HEPWORTH PARISH COUNCIL

The Annual General Meeting of the Hepworth Parish Council took place on Thursday 9th May 2018 at the village hall where the following items were discussed.

Attendees Mr David Stannard (Chairman) Mrs M MacPherson

Mrs R Vernon Mrs M Waterson
Mr A Yorke Mrs S Yeomans (Clerk)

Ms L Robinson

There was one member of the public present

1.	Apologies	Action
	Cllr J Spicer, Cllr C Bull	
2.	Election Results – 2 May 2019 and Councillor Vacancy	
	The election was uncontested and the following were returned to office	
	Mr G Bloomfield, Mrs R Vernon, Mr A Yorke, Ms L Robinson, Mrs M MacPherson, Mrs N Yorke,	
	Mrs M Waterson. Declaration of Acceptance of Office forms and Register of Interest forms were	Clerk
	signed. There is 1 vacancy	
3.	Election of Chair and Vice Chair	
	Ms L Robinson was elected Chairman, Mr A Yorke was elected Vice Chairman.	
	Declaration of Acceptance of Office as Chairman was signed by Ms L Robinson	
	A Consent to be Summons form was signed by all councillors	
4.	Declarations of Interest	
	The following Councillor declared an interest	
	Item 13 - Hepworth Parochial Church Council, Mrs M MacPherson	
5.	Appointment of other bodies	
	Trustees of Hepworth Charities – Mrs M MacPherson, Mr A Yorke	
	The Hepworth Recreation Ground Committee – Mrs N Yorke	
	Hepworth Parochial Church Council – Mrs M MacPherson	
6.	Minutes of previous meetings	
	The minutes of the Annual General Meeting held on 3 rd May 2018, and the Parish Council	
	Meeting held 7th March 2018 and Extraordinary Meeting 4 th April 2019 were agreed and signed	
	as a true record.	
7.	Public Participation	
	There were no matters raised.	
8.	Matters arising from previous meetings	
	Neighbourhood Watch Scheme – There has been no response to the advert. Cllr N Yorke to post	
	put a post on the Facebook Groups. Cllr Robinson to approach Mr P Penn and see if he would	NY/LR
	be interested in being involved.	
	Purchase of Bulbs - £50 has been allocated from Cllr Spicer's Locality Budget. Cllr N Yorke to	
	obtain quotes for July meeting.	NY
	Village Sign Replacement – Cllr A Yorke to approach Thurston Community College and Clerk to	
	approach West Suffolk College to see if the students would make the sign as a project.	AY/Clerk
	Trees in Remembrance Planting Scheme – Tree Warden to be asked for pricing, Clerk to apply	
	for CIL funding. It was agreed a plaque for each of the 13 fallen would be put on the trees. Cllr	
	MacPherson to obtain costings.	MM/Clerk
9.	Clerk's/RFO report	
	1. Bank Balances @ 18 th April 2019	
	Community (current) account £3,748.99	
	Business Saver account £1,833.12	
	2. Speed Watch Sessions	
	12/03/19 = 2; 29/03/19 = 8; 09/04/19 = 2; 30/04/19 = 2	
	3. Clerks hours for year 1 Apr 18 to 31 Mar 19 worked 247 hours, paid for 234 hours. Annual	
	Leave owed 8 hours. Clerk requests Annual Leave owed 8 hours be carried over to 2019/20.	
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	It was agreed to pay clerk 13 hours extra worked plus 8 hours unclaimed annual leave, a	
	total of 21 hours	Clerk
10.	Finance	
	The following invoices were passed for payment:-	
	M Wabe, £50.00 for talk at Annual Parish Meeting (s111 Local Government Act 1971)	
	Clerk, £44.94, Dog Poo Signs	
	HMRC, £46.40 Qtr to 5 Apr 2019	
	Clerk, £376.11 Salary Feb/Mar 2019	
	SALC, £43.20 Clerk attendance at Allotment Management Workshop 6 Mar 19	
	SALC, £249.12 Subscription for 2019/20	
	SALC, £8.97 2 x Copies of The Good Councillors Guide (2018 Edition)	
	Clerk, £65.66 Expenses Mar/Apr 2019	
	N Shearer (Just a Small Thing), £20.00, Technical Support and Training	
	The following documents were reviewed, approved and signed:-	
	Receipts and Payments Account for the year 2018/19	
	Annual Governance Statement 3018/19 Section 1	
	Accounting Statement 20-18/19 Section 2	
	Certificate of Exemption – AGAR 2018/19 Part 2	
	It was agreed to renew ICO registration £40.00 (expires 25 June 2019)	
	It was agreed that Harry Read Charity Fund would be used to purchase plaques for the trees in	
	remembrance, any surplus to be put towards replacement of Village Sign	Clerk
	The Bank Reconciliation dated 9 May 2019 was agreed and approved (see addendum)	
	Mr D Stannard to be removed from Barclays Bank signatories and Ms L Robinson (Chairman) to	
	be added as signatory	Clerk
l1.	Donations to voluntary organisations	
	Donations to the following organisation were agreed	
	Parochial Church Council - £200 (under Charities Act 1993 sect. 79)	Clerk
	Hepworth Herald - £200 was placed in Reserve for future use if required	
L 2.	Planning Applications	
	There were no planning applications	
	Cllr Spicer has had a site visit in Hepworth to highlight the general problems associated with the	
	village.	
L3.	Reports from Cllr Spicer and Cllr Bull	
	Apologies were received from Cllr Spicer and Cllr Bull	
L8.	Correspondence	
	There was no correspondence that has not been circulated	
19.	Questions to the Chair	
	Cllr N Yorke asked if she should create a Facebook Page for Hepworth Parish Council. It was	
	thought to be too much administration for one person, Cllr N Yorke to attempt to rename the	
	Community Website page to Hepworth Parish Council	NY
	Cllr Robinson asked if Clerk could feed back to Returning Officer the inadequacy of information	
	to parishioners regarding an Uncontested Election, meaning there was no requirement for	
	parishioners to vote	Clerk
	The meeting closed at 9.30 pm	

Date of next meeting – 4 July 2019

Bank Reconciliation @ 9th May 2019

Barclays Community Account at 18 April 2019	£3,748.99			
Barclays Business Reserve Account at 18 April 2019	£1,833.12			
	£5,582.11			
Barclays Community Account	£3,748.99			
Less unpresented cheques				
935 Ms L Robinson (Display Boards)	-£162.90			
Less unsigned cheques				
940 SALC subscriptions and Workshop	-£292.32			
941 Clerk Expenses Mar/Apr 19	-£65.66			
942 Neel Shearer, Website Training Clerk	-£20.00			
943 SALC, 2 x Copies Good Councillor Guide	-£8.97			
Balance at 9 th May 2019	£3,199.14			