

GLAPTHORN PARISH COUNCIL

Parish Clerk: Alan Tresadern 30 Lytham Park, Oundle PE8 4FB
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Minutes of the Annual Meeting of Glapthorn Parish Council held at the Village Hall, Main Street on Thursday 15 May 2014 at 8.55 pm

Present: Cllr. Ian Davidson; Cllr. Gillian Johnston; Cllr. Dick Smith; Cllr. Roy Kerr; Cllr. Maureen Gent; Cllr. Nerissa Belcher and Cllr. Bob Stone.

In attendance: Alan Tresadern (Clerk) and two members of the public.

1. Election of Chairman for 2014-15.

It was resolved that Cllr. Ian Davidson be elected as Chairman of the Parish Council for 2014-15. Proposed by Cllr. Maureen Gent and seconded by Cllr. Dick Smith.

2. Chairman's declaration of office.

The Chairman signed the declaration of office, witnessed by the Clerk.

3. Apologies for absence.

All present.

4. Election of Vice-Chairman

It was resolved that Cllr. Roy Kerr be elected as Vice-Chairman of the Parish Council for 2014-15. Proposed by Cllr. Bob Stone and seconded by Cllr. Gill Johnston.

5. Appointment to other roles:

It was resolved that the following appointments be confirmed. Proposed by Cllr. Gill Johnston and seconded by Cllr. Nerissa Belcher.

5.1. Neighbourhood Watch coordinator – Jeff Knowles

5.2. Tree warden – No longer required.

5.3. Footpath warden – Cllr. Dick Smith

5.4. Emergency Plan coordinator – Cllr. Roy Kerr

6. Minutes of the last Annual Parish Council meeting held on the 16th May 2013

The minutes of the meeting held on 16th May 2013 were approved and signed as a correct record.

7. Insurance Policy

It was resolved to continue with Aon insurance company and accept terms on a three year contract at a reduced annual sum of £357.09. Proposed by Cllr. Dick Smith and seconded by Cllr. Maureen Gent.

8. Emergency Plan

This is work in progress and deferred until the next Parish Council meeting.

9. Fixed Asset Register.

It was noted that the Clerk has reviewed the current value of all items recorded on the Fixed Asset Register and has advised the insurer. The recorded purchase price for each item has been recorded as required by the External Auditor.

10. Standing Orders based

It was resolved the new Standing Orders, as circulated to all councillors prior to the

meeting, be adopted without change.
Proposed by Cllr. Gill Johnston and seconded by Cllr. Roy Kerr.

11. Financial Regulations

It was resolved the new Financial Regulations, as circulated to all councillors prior to the meeting, be adopted without change.
Proposed by Cllr. Nerissa Belcher and seconded by Cllr. Bob Stone.

12. Complaints Procedure

It was resolved the new Complaints Procedure, as circulated to all councillors prior to the meeting, be adopted without change.
Proposed by Cllr. Dick Smith and seconded by Cllr. Maureen Gent.

13. Equal Opportunities & Diversity Policy.

It was resolved the new Equal Opportunities & Diversity Policy, as circulated to all councillors prior to the meeting, be adopted without change.
Proposed by Cllr. Roy Kerr and seconded by Cllr. Nerissa Belcher.

14. Meeting dates for 2014-15:

Dates for Parish Council meetings 2014-15 were agreed as:

17th July 2014
4th September 2014
20th November 2014
8th January 2015
19th March 2015

15. Public forum

Issues raised by a member of the public –

- 1.1. Nene Valley News
- 1.2. Deenthorpe Development
- 1.3. Potholes in the road within the parish.

The Chairman responded as follows:

Nene Valley News – arrangements have been made for copies of the paper, now under private ownership, to be delivered to St. Leonard's Church where they may be collected by anyone wishing to receive a copy. Once it has been established there is a significant interest for the newspaper within Glapthorn, other arrangements may be considered.

Deenthorpe Development – this matter is monitored by the Parish Council and Cllr Gill Johnston is in receipt of any messages that indicate a fresh development.

Potholes – all were reminded that routine road issues should be reported on Street Doctor and this may be done by any member of the public.

16. Declarations of interest.

There were no declarations of interest.

17. Minutes of the meeting of the Council held on the 20th March 2014

The minutes of the meeting held on 20th March 2014 were approved and signed as a correct record.

18. Matters arising

The Clerk reported that Wood Newton PC have not responded to the request for further detail on their proposal to share a mobile speed sign.

19. Reports from the Chairman and the Clerk:

19.1. The Chairman had nothing to add to his earlier report to the Annual Parish Meeting.

19.2. The Clerk's report, which had previously been circulated, was noted.

20. Community Governance and Boundary Review

At a meeting of East Northamptonshire Council held on 23rd April 2014 a proposal from Oundle Town Council, to amend its boundary with Glapthorn, was rejected. Accordingly the final ENC recommendation is there should be no change to the parish boundary.

21. Planning applications

There were no planning applications to consider or report.

22. Correspondence

The Clerk provided members with a list of recent correspondence.

23. Finance report for year 2013-14

23.1. The Financial Statements for the year ended 31st March 2014 were approved. Proposed by Cllr. Gill Johnston and seconded by Cllr. Roy Kerr.

23.2. The Clerk reported, the internal audit was completed on 13th May 2014 by Peter Quincey and concluded satisfactorily. Report to follow.

23.3. Annual Return for 2013-14

23.3.1. The Annual Return to the External Auditor - Section 1 (Accounting statements) was approved. Proposed by Cllr. Gill Johnston and seconded by Cllr. Roy Kerr.

23.3.2. The Annual Return to the External Auditor - Section 2 (Annual Governance Statement) was approved. Proposed by Cllr. Dick Smith and seconded by Cllr. Bob Stone.

24. Finance report for year 2014-15

24.1. The financial position of the council as at 30th April 2014:

Opening balance (as at 1 st April)	£ 9,853.39
Receipts during period	£ 3,966.71
Payments during period	£ 457.46
Balance as per Cash Book	£ 13,362.64

24.2. Bank reconciliation as at 30th April 2014:

Balance per bank statement	£ 13,362.64
Less un-presented cheques	£ 0.00
Net balance	£ 13,362.64

24.3. The following receipts were acknowledged and payments approved:

Receipts

Date	Payer	Details	Amount
28-04-14	HMRC	VAT refund	£ 66.71
28-04-14	ENC	1 st payment of Precept	£3,900.00

Payments

Cheque	Payee	Details	Amount
529	ENC	To Re-bed dog bin post	£ 40.32
530	E.on	Street light maintenance Jan-Mar	£ 43.56
531	NCALC	Subs and Internal Audit fee 2014-15	£266.71
532	E.on	Street light energy Jan-Mar	£106.87
533	Colemans	Stationery and photocopies	£ 40.66
534	Aon	Insurance for 1 June 14 to 31 May 15	£357.09

25. Electronic Bank Payments.

It was resolved that the Clerk/RFO is authorised to make payments by cheque, BACS or CHAPS method and where payment is to be made electronically, the relevant invoice shall be signed, dated and endorsed as 'Approved for Electronic Payment' by two members of the Council authorised to sign cheques drawn on the Council's bank account.

Proposed by Cllr. Dick Smith and seconded by Cllr. Bob Stone.

26. Matters for future consideration. (AOB).

It was agreed that the Clerk will be try to prioritise email traffic to the councillors to ensure important messages are not missed.

27. **Date of next meeting, is scheduled for Thursday, 17th July 2014 at 7.30 pm at Glaphorn Village Hall.**

Signed.....
(Chairman)

Date.....