

# GLAPTHORN PARISH COUNCIL

Parish Clerk: Alan Tresadern 30 Lytham Park, Oundle PE8 4FB  
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## **Minutes of the Annual Parish Council Meeting held at the Village Hall, Main Street on Thursday 18th May 2017 at 7.30 pm**

Present: Cllr. Malcolm Moss; Cllr. Nick Knowles; Cllr. Tim Hunt; Cllr. Roy Kerr; Cllr. Nerissa Belcher and Cllr. Bob Stone.

In attendance: Alan Tresadern (Clerk); County Councillor Heather Smith (NCC Oundle Ward); District Councillor Annabel De Capel Brooke (Prebendal Ward) and one member of the public.

1. Election of Chairman It was resolved to elect Cllr. Malcolm Moss as Chairman for the period 2017-18. Proposed by Cllr. Nick Knowles, seconded by Cllr. Nerissa Belcher.  
The Chairman signed the Declaration of Acceptance of Office.
2. Election of Vice-Chairman It was resolved to elect Cllr. Nick Knowles as Vice -Chairman for the period 2017-18. Proposed by Cllr. Nerissa Belcher, seconded by Cllr. Tim Hunt.
3. Apologies  
Parish Councillor Liz Wilkinson was unable to attend due to other commitments and her apology was received and accepted.
4. Declaration of interest  
None.
5. Report from County Councillor  
County Councillor Heather Smith is embarking on her 10<sup>th</sup> year as our Ward Councillor. Cllr. Smith has also been re-elected as Leader of Northamptonshire County Council. In her report, Cllr. Smith gave an update on the Fotheringhay road bridge closure and reported that Northamptonshire County Council is seeking additional government funding for highways improvements and maintenance, and the A605 will be a high priority target for the funds.
6. Report from District Councillor  
Recently elected, District Councillor Annabel De Capel Brooke introduced herself and gave an assurance to the members of the council, that she will welcome any approach by councillors and residents, if they have a matter of concern where she may be able to assist.
7. Public forum  
No comments.
8. Other roles  
It was resolved to appoint the following persons to fulfil 'other roles' for 2017-18:
  - 8.1. Neighbourhood Watch coordinator – Mr. Jeff Knowles
  - 8.2. Footpath Warden – Cllr. Tim Hunt
  - 8.3. Flood Warden – Cllr. Malcolm Moss
  - 8.4. Emergency Plan Coordinator – Cllr. Roy Kerr
  - 8.5. Recreational Land Procurement Committee – Councillors Nick Knowles; Malcolm Moss; and Mr Jeff Knowles.
  - 8.6. Traffic Committee – Councillors Nick Knowles; Tim Hunt; Malcolm Moss.
  - 8.7. Neighbourhood Planning Group members – Councillors Malcom Moss; Nick Knowles.
9. NEW Finance Committee  
It was resolved to form a Finance Committee, and to adopt the terms of reference, circulated to members prior to the meeting. Members to serve will be Councillors Liz Wilkinson; Malcom Moss; Nick Knowles. Proposed by Cllr. Nick Knowles, seconded by Cllr. Nerissa Belcher.
10. Website assistant

It was resolved to appoint a 'Parish website' assistant.  
Proposed by Cllr. Nick Knowles, seconded by Cllr. Nerissa Belcher.  
The Clerk reported that Mrs. Christine Grandidge has volunteered to assist.

11. Future meeting dates

The following dates (Thursdays) were agreed for Parish Council meetings 2017-18:

15<sup>th</sup> June 2017 – Planning only  
20<sup>th</sup> July 2017 – Ordinary meeting  
17<sup>th</sup> August 2017 - Planning only  
21<sup>st</sup> September 2017 – Ordinary meeting  
19<sup>th</sup> October 2017 - Planning and Finance committee  
16<sup>th</sup> November 2017– Ordinary meeting  
14<sup>th</sup> December 2017 - Planning and Finance committee  
18<sup>th</sup> January 2018 – Ordinary meeting  
15<sup>th</sup> February 2018 - Planning and Finance committee  
15<sup>th</sup> March 2018– Ordinary meeting  
19<sup>th</sup> April 2018 (Annual Parish Meeting)  
19<sup>th</sup> April 2018 - Planning and Finance committee  
17<sup>th</sup> May 2018 (Annual Parish Council Meeting)

12. Standing Orders

It was resolved that Standing Orders, as circulated to all councillors prior to the meeting, be re-adopted without change. Proposed by Cllr. Bob Stone, seconded by Cllr. Roy Kerr

13. Financial Regulations

It was resolved that the Financial Regulations, as circulated to all councillors prior to the meeting, be adopted without change. Proposed by Cllr. Nerissa Belcher seconded by Cllr. Nick Knowles.

14. Procedures for financial control and internal audit

It was resolved that the NEW Procedures for financial control and internal audit, as circulated prior to the meeting, be adopted without change” Proposed by Cllr. Bob Stone, seconded by Cllr. Nerissa Belcher.

15. Internal Controls Councillor

It was resolved to appoint Cllr. Liz Wilkinson as the Internal Controls Councillor.  
Proposed by Cllr. Nerissa Belcher, seconded by Cllr. Malcolm Moss.

16. Equal Opportunities & Diversity Policy

It was resolved that the Equal Opportunities & Diversity Policy, as circulated to all councillors prior to the meeting, be re-adopted without change. Proposed by Cllr. Roy Kerr, seconded by Cllr. Tim Hunt.

17. Insurance Policy

It was resolved to continue with Aon Insurance at an annual sum of £359.33.

18. Asset Register

It was noted the Clerk has reviewed the current value of all items and it is within the cover provided by the insurance policy.

19. Subscriptions to other bodies

It was resolved that Glaphorn Parish Council's annual subscriptions to ACRE, NCALC and SLCC be continued. Proposed by Cllr. Tim Hunt, seconded by Cllr. Nick Knowles.

20. Finance report for year ended 31<sup>st</sup> March 2017

20.1. The Financial Statement for the year ended 31<sup>st</sup> March 2017 was approved  
Proposed by Cllr. Bob Stone, seconded by Cllr. Nerissa Belcher.

20.2. The Internal Audit report was accepted. It was resolved to implement the auditor's recommendations forthwith.  
Proposed by Cllr. Bob Stone seconded by Cllr. Nerissa Belcher.

The Chairman asked that the Auditor's commendation of the Council's website be recorded, and the Clerk's clear understanding of the Transparency Code be noted.

20.3. Annual Return to the External Auditor for 2016-17

20.3.1. Section 1 - Annual Governance Statement 2016/17 was approved.  
Proposed by Cllr. Nerissa Belcher, seconded by Cllr. Nick Knowles.

20.3.2. Section 2 - Accounting statements 2016/17, was approved.  
Proposed by Cllr. Bob Stone, seconded by Cllr. Nerissa Belcher.

21. Appointment of Internal Auditor

It was resolved to re-appoint NCALC as provider of the council's Internal Audit service.  
Proposed by Cllr. Nick Knowles seconded by Cllr. Tim Hunt.

22. Increased Energy Charges

The Clerk reported an increase in energy charges for street lighting, which based on the usage, is still the best deal for Glapthorn. It was resolved to retain E.on as the preferred energy supplier.  
Proposed by Cllr. Tim Hunt and seconded by Cllr. Bob Stone.

Cllr. Nick Knowles suggested a cash loan added to the reserves would enable the Council to bring-forward the date for switching to LED lighting, and the repayments of a loan could be off-set by reduced energy charges. The Clerk is to investigate the costs and opportunities for a suitable loan.

23. Regular Payments

The following regular payments (inclusive of VAT) were approved:

23.1. To County Life for Nene Valley News distribution – monthly £23.84

23.2. To E.on for street light energy – quarterly £186.77

23.3. To E.on for street light maintenance – quarterly £43.56

Proposed by Cllr. Nick Knowles, seconded by Cllr. Tim Hunt.

24. Minutes of the previous Meeting

The minutes of the Meeting, held on the 16<sup>th</sup> March 2017, were approved and signed by the Chairman as a correct record. There were no matters arising from the minutes.

25. Report from the Glapthorn Neighbourhood Planning Group (GNPG)

Cllr. Malcolm Moss presented a report on the activity of the GNPG. Cllr. Moss also reminded the members that not before too long the FULL Parish Council will be required to approve the Draft Neighbourhood Plan. The full GNPG report may be read on the village website.

26. Report from the Recreational Land Procurement Group (RLPG)

Cllr. Nick Knowles presented a report on the activity of the RLPG. The full RLPG report may be read on the village website.

27. Report from the Traffic Committee

Cllr. Nick Knowles said low level funding will be required to develop a 'traffic' plan', possibly using a consultant, which can then be worked up into a fully costed scheme ready for a major funding bid. Cllr. Knowles says he remains hopeful that NCC will still assist with a plan in one way or another.

28. Report from the Flood Warden

Cllr. Malcolm Moss said plans for a 'public forum' to show the results of a recent 'engineering survey' have been deferred to the autumn as there is presently enough call on people's time due to the Neighbourhood Plan activity.

29. Planning Matters

There were no new planning applications or decisions to be considered.

30. General report from the Clerk

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

31. Correspondence

The Clerk reported that since the date of the last meeting all items of correspondence that required the attention of Councillors had been forwarded by email and further action had not been requested by any of the Councillors. An email, received from Mr Bruce Wilkinson was noted. Mr Wilkinson expressed dismay that his Council Tax shows an increase of 17.4% in the Glaphorn Precept and he sought reassurance that such a rise will not happen again, in the near future. The Clerk will refer Mr Wilkinson to the five-year budget plan for Glaphorn.

32. Finance report for year ending 31<sup>st</sup> March 2018

32.1. The financial position as at 30<sup>th</sup> April 2017 was reported as:

Opening balance (as at 1st April)	£ 8,381.29
Receipts during period	£ 8,970.00
Payments during period	£ 363.84
Balance as per Cash Book	<b>£16,987.45</b>

32.2. The bank reconciliation as at 30<sup>th</sup> April 2017 was:

Balance per bank statement	£16,987.45
Less un-presented cheques	£ 0.00
Net balance	<b>£16,987.45</b>

32.3. The following receipts and payments were approved. Proposed by Cllr. Tim Hunt, seconded by Cllr. Bob Stone.

Receipts

Date	Payer	Details	Amount £
21 Apr	Groundwork UK	Neighbourhood Planning Grant	4,320.00
25 Apr	ENC	Precept Part 1	4,650.00

Payments

Date	Payee	Details	Amount £
01-Apr	County Life Ltd	NVN delivery	23.84
06-Apr	Names.co.uk	Website services	109.67
06-Apr	E.on	Maintenance of street lights Jan - Mar	43.56
11-Apr	E.on	Energy charges for street lights Jan - Mar	186.77
02-May	County Life Ltd	NVN delivery	23.84
08-May	Colemans	Stationery	32.86
10-May	NCALC	Membership fee and internal audit charge	382.52

33. Matters for future consideration

None

34. Date of next meeting

The next meeting will be a Planning Meeting to be held on Thursday, 15<sup>th</sup> June in the Village Hall at 7.30pm. The next Ordinary Parish Council meeting will be held on Thursday, 20<sup>th</sup> July in the Village Hall at 7.30pm.

35. Closure

There being no further business the Chairman closed the Meeting at 8.42pm.

Signed..... (Chairman)

Date.....

**NB: Copies of full reports are available on the village website, [www.glaphorn.org.uk](http://www.glaphorn.org.uk), or from the Clerk, by arrangement.**