

Langtoft Parish Council

Minutes of AGM and Council Meeting held on Tuesday 10 May 2011 in the School Hall

Present: Cllrs Roy Jackson (Chairman), Debbie Hallam, Mike Thompson & Yvonne McCulloch.

Jim Winstone (Retiring Chairman) and Bob Cramp (Retiring Vice-Chairman) were present for agenda item 1 only.

In Attendance: Derek Risk (Clerk) and Jim Haw (Internal Auditor). District Councillors Rosemary Woolley and Kelham Cooke. There were also 3 members of the public present.

1/11 Election of new Chairman

The Clerk, at the request of the retiring Chairman, confirmed that all members present had signed their declaration of acceptance of office. It was also noted that although there were only 4 members present this did constitute a quorum under the Council's standing orders.

The retiring Chairman then called for nominations for the Chairman of the Council.

Cllr Jackson was nominated by Cllr Thompson and seconded by Cllr D Hallam. There being no other nominations Cllr Jackson was elected un-opposed. Cllr Jackson then signed the Declaration of Acceptance to serve as Chairman for the next 12 months.

Cllr Jackson then took the Chair.

2/11 Election of new Vice-Chairman

The Council agreed to postpone the consideration of election of a Vice –Chairman until the next meeting.

There was then a short adjournment for the Council to take questions from the public present.

4/11 Public Forum

- A complaint was raised about some literature and notices used in the recent District Council elections by a member elected to the new Parish Council. It was noted that this was before the member had formally accepted the office of Parish Councillor. The Chairman reported that the advice from LALC was that any action was outside the remit of the Parish Council. The resident indicated that he would be pursuing his complaint with the SKDC Democracy Department.
- District Cllr. Cooke read out a letter from retiring District Cllr. Andrew Moore which covered his work as a District Councillor over the past year and said it had been a privilege and delight to represent the Truesdale ward along with Cllr. Tom Webster.

He wished all the residents of Langtoft all the very best for the future. The Chairman recorded a note of thanks to the retiring District Cllrs. for their support during their term of office and welcomed Rosemary Woolley and Kelham Cooke the new District Councillors.

- The Council was thanked for adding the budget information to the website as promised at the last meeting. It was noted that the salary budget was not increasing and a query was raised about pay increases for Council employees. The Clerk explained that employee pay rates was based on NJC rates for public employees and these were not increased last year and had not yet been increased in the current year.
- It was also noted that the planned capital/project expenditure was high in the coming year and it was suggested that the budget reserves at 31 March 2012, at just under £3,000 were too low. The Clerk noted that previously the Council had been criticised for holding too high reserves and in the budget had tried to reach a balance between the need for new facilities and the impact on the precept charge and the level of reserves as well as the general economic situation. The reserves were monitored at each Council meeting and before any new item of capital/project expenditure was authorised the impact on reserves would be considered.
- A query was also raised as to whether proposed additional equipment in the parks would be for older children as there was already a range of play equipment for the younger children. The Chairman responded that this had already been raised previously and would be taken into account when the final choice of equipment was made.

There being no further questions the meeting returned to the main agenda.

5/11 Apologies for absence. Apologies for absence were received Cllrs A Halfhide , A Hallam and T Butterfield. It was agreed that acceptable reasons had been given.

6/11 Declarations of interest. There were no declarations of interest for items on the agenda.

7/11 Approval of Minutes of previous meeting (5 April 2011)

The approval of the previous minutes was proposed by Cllr Thompson, seconded by Cllr D Hallam and agreed unanimously.

8/11 The meeting then agreed to bring agenda item 12 forward. This was proposed by Cllr D Hallam, seconded by Cllr Thompson and agreed unanimously

9/11 Approval of Annual Accounts and Internal Audit for 2010/11

The Clerk presented the draft annual return with the final accounts for 2010/11 which had already been agreed by the Internal Auditor. The Clerk also noted that this year the Council

had been included in the 5% sample of small authorities for more detailed audit. The Clerk stated that he did not see any problems in meeting these additional requirements.

Jim Haw reported that he had carried out four full audits during the year, and provided the Council with Quarterly Reports. He also confirmed that he agreed with the figures in Section 1 of the annual return.

The meeting also agreed the responses to the questions in Section 2 of the return.

The meeting **RESOLVED**

“To approve the accounts for the year 2010/11 and to authorise the submission of the annual return”

This was proposed by Cllr McCulloch and seconded by Cllr D Hallam and agreed unanimously

Jim Haw then said that he wished to give notice that he intended stand down as Internal Auditor at the end of the 2011/12 year. The Chairman said that the Council would be sorry to lose him from the role of Internal Auditor but respected his wishes. The Chairman noted Jim’s excellent work as Internal Auditor over a number of years and thanked him on behalf of the Council

10/11 Appointments to Groups

In view of the limited number of members present this item was deferred to the next meeting of the Council. However, the Chairman said that he proposed to recommend to the next meeting that the Highways and Cemetery responsibilities should merged into the Amenities Group and F&GP would just deal with Finance items. Events and Planning would continue as last year. Councillors would be requested to indicate on which Groups they would wish to be members.

11/11 Hyde & Mossop Charity

The meeting agreed to continue with Cllr Jackson and Velma Denniston as the Council nominated Trustees.

This was proposed by Cllr Thompson and seconded by Cllr McCulloch and agreed unanimously.

12/11 Village Hall Management Committee

The meeting agreed that Cllr McCulloch should continue as the Council representative on the LVHMC.

This was proposed by Cllr Thompson and seconded by Cllr D Hallm and agreed unanimously.

13/11 Police Panel

The meeting agreed that Cllr Halfhide would be the Council's representative on the Police Panel.

This was proposed by Cllr Thompson and seconded by Cllr McCulloch and agreed unanimously.

The Chairman recorded a note of thanks to Bob Cramp, the previous representative on the Police Panel.

14/11 Standing Orders and Financial Regulations

The Chairman reported that he would be recommending a change to the Standing Orders at the next meeting and meanwhile the Council should just agree to continue using the current version dated May 2010 until amended at a future meeting.

The Clerk indicated that he did not see any need to change the Financial Regulations previously updated in December 2009 and recommended their adoption for the coming year.

The meeting RESOLVED

“To continue the adoption of the Standing Orders dated May 2010 and the Financial Regulations dated December 2009 for the coming year or until amended at a future meeting of the Council.”

This was proposed by Cllr D Hallam and seconded by Cllr McCulloch and agreed unanimously.

15/11 Review of Fixed Assets and Insurance Schedule

The Clerk presented the schedule of fixed assets for review by the Council.

It was noted that the schedule did not include the recently donated Grit Bins and the Clerk was requested to add them to the register. With this addition the schedule was approved by the Council.

The Clerk advised the meeting of the renewal of the Council's insurance policy and sought authority to renew it from 1 June 2011 at a cost of £559.47, and for the F&GP Group review the schedule in detail when it next meets. This was a small increase of £20 from last year.

The meeting RESOLVED

“To authorise the renewal of the Council's insurance policy at a cost of £559.47, and give the F&P Group responsibility for monitoring the schedule in future.”

This was proposed by Cllr D Hallam and seconded by Cllr Thompson and agreed unanimously.

16/11 Clerk's Report

The Clerk presented the report, which was accepted by the Council and it was noted:

- There was still a need for the Council to advise LCC Highways on the new location for the saplings to be removed from under the mature trees in West End.
- Since the meeting at the last Council with Brian Thompson (LCC Highways) he had written raising a number of questions about the road gritting. It was agreed that the Council should reply to the questions and also seek progress on all the other issues raised at the previous meeting.
- The Clerk reported that he had sent a reminder to the Registrar for the Lincoln Diocese as the application forms to arrange for the Consecration ceremony in the village cemetery had still not been received.
- Associated Surfaces and Materials had now completed the renewal of the safety surfaces around the play equipment in East End Park.
- There was no progress to report on the Dog Control Orders. The Clerk would draw up a checklist of what needed to be done.
- The Clerk had contacted the families responsible for two of the tablets in the Memorial Garden and one had removed the surround as requested. The other would be contacted again. The family for the third memorial was still to be identified.
- The new Grass Cutting Contract with LMR Services had started and the un-successful bidders had been advised and thanked for their interest in the work
- The Council had decided not to pursue QEII Fields Status for East End Park as it would bind any future Council to restrictions on the use of the park. The application for Black Bull Green would continue as that was already owned by Fields in Trust.
- The Gardener had raised the issue of the watering of the planters now that they are more widely spread within the village and this was taking up a lot of his time particularly with the dry weather. It was agreed that the Council would look at getting someone local to water the planters at the telephone box and at Black Bull Green.
- The Clerk had circulated forms for all Councillors to update their register of interests.
- The Council agreed that the Clerk should advertise the four current vacancies for Councillors on the notice boards, website and in the Grapevine.
- The Council noted the receipts and payments since the last meeting.

17/11 Planning Group Report

The Council accepted the Planning Report without discussion and noted that there had been three new planning application and three planning decisions received since the last Council meeting.

18/11 Updates from Other Groups

Cllr. McCulloch reported on the preparations for the Annual Parish Meeting and invited other Councillors to assist with the setting up from 4pm.

Cllr McCulloch also confirmed that the Annual Parish Walk would be held on the evening of 15 June 2011 and refreshments would be provided at the end as usual.

The Chairman also indicated that he wished to progress the investigation of the area of land known as Pocket Park on the Hansons site. The Council agreed that the Clerk should write to Hansons with the information obtained from the County Archives to seek their views.

19/11 Use of Email for Intra Council Correspondence

The Council agreed to defer this item to the next meeting as it would require a minor change to the standing orders.

(There being no members of the public still present, the Parish Clerk agenda item was taken without the need for an exclusion resolution.)

20/11 Parish Clerk

Cllr Thompson reported back on the outcome of the review of the candidates and the recommended candidate from the interviews.

The Council resolved to offer the post to the recommended candidate, this was proposed by Cllr Thompson and seconded by Cllr D Hallam and agreed unanimously.

The meeting ended at 9.10 pm

Date of next meeting: 5 July 2011 in the Village Hall

Derek Risk
Clerk to Langtoft Parish Council.