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| **HEPWORTH PARISH COUNCIL DRAFT MINUTES** |

The Annual General Meeting of the Hepworth Parish Council took place on Thursday 3rd May 2018 at the village hall where the following items were discussed.

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| **Attendees** | | Mr David Stannard (Chairman) | Mrs M MacPherson | |
|  | | Mr G Bloomfield | Mrs K Shearer | |
|  | | Mrs R Vernon | Mrs Sue Yeomans (Parish Clerk) | |
|  | | Mr A Yorke | Mrs N Yorke | |
|  | | Cllr C Bull Ms L Robinson | | |
|  | | There was one member of the public present | | |
| **1.** | **Apologies**  Cllr J Spicer | | | **Action** |
| **2.** | **Election of Chair and Vice Chair**  The Parish Council accepted the resignation of Mr D Stannard as Chair. Mr Stannard was unanimously re-elected as Chairman. Mr A Yorke was unanimously elected as Vice Chairman. Declaration of Acceptance of Office forms signed by both.  **Address by Cllr Stannard**  Cllr Stannard gave a potted history of his many years on the Parish Councillor for new members of the PC. He went on to voice his concerns about the increased use of technology, i.e. emails and the fact people are no longer actually speaking to each other, and problems which can arise. He also raised concerns about the amount of bureaucracy now being imposed on Parish Councils and the increased work load on both the Chairman and Clerk, the latest being Data Protection. Clerks are now advised to take the Certificate in Local Council Administration (CiLCA) qualification, and the Chairman and Clerk foresee this being a requisite of taking on the post of Clerk in the future.  In summary Cllr Stannard advised that this would be his last year as Chairman and Parish Councillor and that he would be resigning at the next AGM in May 2019. | | |  |
| **3.** | **Declarations of Interest**  The following Councillor declared an interest  Item 13 - Hepworth Parochial Church Council, Mrs M MacPherson | | |  |
| **4.** | **Appointment of other bodies**  Trustees of Hepworth Charities – Mrs N Yorke  The Hepworth Recreation Ground Committee – Mrs R Vernon  Hepworth Parochial Church Council – Mrs M MacPherson | | |  |
| **5.** | **Minutes of previous meetings**  The minutes of the Annual General Meeting held on 18 May 2017, and the Parish Council Meeting held 15 March 2018 were agreed and signed as a true record. | | |  |
| **6.** | **Public Participation**  A member of the Speedwatch Team gave a presentation on the new Speed Indicator Device on behalf of the Speedwatch Team. See attached. | | |  |
| **7.** | **Matters arising from previous meetings**  A large metal construction has been noted at the rear of Mill House. Cllr Bull to look into.  Neighbourhood Watch Scheme. Clerk has details of setting up a scheme. Cllr Robinson to put note in Hepworth Herald asking for volunteers. | | | **CB**  **Clerk** |
| **8.** | **Councillor Resignations**  Cllr Stannard advised the council that regrettably Cllr K Shearer had resigned due to family and work commitments. Cllr Shearer said she had really enjoyed her time on the PC. Cllr Stannard thanked Cllr Shearer for her hard work, enthusiasm and dedication during her time on the PC. The Clerk also thanked Cllr Shearer for all the advice and support she had given her.  Electoral Services have been informed and a Notice of Vacancy published on the notice board. If no request for an election is received the post will be filled by a Casual Vacancy. | | | **Clerk** |
| **9.** | **Clerk’s/RFO Report**   1. Bank Balances @ 12 Apr 2018   Community (current) account £2,339.11  Business Saver account £1,829.48   1. A VAT claim for refund of £612.27 was submitted 15 April 2018. 2. Speed Watch Sessions - March 2018: 22.03.18 = 7 April 2018:  16.04.18 = 9 3. Workplace Pensions – On 6th April 2018 the minimum amount employers must pay into workplace pensions is going up. As the Parish Council do not have any employees eligible for a workplace pension this will not apply. 4. Clerk’s contracted hours 1 Apr 17 – 31 Mar 18 were 234. Actual hours worked 255.45 + 45 minutes holiday owed. Total hours worked above contracted hours 22.30. | | |  |
| **10.** | **Data Protection Compliance by 25th May 2018**  Registration with the Information Commissioners Office (ICO) was discussed and agreed.  Clerk to attend a GDPR Awareness Session at SALC on 10th May. | | | **Clerk**  **Clerk** |
| **8.** | **To the following accounts for payment**  HMRC Qtr to 5 Apr 18 - £34.40  Clerks Salary Feb – Mar 18 - £337.94  Suffolk Preservation Society Annual Subscription - £30.00  SALC 6 months payroll to Mar 18 - £27.00  Sandy Lane Nurseries, Trees - £126.00  The Churches Conservation Trust (donation to Mr D Palgrave for APM talk) - £50.00  Clerks Expenses Mar – Apr 18 - £111.66  Speedar Ltd – 2xSpeedar Batteries £71.22  SALC Annual Internal Audit 31 Mar 18 - £170.40  SALC Subscription for 2018/19 - £249.05  Cllr Shearer to be removed as signatory on the Bank Accounts and Cllr Yorke to be added  The receipts and payments account for the year 2017/18 was reviewed and signed  The Annual Governance Statement was reviewed and signed  The Annual Accounting Statement was reviewed and signed  A discussion was held about setting up a Petty Cash Account but it was agreed the requirement was too small at the present time. | | | **Clerk** |
| **12.** | **Planning Application**  There were no planning applications to consider | | |  |
| **13.** | **Donations to voluntary organisations**  Donations to the following organisations were agreed  Parochial Church Council - £200 (under Charities Act 1993 sect. 79)  Hepworth WI - £50 (Section 19 Local Government (Misc provisions) Act 1976)  Suffolk Accident and Rescue - £50.00 (S137 Local Government Act 1972) | | | **Clerk** |
| **14.** | **Review and approve updated Risk Assessment Document**  The updated Asset List was reviewed and approved. Cllr McPherson to oversee.  The Risk Assessment (V4) was approved by the meeting and signed by the Chairman. Cllr Yorke appointed as Risk Assessment Officer. | | | **MM**  **AY** |
| **15.** | **Review updated Standing Orders. Review Financial Standing Orders**  The Standing Orders (Version April 2018) have been updated according to NALC guidelines. They were reviewed and approved.  The Financial Standing Orders (Version Feb 2016) are unchanged, these were reviewed and approved. | | |  |
| **16.** | **Installation of new litter bins**  A parishioner has requested additional installation of litter bins on The Street. Wood Lane was agreed as a site. Cllr Bull will provide information and possibly funding.  It was suggested a litter pick to be organised. An advertisement will be put in the Hepworth Herald and on the community Facebook page asking for volunteers. Cllr Robinson to coordinate. | | | **CB**  **LR** |
| **17.** | **Reports from Cllr Spicer and Cllr Bull**  **Cllr Spicer (report sent in her absence)**  Little progress re the flood as I took Mark Stevens (Assistant Director of Highways) to see it a week ago. Although not too bad then (only covered half the road) he absolutely got the problem. He is not convinced the “broken drain” version is correct but agreed not question of landowner responsibility and said he will ensure investigation work starts this year.  I think I have won the argument about the solar powered sign (on the A43) but cannot confirm yet.  **Cllr Bull report**  The One Council proposal was debated and went through unanimously, it will go to the Lords next week (which is merely a formality), should be in place by May 2019.  The Warding Review went to the Boundary Commission today, there is no change for Hepworth.  Cllr Bull is liaising with Mark Stevens (Assistant Director of Highways) about a “Public Statement” re the flooding. To be put in Hepworth Herald, Barningham News, website, community facebook page, notice board and make other PCs in the area aware. | | | **Clerk** |
| **18.** | **Correspondence**  There was no correspondence that has not been circulated. | | |  |
| **19.** | **Questions to the Chair**  Cllr Robinson asked if the PC could supply a poppy wreath for the Battles Over Centenary on 11 Nov. Cllr Yorke advised a wreath is laid by him every year on Remembrance Day.  Cllr Robinson asked if the list of suggested items for the village put forward by parishioners at the APM would be discussed. Clerk advised they will be on the agenda for the next meeting.  The Clerk asked if the PC would like to hold the APM in the same format last year as this year. It was unanimously agreed to do so. Date of next APM is 4 April 2019. | | | **Clerk**  **Clerk** |
|  | **The meeting closed at 9.40 pm** | | |  |

**Dates of next meetings**

**2018** – 5 Jul, 6 Sep, 1 Nov

**2019** – 3 Jan, 7 Mar, 4 Apr Annual Parish Meeting, 2 May Annual General Meeting, 4 Jul, 5 Sep, 7 Nov