

Annual General Meeting

Minutes from meeting held on 16th May 2011

Present:

Cllr Brian Wilkinson (BW)	Cllr Brynley Heaven (BW)	Cllr Malcolm Dodds (MD)
Cllr John Smith (JS)	Cllr Frances Cartwright (FC)	Cllr Peter Morris (PM)
		Clerk – Jim Leach (JL)
Press		
Jim Leach (JL)		

One member of the public was present – Mr W Key (WK)

Item	Notes	Action
1	The Chairman welcomed all present.	
2	Apologises – Cllr John Pickard (JP)	
3	<p>Election of Officers</p> <p>JL asked all present if there were any objections to BW standing on as Chairman or if anyone else wished to stand. BW wished to continue as Chairman. PM proposed BW and this was seconded by FC. BW accepted the position and was therefore duly elected for the forthcoming year.</p> <p>JL then asked for proposals for the role of Vice Chairman. He said he had received an email from JP saying he would be willing to stand if members wished. MD proposed that JP continue as Vice Chairman and this was seconded by BH.</p> <p>JL asked all other PC Councillors if they were willing to continue to stand. All said they were.</p> <p>FC stated that as a matter of courtesy could the new District Councillor – Debbie Wren be invited to future meetings and copied into minutes etc. JL said he would ensure he did this.</p>	
4	Declarations of Interest - none	
5	BW read the minutes of the last Parish Meeting and these were agreed and signed. Proposed BH and seconded JS	
6	<p>Matters Arising</p> <p>JS said he had not delivered the last newsletter due to the election and as since it was drafted a new member of the Parish Council had joined so he needed to amend it. He will circulate it prior to the next meeting for approval.</p> <p>The new notice board had not been put up yet as time had not allowed. BW and JL said they would try and arrange to do this before the next meeting.</p> <p>JL said he had spoken to Anglian Water about the missing drain cover and will be meeting them to discuss as Highways were still saying it was not one of theirs.</p>	<p>JS</p> <p>JL, BW</p>

Item	Notes	Action
	All other action points had been cleared.	
7	<p>Cemetery</p> <p>BW stated that a double ashes plot in the Cemetery had been ordered so there will be a sum of £450.00 to come into the Parish Council accounts.</p> <p>JL said the bins had now been emptied and that once the new notice board was put up in the Cemetery they would be removed as it would then be the responsibility of visitors to take away their own rubbish. This was to try and avoid the previous problem of people leaving rubbish behind.</p>	
8	<p>Neighbourhood Watch</p> <p>A house on Aveland Way had been broken into whilst the resident was away and a number of items taken.</p> <p>Another house, currently up for sale in the village was also broken into but the owners did not wish to report this.</p> <p>JL said he had some lead and petrol stolen and this had been reported to the police.</p> <p>Last week two dogs belonging to one of the houses on Aveland Way were found wondering around the village. It is believed these dogs have now been taken away by the RSPCA.</p> <p>Someone had made a complaint as a dog had been allowed onto their garden by the owner and their dog had attacked it. They were now looking at erecting a fence to prevent it happening again.</p> <p>JL will update the crimes list</p>	JL
9	<p>Planning</p> <p>A planning application had been received from the new owners of Laughton Manor to erect a new teaching block. No objections were raised and WK gave an update as to what the future held for the manor and said if it succeeded he believed it would be very good for the local community.</p>	
10	<p>Highways</p> <p>JL said he had received a couple of queries as to why the headwalls at the top of Aveland Way had still not had grills fitted. FC said she will chase this up as it was now well over a year since they were requested.</p> <p>JS & JL had received an email from Low Park Farm complaining about the number and size of the potholes leading up to Low Park from the village. BW said he will report these to Highways.</p> <p>JL said he will keep on top of Anglian Water re the missing grill at Graby.</p>	<p>FC</p> <p>BW</p> <p>JL</p>

Item	Notes	Action
11	<p data-bbox="352 226 459 255">Finance</p> <p data-bbox="352 293 1203 394">JL said he had not sent off the cheque for the Insurance renewal as it was not due until June. He will send it off towards the end of May.</p> <p data-bbox="352 427 1225 595">JL said there had been insufficient funds in the bank account to pay for the skip. This had now been sorted and the debt cleared. A letter had been received from the bank to say we would incur charges. JL had since spoken to them and they had re-funded the charges for the bounced cheque.</p> <p data-bbox="352 629 1225 864">JL said that £61 had been raised from the scrap metal put in the skip. This had been given to the Village Hall. PM asked if it was legal that the PC gave the proceeds from the scrap to the Village Hall. JL said that it had been agreed at a previous PC meeting that this is what would happen as the skip was provided for the benefit of the village and therefore felt any proceeds should be given to the Village Hall which also benefited the village.</p> <p data-bbox="352 898 1225 1032">FC proposed that to prevent there being insufficient funds being in the cheque account in future that we should transfer £1000 instead of £500 in future. This was seconded by BH. JL will therefore transfer £1000 into the cheque account.</p> <p data-bbox="352 1066 1225 1301">JL said he had received 2 Invoices from Britten's for the grass cutting. These were agreed and JL will pay these. It was also agreed that JL could pay future bills on receipt without having to go through a full PC meeting as all future bills will be for the same amount i.e. £184.00 per two cuts and were agreed in the contract. This will prevent Britten's having to wait too long for their invoice to be settled.</p> <p data-bbox="352 1335 1225 1771">At this point the Clerk was asked to leave the room as a discussion was held on the role and remuneration of the parish clerk. JS presented back on the work he and JP had done following request from the PC. They presented a job description and a range of salaries that they believed were commensurate with the role and functions of the post. This work was based on research into standard job descriptions and similar roles. A lengthy discussion was held and it was proposed that the Clerks wages should be set at £1185.00 per annum. This was proposed by FC and agreed by all other Councillors except for PM who requested for it to be noted that he wished to abstain from the vote. The new job description and salary will take effect from 01/04/2011 and be reviewed in 12 months.</p> <p data-bbox="352 1805 1225 1939">JL said he had spoken to Ladywell re them taking on the PAYE work for the Clerks Wages. He has to send a confirmation e-mail to confirm details. They will then complete the necessary paperwork and will bill the PC at the end of the year for the work.</p> <p data-bbox="352 1973 1203 2040">JL said JP will get the internal Audit done as soon as he returns from holiday. Accounts were approved and signed off by BW and</p>	<p data-bbox="1302 327 1334 356">JL</p> <p data-bbox="1302 999 1334 1028">JL</p> <p data-bbox="1302 1099 1334 1128">JL</p> <p data-bbox="1302 1805 1334 1834">JL</p> <p data-bbox="1302 1973 1334 2002">JP</p>

Item	Notes	Action
	JL.	
13	<p>SKDC Update</p> <p>There was no SKDC update due to all energies being put into sorting out the results etc. of the recent by-elections.</p>	
14	<p>Correspondence</p> <p>JL read through the list of correspondence received since the last meeting. All that required action had been dealt with. A training event was being held for new Parish Councillors which PM wished to attend. JL passed PM the details for him to register his interest.</p>	
15	<p>AOB</p> <p>JL asked if there was AOB. The only item raised was by BH asking for an update on CCTV. JL said he had a meeting with a CCTV representative on Wednesday 25th May. He will have a look round the village and will prepare a report which he will feed back at a future PC meeting. Once we know when this will be an invite will go out to all residents so they may attend the meeting and ask any questions they may have. JL said a couple of concerns had been raised by some residents but felt it would be best if these were raised once the report had been received.</p> <p>JL said he will send of the acceptance of office forms. He will get JP's signed and sent off as soon as he returns from holiday next Friday.</p> <p>PM asked that in future could Minutes of meetings be put on the website in a timely manner as they had not been on the website last week when he looked. JL said they were all now on the website and he would put them on once they had been agreed and signed off, in future. However he explained the website was actually administered by the History Society and not the PC and he was therefore reliant upon them for assistance.</p> <p>BW said he had not made a full list of meeting dates for the forthcoming year as it will be dependent on when JS is available. The next 3 meeting dates will be 04/07/2011 (PM gave his apologies for this meeting), 05/09/2011 and 03/10/2011. Future meeting dates will be decided nearer the time.</p>	JL
16	<p>Date of next meeting</p> <p>04th July 2011 – 8 pm Village Hall</p> <p>Meeting closed at 08.50pm</p>	