

MEDBOURNE PARISH COUNCIL

Minutes of Annual Meeting of the Parish Council held on 14th May 2018

Cllrs present: Gidley-Wright, Pilkington, Easton and Shaen-Carter
Also present 5 members of the public and Martin Field (Parish Clerk)

MIN. NO.		ACTION
201.0	ELECTION OF CHAIR (and Acceptance of Office) Cllr Gidley-Wright accepted the nomination to be the Chair (proposed by Cllr Pilkington / seconded by Cllr Shaen-Carter).	
202.0	APPOINTMENT OF VICE-CHAIR (and Acceptance of Office) Cllr Pilkington accepted the nomination to be the Vice-Chair (proposed by Cllr Shaen-Carter / seconded by Cllr Easton).	
203.0	APOLOGIES FOR ABSENCE Cllr Caffrey [also received from HDC Cllr Rickman.]	
204.0	DECLARATIONS OF INTEREST None.	
205.0	REQUESTS FOR DISPENSATION None.	
206.0	REVIEW OF ITEMS REQUIRED BY STANDING ORDERS:- The following review was undertaken: 1. Standing orders, financial regulations and internal controls, and to recommend any changes considered appropriate. <i>The existing Standing Orders were agreed as available on the website, and the Clerk was instructed to look at the circulated example document on 'internal controls' and consider this as a potential template for one in Medbourne.</i> 2. Terms of reference Neighbourhood Planning Committee. <i>No changes</i> 3. Delegation arrangements to committees and staff. <i>No changes</i> 4. Arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities. <i>None</i>	MF

	<p>5. Representation on or work with external bodies and arrangements for reporting back. <i>None</i></p> <p>6. Inventory of land and assets including buildings and office equipment. <i>Register/ Inventory to add the office and laptop equipment</i></p> <p>7. Arrangements for insurance cover of all insured risks. <i>The renewed insurance was agreed, but the Clerk was asked to check the premium amount as members had believed the three-year arrangement had meant the same premium for all years, and that cover includes damage from trees or tree growth, and for the office equipment.</i></p> <p>8. Subscriptions to other bodies. <i>Leicestershire & Rutland Association of Local Councils Rural Community Council Society of Local and Community Clerks</i></p> <p>9. Complaints procedure. <i>Available on the website</i></p> <p>10. Procedures for requests under the Freedom of Information Act 2000; Data Protection Act 1998; and 2018 General Data Protection Regulations <i>Available on the website</i></p> <p>11. Policy for dealing with the press/media. <i>Available on the website</i></p>	MF
207.0	<p>APPOINTMENT OF THE NEIGHBOURHOOD PLANNING COMMITTEE.</p> <p>The existing N P group was reappointed, but it was agreed this could be disbanded after the Referendum on 28 June if the Plan is approved.</p>	
208.0	<p>APPOINTMENT OF ANY OTHER COMMITTEES</p> <p>None</p>	
209.0	<p>APPOINTMENT OF TRUSTEES AND REPRESENTATIVES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Information Resources Advisor - <i>David Tufts</i> <input type="checkbox"/> Internal Auditor - <i>LRALC</i> <input type="checkbox"/> Keeper of the Hollow - <i>Brian Smith</i> <input type="checkbox"/> Keeper of the Village Benches - <i>Paul Polito</i> <input type="checkbox"/> Legal Advisor - <i>Richard Hammond</i> 	

	<ul style="list-style-type: none"> <input type="checkbox"/> LRALC representative - <i>Louise Pilkington</i> <input type="checkbox"/> Medbourne Charities representative - <i>Lyn Easton</i> <input type="checkbox"/> MEFT representative - <i>Louise Pilkington</i> <input type="checkbox"/> Parish Maintenance - <i>Louise Pilkington</i> <input type="checkbox"/> Planning representative - <i>Sheila Shaen-Carter</i> <input type="checkbox"/> Sports Club representative - <i>Bernadette Caffrey</i> <input type="checkbox"/> Street Lighting Warden - <i>Ian Clark</i> <input type="checkbox"/> Tree & Brook Warden - <i>Brian Smith</i> <input type="checkbox"/> Village Hall representative - <i>Lyn Easton</i> <input type="checkbox"/> War Memorial Warden - <i>David / Min Nance</i> <input type="checkbox"/> Neigh Planning - <i>Tim Gidley-Wright / Bernadette Lee</i> <input type="checkbox"/> Nomination to Valentine Goodman Charity - <i>tbc</i> <input type="checkbox"/> Medbourne Charity - <i>tbc</i> <p>It was agreed to contact Roger Pocock to clarify the role and responsibilities of the trustees on the Valentine Goodman Charity, and revisit this at the next PC meeting. Future nominations could be invited through the village website.</p>	Cllr E
210.0	<p>TO NOTE THE INSPECTION OF TRUST DEEDS AND INSTRUMENTS</p> <p>This has been checked prior to the meeting. A note had been prepared from Richard H.</p>	
211.0	<p>MINUTES OF PC MEETINGS ON 5 MARCH & 17 APRIL 2018</p> <p>These were all agreed.</p>	
212.0	<p>CLERKS REPORT</p>	MF
212.1	M Field was confirmed as having met the terms of the probationary period in the post as Parish Clerk. The notes from Cllr Caffrey/ Cllr Gidley-Wright recommended a record is kept of the time allocated to separate tasks.	
212.2	MF noted he had also accepted a post elsewhere but would be able to continue with Clerk duties.	
212.3	The PC's website 'domain names' had been renewed with BT for two years. MF noted this had required use of his own debit card and would be reclaimed under 'expenses' at the next meeting.	
213.0	<p>PUBLIC REPRESENTATIONS</p> <p>None made or received at the meeting.</p>	

214.0	TO RECEIVE REPORTS ON THE FOLLOWING MATTERS:	
214.1	Neighbourhood Plan	
214.1.1	A leaflet had been drafted on the successful completion of the examination given to the submitted Plan, and the Referendum due to be held on 28 June. All are to be encouraged to vote, although formal canvassing is not permitted by the PC or by the NP group.	
214.1.2	A check will be undertaken on the NP finances used, and on storage of documents created.	BL / MF
214.1.3	As noted, the NP Committee is to be disbanded after a successful outcome of the Referendum.	
214.2	Village Hall Nothing to report in addition to statement at Annual Parish Meeting.	
214.3	MEFT Nothing to report.	
214.4	Sports Club Nothing to report in addition to statement at Annual Parish Meeting. It was noted that the club bar will be operated by volunteers in the future.	
214.5	Village broadband and telephone reception Nothing to report in addition to statement at Annual Parish Meeting.	
215.0	TO CONSIDER AND COMMENT ON PLANNING MATTERS	<i>Response to HDC:</i>
215.1	<u>Applications submitted to HDC:</u> It was noted that an outline application for a new dwelling on Drayton Road had been resubmitted , but this would lie outside the village limits and outside the boundary limits within the Neighbourhood Plan.	
215.2	It was agreed to register the same form of objection as before.	Cllr S-C
215.3	No objections were made to the application to reduce a tree crown at 14 Waterfall Way.	
215.4	Note was taken of the proposed timber frame safari lodges at the camp site. This application would be returned to next meeting.	

216.0	CORRESPONDENCE HAD BEEN RECEIVED ON:	
216.1	Discussion was had on the invitation from HDC regarding the commemorations to recognise the anniversaries of the end-WW1 and of Votes for Women. Suggestions made included possible naming of streets and local facilities (like benches), and links with neighbouring communities. It was agreed to ask Keith Sanders for any other suggestions, and to return to this at a future meeting.	Cllr E
216.2	It was noted that the plaques on the memorial gates at Nevill Holt had been removed by the estate, but not reinstated. The Chair agreed to draft a letter to request information on its intentions regarding these plaques.	Cllr G-W
217.0	QUESTIONS TO THE CHAIR None.	
218.0	TO NOTE ANY ITEMS OF REPAIRS AND MAINTENANCE:	
218.1	It was agreed to contact Highways again regarding concerns with the standing water outside the pub carpark and on the public highway.	Cllr P
219.0	COUNCIL TRAINING AND RESOURCES None.	
220.0	PC BUDGET AND PAYMENTS	
220.1	A draft summary of the 2017-18 accounts was circulated prior to the meeting. A formal statement of a draft audit will be prepared for the next meeting.	MF
220.2	A separate account for the Hollows is to be established by members of the community. The PC will then be informed and will arrange the transfer of remaining funds at that point. No change is to happen with the land ownership.	
220.3	Note was taken of the 2018-19 charges from Autela Group Ltd.	
220.4	It was noted that the 2017-18 P60 had been given to MF.	
220.5	It was agreed to pay the following invoices: Eyebrook Wildbird Feeds Inv. 5590 - £22.50 E-on – Inv. 078785/079255/079855 - £218.83 H M Revenue & Customs (Tax/NI to 05/04/18) - £528.25 M Field (salary May 2018) - £153.78 Leicester Office equipment £142.80 Diamond Mowers £36.00	

220.6	The received invoiced from Came & Co., ref. 2186037 for £490.60 is to be checked.	
220.7	David T agreed to collect the mower from Diamond Mowers and will be stored by Cllr G-W.	
221.0	ITEMS FOR NEXT AGENDA <ul style="list-style-type: none"> - To reinstate the 'Grants' item on the PC agenda - To consider local activities for Remembrance Sunday - To receive quotes for a replacement mower 	MF
	DATE OF NEXT MEETING <i>7.30pm, Monday 4 June 2018</i>	

Signed _____ Date _____