



**Minutes of the Parish Council meeting held on
12th September 2018 at 7.30pm at the
Methodist Church, School Room, Moss House Lane**

Present; Cllrs A. Taylor (Chair), R. Gelder, E Houghton, M Gelder, N Woodcock
K. Hayes

In attendance R Weaver, Clerk to the Parish Council.

1 Apologies for absence.

Apologies were received from Cllr Tom Brown, Cllr Dawn Fenton

2. Declarations of Interest and Dispensations

Cllrs Houghton and Taylor declared an interest in Item 9 regarding the Village Hall for which dispensations has been granted.

3. Minutes of the last meeting held on 11th July 2018.

It was resolved to sign the draft Minutes of the meeting as an accurate record.

4. Public Time

No members of the public were present at the meeting

5. Off road cycle track

It was reported that the track had been inspected in accordance with the timetable and inspection record reports had been forwarded to the clerk.

Cllr Woodcock reported that recently the cycle track had become the focus of unruly behaviour, vandalism and concerns about the effect this was having on the facility

There are empty liquor bottles at the site, evidence of youths setting fire to the grass. Damage to the fences and gates, an abandoned tent after campers used the site, damage to the signage, bench and picnic table rendering them virtually unusable. Youths gathering at the site were acting as a deterrent to legitimate users.

A discussion took place regarding what could be done to mitigate against these problems

It was **resolved** that:

- The picnic table and bench would be removed until further notice,
- Cllr Taylor would make any necessary repairs to the fencing
- The Clerk would arrange with a local contractor to cut back the hedges and shrubs which border the site on the road side and the internal side of the hedge to improve visibility into the cycle track
- The gate into the land at the far end of the cycle track would be padlocked and no further grass cutting would take place in that area
- Cllr Taylor will make initial enquiries to source a replacement sign to replace the damaged one on the site entrance.

It was noted that any expenditure to carry out this resolution will be met from the existing budget for grounds maintenance.

6.. Finance

It was **resolved** to authorise the following payments

Chq 574	J Banister (strimming and mowing)	£105.00
Chq 575	R Weaver net salary (£412) and expenses (£66.10) for July and August	£478.10

Chq 576	HMRC PAYE deductions	£103.00
Chq 577	LCTP payment for Cllr Woodcock planning workshop	£25.00
Chq 579	Atkinson Jewellers Cheque 578 was spoiled and voided	£43.20
Chq 580	SLCC for CILCA registration (approved by previous resolution)	£250.00
Chq 581	LCTP payment for Cllr Hayes to attend new Counsellor Course	£63.00

It was **resolved** that the updated bank reconciliation dated 18th August 2018 be accepted. Bank statements were available for inspection at the meeting. Cllr Hayes would make enquiries regarding the status of an un-presented cheque highlighted on the reconciliation

A schedule of spending against budget to date was noted.

It was noted that SRBC have been invoiced for CiL money following the housing developments in the village but to date nothing has been paid. This will be raised with SRBC

7. Standing Orders

Standing orders have been reviewed and re-written into the format of a standardised NALC template. In doing so, some of the wording in the template was deleted and some additions to the wording in existing orders was added. It was **resolved** to adopt the re-worked standing orders.

8. Financial Regulations

It was **resolved** to adopt an amendment to financial regulations relating to the number of Councillors who must be present when authorising large sums of money.

9. Village Hall

Councillor Taylor presented a report on the current plans for rebuilding the village hall. The report outlined a revised plan with attached drawings, showing a smaller footprint with potential for future expansion if future funding were to materialise, together with revised cost estimates and proposals to provide reports and information at various phases of the build. The report stated that there is now a realistic prospect of commencing the rebuild in the near future dependent on the Council releasing the necessary funding. The report was noted

It was agreed that the Clerk would act as an observer of the tendering process when work commenced to ensure the Council is exercising due diligence.

A Draft Due Diligence Policy was considered outlining the criteria that have to be met and the decision-making process to be followed when considering the release of funds to the Village Hall project. An amendment to the existing draft was proposed by Cllr R Gelder to add an extra condition relating to a requirement to see independent documentation certifying that work has been carried out and drawdown funds up to a limit of 85% of each certified valuation. It was **resolved** to agree the amendment and the amended draft policy was then proposed for adoption.

It was **resolved** to adopt the amended draft policy. The adopted policy will be provided to the Village Hall Trustees so they are aware of the criteria they must meet in order to successfully apply for release of funding

10. Community improvement funding

It was noted that the awaited CiL money allocated to the Council will cover drainage and trees for Trafalgar Gardens and so this should be used for this purpose rather than drawing on the improvement funds

It was noted that improvements to village gateways are being supported by SRBC funding which should be explored before committing improvement funding.

Further attempts should be made to find someone who will service additional bin emptying, given that SRBC have declined to do so

(Cllrs Woodcock and Hayes left the meeting. The meeting remained quorate.)

Subject to permissions, Cllrs Houghton and M. Gelder would identify potential locations for planters around the village.

The ownership of the plot of land on which the old boundary marker stands is being clarified by solicitors, but in the meantime, it was **resolved** that as it is overgrown and neglected, some strimming, tidying and general groundwork work should be undertaken to make the area presentable.

11. Training and Conferences

It was **resolved** that Cllr Houghton would attend the LALC AGM in November. It was **resolved** that Cllr R Gelder would attend the Parish and Town Council Conference in November. It was noted that Cllr Hayes would attend the new Councillor course in September in accordance with a previous resolution and that payment has been made by cheque. (see agenda item 6)

12. Chain of Office

The valuation of the chain of office remains unchanged at £5,950 which will not entail any changes in insurance cover. It was **resolved** that the names of previous and current chairmen/women be updated by engraving them onto the chain.

13. Planning applications

All planning applications were noted

14. Grass cutting and planting

All issues have been dealt with under previous agenda items.

15. Local meetings

There were no items to report

16. Items for next agenda

None

17. Date of next meeting

10th October 2018