100518-5AGM SB agreed to continue to be the REPRESENTATIVE for the VILLAGE HALL MANAGEMENT COMMITTEE**

**100518-6AGM APPOINT 3 PLANNING COMMITTEE MEMBERS to serve with the Chairman or, in his absence, the Vice Chairman. BE, SB & IW agreed to continue in this capacity. All in favour.**

**100518-7AGM TO APPROVE and SIGN the MINUTES of the General Meeting held on March 16<sup>th</sup> Planning Minutes of 15<sup>th</sup> April and Minutes of Extraordinary General Meeting of 26<sup>th</sup> April.**

These Minutes were all accepted as a true record.

**100518-8AGM MATTERS ARISING –**

(i) **Planning Enforcement** – 3 Green Lane – Letter of 12<sup>th</sup> May from Enforcement. Confirmation that 2 self-contained residential units have been created. One without planning permission and the other contrary to a planning condition. Planning application now requested by Enforcement.

(ii) **IW** reported that the Post Box has been painted albeit not very well.

**100518-9AGM MEMBERS' DECLARATION of INTEREST for items on the agenda**

**NF** declared a Personal Interest in Item 12, as his daughter presented the Play Area petition to the Parish Assembly in 2008.

**NF** also declared a Personal Interest in Item 21 (i) b and Item 23, as his Wife is one of the allotment tenants affected by the dispute.

Signed by the Chairman...Mr. P. Chandler.....

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**SB** also declared a Personal Interest in Item 21 (i) b and Item 23, as her Husband is one of the allotment tenants affected by the dispute.

**MF** also declared a Personal Interest in Item 21 (i) b and Item 23, as his Wife is one of the allotment tenants affected by the dispute.

**PC** declared a Personal Interest in Item 20 as his wife has an interest in the plot of land adjacent to the site the Parish Council has purchased for the new burial ground.

**PC** also declared a Personal Interest in Item 7 as his wife is one of the applicants for the Planning applications considered at both the meeting held on 15<sup>th</sup> April and that held on 26<sup>th</sup> April.

**100518-10<sub>AGM</sub> OPEN FORUM – for all members of the public present including District and County Councillors.**

**JG** reported that he would continue to lobby for the free use of the Riverside Car Park, St. Neots.

Letter of complaint and enclosures given to **JG** re. the long-term closure of the Ford during the recent high water levels due to extremely wet weather conditions. **JG** had contacted the County Council emphasising the importance of having the Ford open as much as possible. It was agreed that there were times when the Ford could have re-opened. As the resident who sent the letter of complaint is a farmer, it was suggested that he is given a key.

**BE** reported that cracks were opening up and that the surface of the Ford is dangerous.

**JG** gave thanks to **NF** for all his hard work in his term of office and saying he had been incredibly productive throughout the year.

**100518-11<sub>AGM</sub> CHURCH – Letter from Parochial Church Council appealing for donation towards insurance costs.** The appeal was turned down on the basis that the Parish Council has already raised over £30,000 to provide a new cemetery and that the PC has other commitments to the wider community. **SP** to respond.

**100518-12<sub>AGM</sub> PLAYING FIELD UPDATE – Transactions Report sent to all.**

**BE** had obtained a favourable quotation for the hire of 2 toilets for the Playing Field Launch Day to be held on Sunday, 6<sup>th</sup> June. The price of £35 + VAT for the weekend was authorised. These cubicles will be secured to the ground with road pins. Also authorised was the hire of 1 toilet to continue throughout the summer until September at a cost of £18 per week. This price includes a weekly service and consumables. All in favour. **SP** gave **BE** a key for the playing field gate for the use of the toilet hire company, - SWC - (Site Welfare Company Ltd.)

A new set of goal posts is needed and an application for grant has been made to the Football Foundation. It was resolved that the Parish Council will underwrite 50% of the cost. All in favour.

Also Applications are being prepared for grants from Biffa and Comma.

The existing goal posts will then be redundant and **SP** is to offer these to any other nearby Parish Council that may be able to make use of them.

**PC** expressed the Parish Council's gratitude to **BE** for all his hard work in achieving so much. Also **SP** is to write to the Playing Field Working Party with thanks for their amazing contribution.

**100518-13<sub>AGM</sub> FORD END FOOTBRIDGE including letter of complaint.** **SP** sent a letter of explanation on 14<sup>th</sup> May, based on **BE**'s suggested wording. There is little further that the Parish Council can do and the matter was raised with the District Councillor – see Item 10.

**100518-14<sub>AGM</sub> VILLAGE HALL – SB** reported that the VH Management Committee is in the process of buying new chairs for the Village Hall.

The rent for the Playgroup has been increased to £21.

**100518-15<sub>AGM</sub> POLICING MATTERS – Nothing to report.**

**100518-16<sub>AGM</sub> UPDATE REGISTER of INTERESTS – No one had anything to add to what they had already placed on the register.**

Signed by the Chairman...Mr. P. Chandler.....

Date.....15<sup>th</sup> June.....2010

**100518-17<sub>AGM</sub> REVIEW of INSURANCE prior to renewal on 1<sup>st</sup> June including recent additions for new playing field equipment.** SP to liaise with BE re. values of new Playing Field equipment for insurance purposes. Premium was £540 approx. Now £937.40 prior to confirmation of insured sums and any additions.

- (i) **To be considered in conjunction with ASSETS REGISTER VALUES and RISK MANAGEMENT POLICY.** Assets Register values confirmed and Assets Register sent to all.
- (ii) **Assets Register values to be put back to original cost for Annual Return purposes, and not inflated along with insured values, as per instruction from CPALC.** Assets values at original cost now on Annual Return. Copies of AR circulated to all at meeting.

**100518-18<sub>AGM</sub> REVIEW THE FOLLOWING:-**

**Standing Orders** – last reviewed on 20<sup>th</sup> May 2008 when it was agreed to leave them as they stand. Reviewed for this meeting and to be left as they stand.

**Financial Regulations** – last reviewed in October 2009 and amendments adopted on 24<sup>th</sup> November 2009. A paragraph to be added at a later date re. Internet Banking.

**Equal Opportunity Policy** - Reviewed for this meeting and to be left as it stands.

**Risk Management** - Reviewed for this meeting and to be left as it stands

**Health & Safety Policy** – accepted at March meeting and will be sent to Martin Baughan for the web site. No further amendments required.

SP is to record the date of review on each of the above procedural documents.

**100518-19<sub>AGM</sub> RENTS:-**

- (i) **Allotments - Currently £15 per full plot to be collected at start of year i.e. October – not changed last year.** It was agreed on a majority vote to increase the annual rent from October 2011 to £18. Two voted for the change and 4 abstained. Three Councillors abstained as they had declared a personal interest in Allotment matters.

PC questioned the Anglian Water charges for the Allotments. SP explained that Anglian Water Authority had overcharged and had now rectified this by issuing a credit note and, therefore there were no charges for the last quarter and a small credit is now carried over.

- (ii) **Playing Field currently £5 for residents and £10 for non-residents** – To remain unchanged. All in favour.

**100518-20<sub>AGM</sub> CEMETERY UPDATE** - Transaction Report sent to all.

Work outstanding is to reinstate fencing.

Cost of maintenance of cemetery is yet to be established.

SP to contact the vicar to confirm the number of burial spaces left in the existing cemetery

**100518-21<sub>AGM</sub> COUNCILLOR RESPONSIBILITIES**

**(i) a. Highways and Environment**

BE reported that the County Council will operate the signs when the Ford is open/closed.

He also reported that extensive work is being carried out to upgrade the electricity supply to the village.

**b. Council-controlled Open Spaces.** Peter Round, the grounds maintenance contractor, has submitted his charges for this year in response to revised requirements due to development of playing field. He is aware that more equipment may be added to new equipment recently installed and will not charge any more than the prices below.

Present charge £181.25 monthly 5% increase	= £190.30
£1,000 per year divided into 12 monthly parts	= £83.33
Total excluding V.A.T.	= £273.63
VAT	£47.89
<b>Total</b>	<b>£321.52</b>

These revised charges were accepted. All in favour.

The full details are attached to these Minutes.

BE pointed out that there will be an additional charge for marking out the new football pitch.

**Signed by the Chairman...Mr. P. Chandler..... Date.....15<sup>th</sup> June.....2010**

**SB** reported that the Allotment paths have been reinstated.

**BE** recommended employing someone for say, £15 per week to monitor the Playing Field and the equipment. He suggested that it might not be appropriate for a Parish Councillor or the Parish Clerk to carry out this work, as it needs to be done on a regular basis.

**BE** had already taken up many points identified as needing attention in the Playsafety Safety Report. One of the points is signage needed indicating age group restrictions on some of the equipment.

It was suggested that Community Services might carry out painting of the equipment and treating fencing.

**c. Communications including web site, publicity and Newsletter** – **MF** reported that he would have to resign from the Parish Council after he has produced the next Newsletter, as he is unable to give the role the attention it needs. Martin Baughan is presently keeping the web site updated.

**d. Liaison with other Authorities**

**e. Financial Reviewer** – **PC** reported that he had reviewed all transactions for the year to date and confirmed that they were in accordance with decisions.

**(ii) Any changes in allocation of responsibilities** - None. However, **SB** stated that she would not continue to accept responsibility for Allotment matters if it means that she had to deal with the people who are causing the unpleasantness at the allotments.

**100518-22<sub>AGM</sub> FINANCE**

**a. Approval of Accounts for year ended 31<sup>st</sup> March 2010** prepared by **PC** in accordance with records maintained by **SP**. A/Cs Sent via email to all prior to the meeting. Also available at meeting. These were accepted. All in favour

**b. Annual Return.** Copy of Section 1 circulated to all at meeting. This was approved and was duly signed by the Chairman and the Clerk. **SP** to now make arrangements for the Internal Auditor, Gerry Whitfield, to receive the various records and to produce his report.

**c. Finance Reports including Accounts for Payment.** Manually prepared Finance Reports distributed to all prior to the meeting. These were all approved.

**d. CPALC Affiliation Fee** – due 30<sup>th</sup> June. £177.21. Noted.

**e. Internet Banking** – The use of Internet Banking was approved at a previous meeting and has proved extremely useful in reporting transactions and balances. However, **SP** is not comfortable with the fact that she has freedom to change standing orders etc. Further enquiries will be made as to whether or not restrictions can be set up in the system.

**f. Other Finance Matters** - It was agreed to add **BE** as cheque signatory. **SP** to make necessary arrangements with the bank.

**100518-23<sub>AGM</sub> CORRESPONDENCE (List attached)** – Including separate communications from **NF** and **BE** regarding further confrontations by an allotment holder and her husband. After some discussion it was agreed to refer these to the Allotment Disputes Working Party.

Also **NF** tendered his resignation from the Parish Council. The Chairman said he regrets that **NF** has had to resign and wished him well for the future.

**100518-24<sub>AGM</sub> ANY OTHER BUSINESS** – Planning Application received. Meeting arranged for Planning Committee to meet on Monday 24<sup>th</sup> May to consider the application.

The painting of the replacement bargeboards on the Bus Shelter has still not been completed. The work was carried out some 6 months ago and **SP** has already sent emails to Sean Barnes requesting that he completes the work. **SP** to contact him again.

Signed by the Chairman...Mr. P. Chandler.....

Date.....15<sup>th</sup> June.....2010

**100518-25<sub>AGM</sub> DATE of NEXT GENERAL MEETINGS (All on Tuesdays)**  
**The change of date for the September meeting from 21<sup>st</sup> to 14<sup>th</sup> was authorised.**

**JUNE 15<sup>th</sup>**  
**JULY 20<sup>th</sup>**  
**SEPTEMBER 14<sup>th</sup>**  
**OCTOBER 19<sup>th</sup>**  
**NOVEMBER 16<sup>th</sup>**

**The meeting closed at 10.00pm.**

**Signed by the Chairman...Mr. P. Chandler.....**

**Date.....15<sup>th</sup> June.....2010**