

# MEDBOURNE PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council held in the Village Hall, Medbourne on Monday 13 May 2019

Present: Cllrs Gidley-Wright, Easton, Pilkington, Caffrey and Shaen-Carter.  
Also: 3 members of the public and Martin Field (Parish Clerk).

ITEM. NO	<u>AGENDA</u>	Action
411.0	<b>ELECTION OF CHAIR</b> (followed by Acceptance of Office)  Cllr Gidley-Wright was nominated unopposed to be Chair of the Council for 2019-20 and accepted the nomination and position.	
412.0	<b>APPOINTMENT OF VICE-CHAIR</b> (followed by Acceptance of Office)  Cllr Pilkington was nominated unopposed to be Vice-Chair of the Council for 2019-20 and accepted the nomination and position.	
413.0	<b>APOLOGIES FOR ABSENCE</b>  Apologies had been received from Cllr Rickman (HDC)	
414.0	<b>DECLARATIONS OF INTEREST</b>  None	
415.0	<b>REQUESTS FOR DISPENSATION</b>  None	
416.0	<b>REVIEW OF ITEMS REQUIRED BY STANDING ORDERS:-</b>  <b>The following items were reviewed:</b> <ol style="list-style-type: none"> <li>1. standing orders, financial regulations and internal controls, and to recommend any changes considered appropriate.</li> <li>2. delegation arrangements to committees and staff.</li> <li>3. arrangements, including charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by them.</li> <li>4. representation on or work with external bodies and arrangements for reporting back.</li> <li>5. inventory of land, buildings office equipment and other assets</li> <li>6. arrangements for insurance cover in respect of all insured risks.</li> <li>7. subscriptions to other bodies.</li> <li>8. complaints procedure.</li> </ol>	

	<p><b>9.</b> procedures for requests under the Freedom of Information Act 2000; Data Protection Act 1998; and 2018 General Data Protection Regulations</p> <p><b>10.</b> policy for dealing with the press/media.</p>																																	
	<p>No concerns were raised on the day, but it was agreed to look in more detail at the assets and inventory at the June meeting.</p> <p>MF to circulate current list to all Councillors.</p>	MF / All																																
417.0	<p><b>APPOINTMENT OF ANY OTHER COMMITTEES deemed necessary and to determine their terms of reference.</b></p> <p>No other appointments were considered required at present.</p>																																	
418.0	<p><b>APPOINTMENT OF TRUSTEES AND REPRESENTATIVES AND AGENTS</b></p> <p>The following appointments were made / confirmed for 2019-20:</p> <table><tr><td><input type="checkbox"/> Information Resource Advisor</td><td>- David Tuffs</td></tr><tr><td><input type="checkbox"/> Internal Auditor</td><td>- as in 2018/19</td></tr><tr><td><input type="checkbox"/> Keeper of the Hollow</td><td>- Brian Smith</td></tr><tr><td><input type="checkbox"/> Keeper of the Village Benches</td><td>- Paul Pollito</td></tr><tr><td><input type="checkbox"/> Legal Advisor</td><td>- Richard Hammond</td></tr><tr><td><input type="checkbox"/> LRALC representative</td><td>- Cllr Pilkington</td></tr><tr><td><input type="checkbox"/> Medbourne Charities representative</td><td>- Cllr Easton</td></tr><tr><td><input type="checkbox"/> MEFT representative</td><td>- Cllr Pilkington</td></tr><tr><td><input type="checkbox"/> Parish Maintenance</td><td>- Cllr Pilkington</td></tr><tr><td><input type="checkbox"/> Planning representative</td><td>- Cllr Shaen-Carter</td></tr><tr><td><input type="checkbox"/> Sports Club representative</td><td>- Cllr Caffrey</td></tr><tr><td><input type="checkbox"/> Street Lighting Warden</td><td>- Ian Clark</td></tr><tr><td><input type="checkbox"/> Tree &amp; Brook Warden</td><td>- Brian Smith</td></tr><tr><td><input type="checkbox"/> Village Hall representative</td><td>- Cllr Easton</td></tr><tr><td><input type="checkbox"/> War Memorial Warden</td><td>- David and Mim Nance</td></tr><tr><td><input type="checkbox"/> Nomination to Valentine Goodman Charity</td><td>- Cllr Easton</td></tr></table>	<input type="checkbox"/> Information Resource Advisor	- David Tuffs	<input type="checkbox"/> Internal Auditor	- as in 2018/19	<input type="checkbox"/> Keeper of the Hollow	- Brian Smith	<input type="checkbox"/> Keeper of the Village Benches	- Paul Pollito	<input type="checkbox"/> Legal Advisor	- Richard Hammond	<input type="checkbox"/> LRALC representative	- Cllr Pilkington	<input type="checkbox"/> Medbourne Charities representative	- Cllr Easton	<input type="checkbox"/> MEFT representative	- Cllr Pilkington	<input type="checkbox"/> Parish Maintenance	- Cllr Pilkington	<input type="checkbox"/> Planning representative	- Cllr Shaen-Carter	<input type="checkbox"/> Sports Club representative	- Cllr Caffrey	<input type="checkbox"/> Street Lighting Warden	- Ian Clark	<input type="checkbox"/> Tree & Brook Warden	- Brian Smith	<input type="checkbox"/> Village Hall representative	- Cllr Easton	<input type="checkbox"/> War Memorial Warden	- David and Mim Nance	<input type="checkbox"/> Nomination to Valentine Goodman Charity	- Cllr Easton	
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419.0	<p><b>TO NOTE THE INSPECTION OF TRUST DEEDS AND INSTRUMENTS</b></p> <p>These currently lie in the Church safe. It was agreed to defer this item and to consider matters at the PC's meeting in June.</p>																																	
420.0	<p><b>MINUTES OF THE PC MEETING ON 1 APRIL 2019</b></p> <p>This were accepted with one small amendment, as circulated by Cllr Shaen-Carter regarding : <i>398.1 Traffic survey, it was agreed that Cllr P would send in the photographic report to Highways on the faded road markings that need to be repainted.</i></p>	MF																																

<b>421.0</b>	<b>CLERKS REPORT</b>	
421.1	The PC's BT domain names have been renewed for a further year.	
421.2	Repayment of VAT from 2018-19 had been received.	
<b>422.0</b>	<b>PUBLIC REPRESENTATIONS</b>	
	None made at the meeting.	
<b>423.0</b>	<b>TO RECEIVE REPORTS ON THE FOLLOWING MATTERS:</b>	
	<input type="checkbox"/> <b>Village Hall</b> It was noted the Hall Committee is still looking for a Secretary  The AGM will be on 20 May, followed by Meet the Neighbours  <input type="checkbox"/> <b>Village broadband &amp; website</b> : information given to Annual Parish Meeting  <input type="checkbox"/> <b>MEFT</b> : information given to Annual Parish Meeting  <input type="checkbox"/> <b>Sports Club</b> - : information given to Annual Parish Meeting	
<b>424.0</b>	<b>TO CONSIDER AND COMMENT ON PLANNING MATTERS:</b>	
424.1	<b>19/00708/FUL DEL/NR : 3 Main Street, Medbourne (Installation of Dormer Windows and other roof works)</b>  The proposed extension to this bungalow and the extensions to the roof were noted, plus changes on the elevation to the Green. <b>It was agreed</b> there were no objections to the application.	
<b>425.0</b>	<b>CORRESPONDENCE</b>	
425.1	Information had been received from Eon on potential LED options for street lighting. It was agreed to review this and details from the County Council at the June meeting.	MF
425.2	It was noted that LRALC's AGM is on 15 June – Cllr P to attend.	MF
425.3	A local complaint on dog barking was discussed again. It was agreed that this is not really a PC matter, but that the complainant be pointed towards the details of the HDC website which refers to dealing with local nuisances like dog noise.	Cllr P
<b>426.0</b>	<b>QUESTIONS TO THE CHAIR</b>	
	None raised.	

<b>427.0</b>	<b>TO NOTE ANY ITEMS OF REPAIRS AND MAINTENANCE</b>	
427.1	Note was made on the need to see painted road signs renewed on the road surfaces (these are now very faint in places). This will be considered in the June meeting under Repairs & Maintenance.	MF
427.2	The replacement mower has been obtained and is to be stored at the Village Hall. Cllr E will confirm the final arrangements. It was agreed to 'write off' the value of the defunct mower from the PC's asset list.	Cllr E
<b>428.0</b>	<b>TRAINING AND RESOURCES</b>	
428.1	It was agreed to review potential training needs in June. MF will circulate potential course dates and details to Cllrs.	MF
<b>429.0</b>	<b>PC BUDGET AND APPROVAL OF PAYMENTS</b>	
429.1	<b>Noted :</b> 2019-20 payroll service charges from Autela Group Ltd.	
429.2	<b>It was agreed the following payments may be issued :</b>  E-on (electricity charges) – <b>£460.76</b>  M Field (salary April and May 2019) - <b>£307.56</b>  LRALC (2019-20 fees) - <b>£197.92</b>  D G Norman (replacement mower) - <b>£420.00</b>  Medbourne Village Hall (hire of hall) - <b>£75.00</b>	MF
429.3	<b>Indicative income / expenditure totals for 2018-19</b>  An outline of 2018-19 finals was circulated for the meeting. The formal audit of accounts will take place on 24 May.  MF was asked to consider which year the recent support to the Village Hall should be recorded under.  MF was also asked to check the terms of the £667 paid for the Sports Club mower repairs in September 2018.	MF  MF
<b>430.0</b>	<b>ITEMS FOR NEXT AGENDA</b>  - Bowls Club painting (to check on request to complete painting of club shed)	MF

	<ul style="list-style-type: none"> <li>- Review of Assets Inventory</li> <li>- Inspection of Trust Deeds and Instruments</li> <li>- Lighting and LED options from E-on + LCC</li> <li>- Review of Cllr / Clerk Training</li> <li>- Traffic Calming matters</li> <li>- 2018-19 Annual Audit</li> </ul>	
	<p><b>DATE OF NEXT MEETING – Monday 3<sup>rd</sup> June 2019 at 7.45 pm</b></p> <p>(Cllr Gidley-Wright away on 3 June - Cllr Pilkington to Chair)</p>	