



**Minutes of the Parish Council Meeting held in The Village Hall, Kirdford on Monday
22nd May 2017 commencing at 7.00 p.m.**

Present:

Cllr. Mrs. A. Gillett
Cllr. Mrs K Fenney
Cllr. Mrs L Nutting
Cllr. Mr L Ketteridge
Cllr Mrs J Robertson

In attendance: 1 members of the public

1. **Election of Chairman:** Cllr Mrs A Gillett was elected as Acting Chairman
2. **Apologies for Absence:** - Cllr. Mr J Nicholls
Cllr. Mrs N Goddard
Cllr. Mr T Piedade
3. **Public Participation:** - None to report
4. **Disclosures of Interest:** - To receive disclosures of personal and prejudicial interest from Councillors on matters considered at the meeting. – No disclosures.
5. **Election of Vice Chair:** Cllr Mrs L Nutting was proposed and duly elected.
6. **To Consider co-option of additional Members:** Mr Stewart Ward was Co-opted as a new member. Proposed by Mrs A Gillett and seconded by Mrs L Ketterindge, ALL AGREED
7. **Reports from District and County Councillors:** Neither Councillors were in attendance to give reports.

8. **Annual Return 2016/17:** - To Approve and Sign the Annual Return having carried out a review of the effectiveness of the system of internal control. Considering the following Accounting statements.

1) We have put in place arrangements for effective financial management during the year, and for the preparation of accounting statements.

Unanimously AGREED

2) We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Unanimously AGREED

3) We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.

Unanimously AGREED

4) We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

Unanimously AGREED

5) We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

6) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Unanimously AGREED

7) We took appropriate action on all matters raised in reports from internal and external audit.

Unanimously AGREED

8) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.

Unanimously AGREED

9) (For Local Councils only) Trust Funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

Unanimously AGREED

After consideration of the Accounting Statements by the members as a whole the Approval of the Statements was AGREED by resolution and duly SIGNED and DATED by the Chairman, Cllr Mrs A Gillett.

9. **Approval of Meeting Minutes:** To resolve that the minutes from the last meeting of the Parish Council Meeting and Planning Meetings be signed as a correct record. UNANIMOUSLY AGREED and duly signed.

10. **Review delegation arrangements to Committees and working Parties:** The Roles and Responsibilities for 2017/18 were discussed and AGREED and the schedule is to be updated and circulated to all Councillors.

It was proposed by Cllr. Mrs A Gillett and seconded by Cllr Mrs L Nutting that Mr Stewart Ward be added to the bank signatories, and Miss S Pinder and Mrs K Fenney be removed. UNANIMOUSLY AGREED.

11. **Review and Adopt terms of reference for Committees, Standing Orders and Financial Regulations:** It was proposed by Cllr Mrs L Nutting and seconded by Cllr Mr Stewart Ward and UNANIMOUSLY AGREED to adopt the terms and regulations for 2017/18.

12. **Review Meeting Schedule:** It was discussed and AGREED to move future Council Meetings to a 7.30pm start on the third Monday of each month.

13. **Correspondence:** - The Clerk reported that an email had been received informing the Council of a Bicycle race through the village on 28th May 2017.

The grass cutting contractor also reported a number of issues on Growers Green, Cllr S Ward to try to resolve and report back to the next meeting.

14. **Chairman's Announcements:** The Chairman thanked all the Councillors, including District and County Councillors for their hard work and support throughout the year.

Miss S Pinder (26/04/17) and Mrs K Fenney (31.05.17) have resigned from KPC and it was AGREED to procure thankyou gifts to show appreciation.

The Chairman proposed to hold a summer event for the launch of fundraising for replacement Play Equipment on Butts Common. This was AGREED and Cllr Mrs L Ketteridge to approach interested parties and arrange a suitable date.

The Chairman also wanted to thank all the residents who came to help with the Village Spring Clean including the children.

A resident had contacted the PC to raise awareness of the sale details for Normandy Stud.

The Chairman also mentioned that the PC has one Vacancy, if anyone is aware of any interested parties please advise them to contact the Clerk.

15. **River Works, Drains & Ditches Update:** - The Clerk reported that emails confirm that works at Bridgefoot are scheduled for the summer months of 2017. The contractor carrying out further works to Isling and Boxal Bridges have scheduled to begin during the next two months.
16. **Proposed Development on Plaistow Road:** The PC were now in receipt of the DV's report and findings from their consultant. It was proposed that the PC support the findings of our consultant, which in turn raised questions around the phasing of the development. These questions have been raised with the Planning Officer and the PC await the answers before submitting a final comment to go before the Planning Committee. The PC also have concerns regarding the diminishing services that effect the village ie: public transport, schools, doctors and dentists.
17. **Councillors to report any possible Health & Safety Matters:** No H&S matters were raised.
18. **Accounts to be Paid:**

ACCOUNTS TO BE PAID

MAY 2017

<u>Date</u>	<u>ChqNo</u>	<u>To Whom Paid</u>	<u>Supply</u>	<u>Net</u> £	<u>VAT</u> £	<u>Total</u> £
01.04.17	DD	In Touch	Website	29.99	6.00	35.99

01.04.17	DD	In Touch	Domain Renewal	40.00	8.00	48.00
22.05.17	001702	FCA	Regulatory Fees	60.00		60.00
22.05.17	001703	Mrs S Dack	Office Allowance 2016/17	150.00		150.00
22.05.17	001704	Miss S Pinder	Expenses	18.06		18.06
22.05.17	001705	JWS Landscapes	Grass Cutting March	198.65		198.65
22.05.17	001706	JWS Landscapes	Grass Cutting April	397.40		397.40
22.05.17	001707	Mrs S Dack	Salary May	1192.65		1192.65
22.05.17	001708	Mrs S Dack	Clerks Mileage	27.00		27.00
22.05.17		Ditto	Office Expenses	35.97		35.97
22.05.17	001709	HMRC	Mth 2 Contributions	366.52		366.52
22.05.17	001710	Kirdford V Hall	Grant	1500.00		1500.00
22.05.17	001711	Kirdford Rec Ground	Grant	1500.00		1500.00
				<u>£5516.24</u>	<u>£14.00</u>	<u>£5530.24</u>

19. **Public Participation:** - None
20. **Date of Next Parish Council Meeting:** - Next Meeting to be held on 19th June commencing at 7.30pm in Kirdford Village Hall.
21. **Matters for Next Meeting:** Village Signage, HR Terms of Reference and Butts Common Play Equipment.
22. **Confidential Matters:** No Confidential matters to discuss.

There being no further business the meeting closed at 9.40pm