

HARDINGHAM PARISH COUNCIL

Draft minutes of the meeting held on Monday 9th May 2016 in the Memorial Hall, Hardingham at 7.00pm

Present:

John Sharples (Chairman)	Henry Edwards (Vice Chairman)	Tim Barrett
Richard Burke	Glen Gower Lynn Whitwell (Clerk)	Binny Lenihan

There were no members of the public present.

ANNUAL MEETING OF THE COUNCIL

1. ELECTION OF CHAIRMAN

Henry Edwards proposed John Sharples and Tim Barrett seconded. There were no other nominees. John Sharples elected Chairman

2. ELECTION OF VICE CHAIRMAN

John Sharples proposed Henry Edwards and Richard Burke seconded. There were no other nominees. Henry Edwards elected Vice Chairman

3. DECLARATION OF ACCEPTANCE OF OFFICE TO BE SIGNED BY COUNCILLORS

Declaration of acceptance of office signed by John Sharples and Henry Edwards

4. TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON 7th March 2016, BE SIGNED AS A CORRECT RECORD. COPY PREVIOUSLY CIRCULATED TO MEMBERS

The minutes were agreed and signed as a correct record

5. TO MAKE OTHER APPOINTMENTS

Appointment of Responsible Financial Officer	This will be the new Clerk
Appointment of Trustee to Village Club	Appointments due 2018
Appointment of Internal Auditor-	to be deferred until the new Clerk takes up position
Appointment of Internal Audit Scrutineer	Jane Strudwick
Appointment of Emergency Liaison Officer and Deputy -	Henry Edwards and Richard Burke
Appointment of Homewatch contact	Heather Johnson
Appointment of two Fuel Allotment Trustees	Appointments due 2018

6. TO APPOINT COMMITTEES

Ref 1/2016

There were no committees to appoint

7. REVIEW OF DOCUMENTS

DOCUMENTS REVIEWED DURING THE PREVIOUS 12 MONTHS AS PER STANDING ORDERS PARA J AND NOT REQUIRING REVIEW AT THE ANNUAL MEETING

- (a) Standing Orders reviewed and adopted 4th January 2016
- (b) Assets reviewed as part of the Risk Assessment 2nd November 2015
- (c) Complaints Procedure Reviewed and adopted 1st September 2015
- (d) Review of the Council's and Employee's memberships of other bodies – reviewed when setting budget in November 2015
- (e) Financial Regulations reviewed and adopted 7th March 2016

8. REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER

Three quotations had been obtained from Game & Company, the least expensive being £273. 75pa if insurance taken out for three years with Hiscock. It was agreed that a further quote should be obtained from Zurich and Lynn to discuss with the new Clerk any other available insurers. If no better price was available authority was given to go ahead with Hiscock, checking first that the price quoted was fixed for the three years

9. REVIEW THE COUNCIL'S PROCEDURE FOR HANDLING REQUESTS UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998

The Clerk had previously circulated a copy of the amended document to include requirements of Transparency Code. The Council adopted the document.

10. REVIEW THE COUNCIL'S POLICY FOR DEALING WITH PRESS/MEDIA

The Clerk had reviewed the policy and there were no recommendations for changes. The Council agreed.

11. CONFIRM THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL.

Dates are currently set to January 2017, however they will need to be changed to the second Monday of alternative months when the new Clerk takes up position. A formal proposal to a change to standing orders will be tabled at the next meeting.

ORDINARY MEETING OF THE COUNCIL

1. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest

2. TO CONSIDER APOLOGIES FOR ABSENCE

Apologies had been received and were accepted from Jane Strudwick

3. MATTERS ARISING FROM THE MINUTES (FOR INFORMATION ONLY)
Agenda Item 4 – The Chairman had contacted both George Freeman’s secretary and Karen O’Kane

Agenda Item 5(d)

Binny presented the minutes of the meeting of the working party regarding the defibrillator. The cost of the machine would be between £1200 and £2500, however, in response to a question from Henry, Binny said that she thought a suitable machine could be obtained for £2,000. Two offers of donations had been received. The working party was asked to ascertain the amount of funding that could be raised towards the defibrillator and to present figures to the next meeting.

Binny, Richard and Jane

Henry Edwards proposed a vote of thanks to the working party.

The Clerk informed the Council that the Village Hall Committee had agreed that the machine could be fixed to the outside of the Memorial Hall and connected to the electricity supply. The Council asked for a request of payment for the installation and the £45.00 pa maintenance cost to be put to the Village Hall Committee at the meeting on 10th May 2016

ACTION: Lynn.

C/F 7/3/16

5(e) Refurbishment of the bench by the bus shelter when weather picks up

ACTION: Glen, Tim and John

4. FINANCE

Barclays	£1519.90
Santander	£1598.15

Cheques Authorised

Mrs E Stallion	£30.00 (internal audit)LGA1972 s111
Mrs R J Whitwell	£840.73 (salary 1 st Nov 15-30 th)
April 16 £820.73 expenses £20.00)	LGA 1972 s111
HMRC	£192.00 (PAYE) LGA 1972 s111
Hardingham Memorial Hall	£17.00 (Hire of Hall)LGA1972 s111

Accounts

The annual accounts were agreed and the Governance Statement completed

There were no comments for consideration in the internal auditor’s report

Notification of regular payments made to Zen Internet Ltd were noted

5 th January	7 th January – 6 th February
5 th February	7 th February – 6 th March
5 th March	7 th March – 6 th April

5. APPOINTMENT OF CLERK TO THE PARISH COUNCIL

The Council has interviewed a suitable candidate, once references have been confirmed and salary agreed a formal appointment will be made

6. ANNUAL VILLAGE MEETING

The Annual Village Meeting would follow the same format as previous years. The Clerk had a previous engagement and would not be there for the set up. Tim gave his apologies

7. HIGHWAYS

Feedback on current issues

All potholes had been reported and the majority repaired recently. The Clerk would chase those in Mill Road, now becoming dangerous to vehicles and Church Road long outstanding.

Reporting of potholes

Mill Road – on first bend after The Hayloft on left hand side 8"x6"x2" deep

The Council were informed that Sally Foster, Joy Dawson and Lynn would be identifying the current wildflowers in Middle Road on 18th May at 10.30am. Richard gave his apologies

8. FEEDBACK FROM COUNCILLORS

Henry had approached Carl Cowles regarding the grass cutting around the bus shelter and Carl had agreed he could do the work for the current donation of £50.00. The council agreed that Henry should confirm the arrangement with Carl

ACTION: Henry

Henry had received two complaints from the same resident regarding the blocking of the public right of way on land at The Grove, Low Street. However, on examination of a map held by the Chairman it was agreed that the area in question was not on a public right of way. Henry would report back to the complainant.

ACTION: Henry

The Chairman thanked Lynn for her work as Clerk to the Council over the last 14 years.

The meeting closed at 8.10pm