

MEDBOURNE PARISH COUNCIL

Minutes of Medbourne Parish Council held on Monday 3 June 2019

Present: Cllrs Pilkington, Easton, Shaen-Carter and Caffrey
Also present: Parish Clerk and 3 members of public

ITEM. NO.		Action
431.0	APOLOGIES FOR ABSENCE Cllr Gidley-Wright	MF
432.0	DECLARATIONS OF INTEREST None	
433.0	REQUESTS FOR DISPENSATION None	
434.0	MINUTES OF THE PC MEETING ON 13 MAY 2019 These were agreed as circulated	
435.0	PUBLIC REPRESENTATIONS None raised at this meeting.	
436.0	UPDATES OF MATTERS ARISING / CLERKS REPORT	
436.1	MF noted he has yet to contact the Bowls Club to check on the completion of painting to the club shed.	MF
436.2	Cllr P had been in touch with the household raising the complaint about dog noise and explained that action is not open to the PC on these matters. Advice has been given to contact HDC.	
436.3	MF noted that the cheque for £667 paid to the Sports Club last year from the PC's main account had not yet been transferred from the Mower Fund account.	MF
436.4	The recent review of accounts from the Auditor confirmed that the cheque to the Village Hall drawn on 1 April will need to be recorded within the 2019-20 accounts	MF
436.5	MF will arrange for all Councillors to have an up-to-date copy of the 'NALC Good Councillors Guide'	MF

437.0	REVIEW / ACTIONS FROM 2019 ANNUAL MEETING OF PARISH COUNCIL	
437.1	MF will circulate a summary of the PC's Asset Inventory for the next meeting to consider current valuation figures, plus some 'good practice' notes on recording annual depreciations.	MF
437.2	Cllr P had carried out an inspection of all Trust Deeds and documents, held on the PC's behalf by Richard H. All are held with him except 1 and 1A and 6. The copy of the Tennis Club lease has been returned.	
437.3	Cllr E will obtain an update on the insurance schedule of the Village Hall.	Cllr E
437.4	MF was asked to check that the Bowls Club is still paying the annual rent (£1).	MF
437.5	MF was asked to check on the current status of the aged Stock Certificate (from 1955) Certificate No 77/586805 Bank of England £2.10s consolidated stock.	MF
438.0	TO RECEIVE REPORTS ON THE FOLLOWING MATTERS:	
438.1	<p>Village Hall</p> <p>The recent AGM confirmed that all current Committee members are to continue in post. There is no Secretary in post at present.</p> <p>The following 'Meet the Neighbours' session was well attended.</p> <p>Work continues to draft a revised grant application for restoration work.</p>	
438.2	<p>MEFT</p> <p>Nothing to report</p>	
438.3	<p>Sports Club</p> <p>Nothing to report – Cllr C noted that a meeting with the Committee to discuss the Mower Fund account is yet to be arranged.</p>	
438.4	<p>Village broadband and website</p> <p>Nothing to report</p>	

439.0	TO CONSIDER AND COMMENT ON PLANNING MATTERS	
439.1	<p><u>Applications submitted to HDC:</u></p> <p>Councillors agreed to seek a deferment of discussion on the recently submitted application on 'dog grooming' business to the next meeting – MF to request time from HDC.</p> <p>A brief discussion was had on how to respond to applicants or their agents asking to address future meetings - it was agreed this should be limited to 10 minutes and that the PC would highlight this will not imply any automatic support for an application's plans.</p>	MF
439.2	<p><u>To note decisions undertaken by HDC</u></p> <p>None to report</p>	
439.3	<p><u>To note enforcement actions commenced by HDC</u></p> <p>None to report</p>	
439.4	<p><u>Other planning matters</u></p> <p>None to report</p>	
440.0	TO NOTE CORRESPONDENCE RECEIVED:	
440.1	Late notice had been received of the PC's necessary insurance renewal for the 2019-20 period. It was agreed to accept the quotation as this was part of an agreement for a two-year period.	
440.2	County Highways had been in touch with the PC to state that work was now programmed to repaint the faded markings on the village roads, and to review street signage.	
440.3	<p>A strong letter had been received and circulated containing views on the format of the routine roadside cutting and maintenance regimes, and whether or not this would lead to future degradation of natural habitats.</p> <p>Discussion noted a range of local and national views and concerns, including the need to consider a degree of tidiness to promote road visibility and safety. It was agreed that all Councillors will read the quoted Manifesto by the next PC meeting and discuss further at that time. MF to respond to the original contact and state the PC is looking into the issues.</p>	All MF
440.4	MF noted information circulated to PCs on a change in potential costs for data-handing and exemptions. He was asked to liaise on this with David T.	MF

441.0	2019-20 BUDGET AND APPROVAL OF PAYMENTS <i>(A record will be noted of PC powers for all items of expenditure)</i>	MF
441.1	Bank reconciliation to May 2019 A summary of the reconciliations to mid-May had been circulated.	
441.2	Payments to approve 2019-20: It was agreed the following payments should be made: - Came & Co (Insurance Renewal 2019-20): £490.60 - M Field (salary, June): £153.78	MF
442.0	AUDITS OF PC ACCOUNTS 2018-19	
442.1	Internal Auditors report 2018-19 <ul style="list-style-type: none"> - Note was made on the terminology of Parish Councillors being 'summoned' to meetings. - Councillors were reminded not to use personal accounts for PC expenditure e.g. for Remembrance Day wreaths; it was agreed to plan for expected items of expenditure in time to issue cheques. - A full list of expenditure items in 2018-19 will be published. - The website reference to the Internal Auditor is superfluous. - Website details for 2019-20 need to be up-to-dated. - Ongoing monitoring of the in-year budget needs to be in reference to agreed Precept sub-totals. - Signatures are required to the regular Bank Reconciliations - Reserves can be brought into use with appropriate minuting of new expenditure. 	
442.2	Submission of AGAR External Audit 2018-19 A brief discussion was had on the items identified in the Internal Auditor's comments, and the stated areas of 'non-compliance'.	
442.3	The 2018-19 Annual Governance (AGAR) statement was approved. There will be a monthly programme to review risks and policies and to minute such reviews.	

443.0	GRANT APPLICATIONS	
443.1	An initial enquiry had been received from the Parish Magazine. MF was tasked to provide a copy of the appropriate application form and bring to the PC meeting in July if this is returned in time.	
443.2	It was acknowledged that the 2019-20 budget allocation could be extended in the future.	
444.0	QUESTIONS TO THE CHAIR	
	None raised.	
445.0	ITEMS OF REPAIRS AND MAINTENANCE:	
445.1	Information had been provided by County Highways that the painting and review of roads and signs will happen soon. Councillors noted the availability of PC funds to address other concerns with traffic movements in the Ashley Road, including a potential framed Gateway and/or 'dragon's teeth' hatchings to chosen roads. Cllr SC speak will follow this up with Highways, and Cllr P will review on-line information about 'Gateways'.	Cllr SC / Cllr P
445.2	MF will circulate details of options for LED replacement to street lighting from E-on and County Council prior to next meeting.	MF
445.3	Persistent potholes were noted on the road up to Nevill Holt, and to the pub car park - Cllr P will report these.	Cllr P
446.0	COUNCIL TRAINING AND RESOURCES	
	Details of available training courses were shared at the meeting. MF to consider next stage of CILCA training, when time permits.	
447.0	ITEMS FOR NEXT AGENDA	
	<ul style="list-style-type: none"> - Practice on reviewing PC assets - Maintenance of village verges, etc.... - Reviews of PC policies - Replacement LED lighting 	
	DATE OF NEXT MEETING	
	7.45 pm on Monday 1 July 2019	

Signed:

Date: