

**SCOTTER PARISH COUNCIL**

**Minutes of the Council Meeting held on 24<sup>th</sup> April 2006**

**PRESENT:** Councillor C. Day (Chairman), Councillors M. Brown, J. Allen, B. Billam, J. Bullivent, D. Capes, J. Fillingham, S. Rayner and A. Sheardown, M. Brown (Clerk).

**APOLOGIES:** Councillors M. Armstrong & D. Capes, District Councillors C. Underwood-Frost and W. Parry

**1 2006/2007 : MINUTES OF THE PREVIOUS MEETING**

It was proposed by Councillor Fillingham, seconded by Councillor Sheardown and all present agreed, that the Minutes of the Council Meeting held on 20<sup>th</sup> March 2006, as circulated and amended for an error on Page 4, be approved and signed by the Chairman.

**2 2006/07 : MATTERS ARISING**

**64c 2004/05 TRAFFIC CALMING**

The Clerk reported on the outcome of the Community Panel meeting with Mr Brookes (LCC Highways) on 27<sup>th</sup> March 2006, which discussed traffic calming road signage amongst other issues. Subsequently, Mr Brookes submitted a letter (with accompanying plan) to the Council in relation to the proposed speed limit signage and carriageway markings. Under the proposed plans, the Parish Council's contribution is expected to be a maximum of £2250, some £1250 higher than the sum expected and included in the Precept as the plan is more extensive than originally proposed. Following discussion as to the importance of the initiative and considering the Council's contingency sum, Councillor Fillingham proposed that the Clerk should negotiate with LCC Highways in an attempt to obtain the scheme at a cost to the Parish Council of £1500. Councillor Billam seconded this proposal and all were in agreement.

In a separate letter, Mr Wiles (LCC Highways) has responded to the Council's repeated requests for a flashing school warning light to be placed on the High Street approach, following the installation of such a light on the Scotton Road approach. He states that further speed survey work shows that vehicular speeds are less than those required to justify the installation of flashing warning lights. However, in view of the continued concerns and the need for consistent signage provision on each approach, arrangements will be made for a second set of warning lights to be installed. No date for this work has been given. The Council welcomed this news.

**75a 2004/05 PUBLIC SPACE MAINTENANCE**

The Clerk reported that she has examined the planning consent in relation to the Elizabeth Close development and noted that it specifically required that play equipment be provided. She also telephoned Chartdale Homes and confirmed that its house sale agreements do include reference to an equipped play area, such that (on both counts) there is a legal requirement for equipment to be provided. Chartdale Homes agrees with the Council's view that an attempt to renegotiate this element with every house purchaser would be both time consuming and unlikely to be unanimously acceptable. In consequence, Chartdale Homes is enquiring as to the cost of providing a small equipped area for young children (with suitable safety surfacing, fencing, seating and bins) and will then re-open discussions with the Council. The total sum previously negotiated will still be on offer, with the parties to agree the balance capital (for use on other leisure projects) and maintenance sums to be payable to the Council after the cost of the equipped play area have been taken into account. Councillor Sheardown, seconded by Councillor Brown, proposed that as the total sum available will be unchanged, the Chairman and Clerk be given the authority to negotiate the detailed terms of the settlement on behalf of the Council. All were in agreement.

**Initialled ..... Chairman**

The Chairman and Clerk also met with Beal Homes to discuss its substantiated proposal in regard to an equipped play area at The Granary development. It is also proposing a small equipped play area for young children, complete with safety surfacing, fencing and seating. In addition to the above, Beal Homes propose to make a one-off payment to the Council for ongoing maintenance costs, such lump sum to be invested and the interest used to defray the costs. The Council having considered the detailed proposal, Councillor Brown (seconded by Councillor Bullivent) proposed that the Council should formally accept the Beal Homes proposal. All were in agreement.

Beal Homes confirmed that there is sufficient room in their play area for the installation of additional pieces of equipment on behalf of another developer, if so required by the Council. This would need to be progressed within the next three months for the critical path plan to be met. Contact has now been made by the Waggoners Close developer and it was agreed that the Clerk should write to the developer to ask its intentions and that, on receipt of the response, the Chairman and Clerk should open up formal negotiations.

#### **71a 2005/06 ACTIONS ARISING FROM ADOPTION OF FINANCIAL REGULATIONS**

Mr Brooks is in discussion with the Clerk to agree a suitable date for conducting the sample audit. The date will need to take into account R.N. Store's need for the Council's financial records to conduct the 2005/06 full internal audit.

#### **75i 2005/06 SALTING OF SCHOOL BUS ROUTE, SCOTTER TO KIRTON**

No response has yet been received from Councillor Webb. The Clerk has made Councillor Underwood-Frost aware of this and he will attempt to obtain the earliest response but believes that the response may well be delayed until the 2006/07 salting programme has been discussed.

#### **82b 2005/06 ASSET MANAGEMENT**

The Asset Management Working Group met on 5<sup>th</sup> April 2006. During that meeting and following his discussions with Land Registry, Councillor Sheardown confirmed that none of the Council's land holdings have been formally registered and explained the process to register such land in the absence of the deeds. The Working Group examined the ordnance survey maps of the parish and agreed all of the lands to be registered. Looking at the historical evidence, Councillor Sheardown suggested that the apparent discrepancy between the Council's total land holding at Goosemoor and the amount rented out could be explained by the relative farming quality of the land (not all of it being suitable for cultivation).

#### **103b 2005/06 PARISH COUNCIL OFFICE**

No progress has been made on this issue during the period.

#### **107b 2005/06 CEMETERY ALLOTMENTS NOS. 17 & 18**

Parishioner tenants have been found for both allotments. The tenancy agreements have been signed and rentals paid.

#### **116c 2005/06 PARISH COUNCIL WEBSITE**

LALC has confirmed that Scotter will be invited to be a pilot scheme for the LCC Parish website and the Clerk awaits contact from LCC. Councillor Bullivent has pointed out the useful article on Parish website development contained in the recently circulated Local Council Review. This suggests that there are now several different opportunities for obtaining a free website.

#### **116d 2005/06 ANNUAL PARISH MEETING**

The Annual Parish Meeting was held on 5<sup>th</sup> April 2006 and was well attended by local organisations and parishioners. The concept of it, in a different format, being used as a vehicle to develop the

current Parish Plan was raised and seemed to be favourably received. Copies of the reports made to the meeting have been given to Mrs Bywood for reporting in the local paper.

**117a 2005/06 TRIPPING HAZARD**

LCC Highways has filled in the hole left by the recent replacement of a street light on the junction of Sands Lane and Lark Rise. Whilst the result is far from ideal, at least the tripping hazard has been eliminated.

**117b 2005/06 LITTER – HOBBS LANE**

The Clerk wrote to the proprietors of Caddy's Kabin on 8<sup>th</sup> March 2006 to seek their suggestions for reducing the litter problem on Hobbs Lane. To date, no response has been received. It was agreed that the Clerk should chase for a response.

**117e 2005/06 FOOTPATH – THE GREEN**

The Clerk has written to LCC Highways to ask for the footpath to be re-constructed. A response is awaited.

**117f 2005/06 FOOTPATH TO MESSINGHAM AND BETWEEN DAR BECK ROAD AND BRIGG ROAD**

The Clerk had written to LCC Highways regarding the cessation of work on the new footpath to Messingham and the poor state of the footpath used to reach it (from Dar Beck Road corner to Brigg Road corner). LCC's response states that the current year's scheme is on the A159 linkage footpath up to the County boundary. This scheme is so significant in terms of cost that it will require the available budget to complete this section. The additional section of footway will be considered for a future programme.

**124a 2005/06 SERVICETEAM ORDER FOR 2006**

The Clerk has placed the order with Serviceteam for grounds maintenance work during 2006. It specifically requests that cuts be made during the 1<sup>st</sup> week of May and the 2<sup>nd</sup> week of July and requests written confirmation that these dates can be accommodated. A response is awaited.

**124b 2005/06 COTTAGE GARDENS – SCHEDULE OF RATES**

Cottage Gardens has responded with its 2006 rates (£12.00 per hour) for any grass cutting work required by the Parish Council in the event that the Village Person is unable to work for a period. Cottage Gardens is a sole trader, Royal Horticultural Society trained and would provide his own equipment and insurance within the hourly rate. It was agreed that this should be placed on file.

**124c 2005/06 WLDC ADDITIONAL STREET CLEANING DURING MARCH 2006**

The Clerk e-mailed WLDC, asking it to clear the verges (to include the hedge bottoms) from Scotton Common into Scotter village, if any spare capacity remained. No response was received and the period for additional work has now ended. A letter has since been received, stating that additional cleaning work will also be carried out in the Autumn and the Council will be notified about this nearer to the date. In the interim, support can be provided for any community-organised initiative to collect refuse.

**124d 2005/06 BEST KEPT VILLAGE COMPETITION 2006**

The Clerk has submitted Scotter's entry to the Best Kept Village Competition 2006. Thanks go to Councillor Rayner for supplying an A4 sized copy of the village map for entry purposes.

**131a 2005/06 HIGHWAYS ISSUES, SUSWORTH**

The Clerk wrote to LCC Highways regarding the unswept footpath on the riverbank and the pothole on the bank side of Butterwick Road close to the fir tree. A response is awaited. She also reported

the faulty street light (no. 14) on Butterwick Road to LCC's Lighting team. The latter promised that its contractor would attend to it as soon as possible.

### **3 2006/07 : CORRESPONDENCE RECEIVED**

**3a** Allianz Cornhill, inviting the Council to renew its insurance for the year from 1<sup>st</sup> June 2006. The proposed premium is £1423.28, an increase of c. £64 or 4.7%, within the £1500 allowed for when setting the 2006/07 Precept. However, the Clerk has ascertained that an alternative policy is on offer via the Community Council of Lincolnshire, the latter now able to provide insurance associated with playgrounds. Councillor Brown, seconded by Councillor Sheardown, proposed that the Clerk should obtain a quotation from the Community Council and select the most appropriate policy (subject to a maximum cost of £1423.28) for a cheque in settlement to be presented to the May Council meeting for approval. All were in favour.

**3b** Scotter Bowls Club, making an application for the earliest payment of the £500 included in the 2006/07 Precept to enable the club to progress the procurement of security fencing. Councillor Bullivent, seconded by Councillor Billam, proposed that a cheque for this sum in favour of the Bowls Club be presented to the May Council meeting for approval. All were in favour.

**3c** Childline Midlands and East Anglia, requesting financial support from the Council towards its work (a 24 hour, free and confidential helpline for children and young people in danger or distress). The local counselling centre is in Nottingham and dealt with over 9000 youngsters last year. Councillor Brown, seconded by Councillor Bullivent, commented on the good work undertaken by this charity and proposed that the Council donate a sum of £50. In light of this proposal, the Council resolved that (in accordance with its powers under section 137 of the Local Government Act, 1972), it will incur an expenditure of £50 in support of the work of Childline Midlands and East Anglia which, in the opinion of the Council, is in the interests of the inhabitants of the Parish and will benefit them in a manner commensurate with the expenditure.

**3d** Scotter Drainage Authority, giving notice of its Annual Meeting on Monday 15<sup>th</sup> May 2006 and asking for the Council representative to attend. This clashes with the May Parish Council meeting and the Annual General Meeting. The Clerk will discuss the matter with Councillor Capes to ascertain his views.

**3e** BTCV Lincolnshire, enclosing a copy of its newsletter, April – June 2006, and inviting the Council's Tree Warden to the West Lindsey Tree Warden Conference on Tuesday 9<sup>th</sup> May (11.00am to 14.30pm) at Grasby Village Hall, speakers to include Jon Stokes (The Tree Council), Barbara de Bel (WLDC) and Richard Littlewood (LCC). To be discussed with Councillor Capes.

**3f** LCC in association with Lincolnshire RoadCar (Stagecoach), informing the Council of the launch of three new bus services – an "InterConnect" service (numbered 100) from Lincoln to Scunthorpe via Gainsborough, a Gainsborough "CallConnect" and a Gainsborough "IntoTown". The InterConnect service will enjoy an increased running frequency (hourly, Monday to Saturday) and a copy of the timetable has been provided. The CallConnect service is demand responsive, bringing people from the rural areas into Gainsborough. Pocket sized timetable leaflets are currently under production and will be delivered door to door. To be circulated to Councillors.

**3g** LCC, enclosing a copy of the 2<sup>nd</sup> Local Transport Plan for Lincolnshire that has recently been submitted to Government. To be circulated to Councillors.

**3h** LCC, enclosing a number of booklets entitled "Enjoying Access Land in Lincolnshire".

**3i** West Lindsey Local Strategic Partnership informing the Council that the next Area Forum will be held at 7.15pm on 5<sup>th</sup> June 2006 at WLDC Offices, Gainsborough. The topics are to be confirmed. Posters advertising the event are included and will be placed on the notice boards.

**3j** WLDC enclosing a copy of the adopted Supplementary Planning Guidance entitled "Off-Site Contributions on Affordable Housing". To be circulated to Councillors.

**3k** WLDC informing the Council that the owners of a new property off High Street West (to the rear of Bus Stop) intend to name the property "The Chestnuts". This will run alongside postal number 15.

**3l** WLDC, informing the Council of the dates for the current Saturday Supplementary Service. Scotter no longer enjoys such a service.

**3m** WLDC, enclosing the agenda for the meeting of the Council on 24<sup>th</sup> April 2006 and copies of the minutes of committee meetings that have been published since the Council meeting of 6<sup>th</sup> March 2006.

**3n** Various promotional literature from Wicksteed Leisure, Record Playground Equipment and Glasdon.

#### **4 2006/07 : PLANNING APPLICATIONS**

The Council was invited to endorse the following observations made to West Lindsey District Council and actions taken by the Planning Committee during the period.

**M06/P/0098 MOSS FARM BUNGALOW, SUSWORTH ROAD, SCOTTER** – a planning application for the removal of an agricultural restriction upon the property (condition 3 of W88/226/79 and condition 1 of W88/628/79).

**NO OBJECTION**

**M06/P/0176 ADJ. TO TRENT VIEW, SUSWORTH** - a reserved matters planning application to erect a new dwelling (outline application no. M03/P/1410 granted on 24/03/04).

**NO OBJECTION**

**M06/P/0255 85 HIGH STREET, SCOTTER** – a planning application to refurbish existing shop and provide disabled access and incorporate 2 No. two bed flats within the existing building (resubmission of previously refused application M05/P/1396).

**OBJECTION**

**M06/P/0258 52 HIGH STREET, SCOTTER** - a planning application to change the use of part of a mixed residential and retail property to a single dwelling.

**NO OBJECTION**

**M06/P/0280 LAUGHTON WIND FARM, MOUNT PLEASANT FARM, SCOTTON ROAD, LAUGHTON** – a planning application for the installation of 8 wind turbine generators, anemometry mast and substation with associated infrastructure (re-submission of previously refused application M03/P/1152).

**NO OBJECTION**

Following the granting of permission of the development at Arrandale, North Moor Road (M05/P/1371), the Planning Committee raised its concerns regarding road safety with WLDC and, following advice received, wrote to both LCC Highways and the developer regarding the issue of

**Initialled ..... Chairman**

the safety of vehicles and pedestrians accessing/egressing dwellings in the proposed development. LCC Highways has responded stating that, whilst the opportunity for a new footpath was missed, it intends to reduce the radius of the junction mouth for vehicles turning left onto North Moor Road as part of the traffic calming scheme, thus reducing vehicle speeds. The developer has also responded to state that it is now looking into the possibility of putting turning areas into plots 2 and 4 during the construction phase to avoid potentially dangerous reversing manoeuvres. Whilst welcoming an additional opportunity for traffic calming, the Chairman proposed that a letter be sent to LCC Highways asking it to recognise, within its revised design, the volume of heavy goods vehicles turning at this corner to prevent them drifting across the highway to make the turn. This was seconded by Councillor Sheardown and all were in agreement.

Councillor Rayner, as Chairman of the Planning Committee, reported that he had represented the Council at the WLDC Planning Committee meeting held on 12<sup>th</sup> April 2006 in relation to M05/P/1156 (Land adjacent to 1 Lindholme, Scotter – an amended application to erect a dwelling) to explain the Council's objection to the proposal. As the decision was deferred awaiting a flood risk assessment, he was not required to deliver the Council's comments. Following discussion, it was agreed that, if at all possible, the Council will be represented and make comments at any future WLDC Planning Committee Meeting at which this application is under consideration.

Councillor Bullivent, seconded by Councillor Day, proposed that the Parish Council endorse the actions taken by the Planning Committee. All Councillors present were in agreement. The Council was also invited to note the following results received from the planning authority :-

**M06/P/0040 PLOT 17 WAGGONERS CLOSE, SCOTTER** – a planning application for a new residential dwelling.

**GRANTED**

**M06/P/0098 MOSS FARM BUNGALOW, SUSWORTH ROAD, SCOTTER** – a planning application for the removal of an agricultural restriction upon the property (condition 3 of W88/226/79 and condition 1 of W88/628/79).

**WITHDRAWN**

**M06/P/0155 PLOTS 8 & 9 ASTLEY CRESCENT (SOULBY WOOD PARK), SCOTTER** – a planning application to erect 2 No. detached dwellings and garages.

**WITHDRAWN**

**M06/P/0150 25B MESSINGHAM ROAD, SCOTTER** – a reserved matters application to demolish existing workshop and garage and erect detached house with conservatory and detached garage. (Outline application M05/P/0850 granted 26/09/06).

**GRANTED**

**M06/P/0161 PLOT 2, SITE A THE ROOKERY, SCOTTER** – a planning application to erect a dwelling (amendment to previously approved application M05/P/0657).

**GRANTED**

The planning authority has also informed the Council that an appeal has been made to the First Secretary of State in respect of the refusal of permission to erect a detached dwelling on land adjacent to Scotterthorpe House, Scotterthorpe. (Application no. M05/P/0838).

## **5 2006/07 : ACCOUNTS FOR PAYMENT**

**Initialled ..... Chairman**

The Council examined the cashbook as at end of the 2005/06 financial year and its reconciliation to the bank statements. It also examined the accounts to be paid for supplies and services received since the last meeting. Councillor Sheardown, seconded by Councillor Brown, proposed that the cashbook as at the end of the financial year should be signed by the Chairman and the Clerk as a true record. Councillor Brown, seconded by Councillor Fillingham further proposed that the following cheques should be approved in settlement of the accounts to be paid. Councillor Day declared an interest and abstained. All other Councillors were in agreement.

<b>CHEQUE NO.</b>	<b>TO WHOM PAID</b>	<b>PARTICULARS OF PAYMENT</b>	<b>NET VALUE</b>	<b>VAT</b>	<b>TOTAL PAYMENTS</b>
401594	Inland Revenue	PAYE & NI, Month 12	297.35	-	297.35
401595	Mrs M. Brown	Wages	475.12	-	
		Telephone	2.50	-	
		Mileage	9.60	-	
		Postage	2.37	-	
		Woodstain (seats/notice boards)	18.71	3.27	511.57
401596	Mr. J. Lyon	Wages	372.34	-	
		Mileage	29.20	-	
		Bin Sacks	7.63	1.34	410.51
401597	Thompson Waste Mgt	Skip service - St Peters Rd (9/03)	150.00	26.25	176.25
401598	Scotter Playing Fields	EL & PL Insurance from 1/02/06	750.00	-	750.00
401599	Scotter Village Hall Ass'n	Room hire - 29/03 (C&A)	7.00	-	7.00
401600	C. Day	Emergency clearance/verge repairs	125.40	21.95	147.35
401601	Spencer's Garage	Fuel	46.64	8.16	54.80
401602	Anglian Water	Balance payment - rates	3.20	-	3.20
401603	Victim Support Lincs	Donation	50.00	-	50.00
401604	West Lindsey CAB	Donation	50.00	-	50.00
401605	LTDBF Ltd	Rent for Parsons Field (6 months)	5.00	-	
		Rent for access way (6 months)	0.50	-	5.50
<b>TOTAL PROPOSED PAYMENTS</b>			<b>2,402.56</b>	<b>60.97</b>	<b>2,463.53</b>

#### **6 2006/07 : INCOME RECEIVED**

<b>DATE</b>	<b>PAYER</b>	<b>DETAILS</b>	<b>RECEIPTS</b>
03.03.06	Co-op Bank	Interest - current account	2.69
<b>TOTAL RECEIPTS</b>			<b>2.69</b>

#### **7 2006/07 CEMETERY & ALLOTMENTS WORKING GROUP**

**7a** The Clerk sent a further letter to Barningham Memorials to request the earliest receipt of its written assurance as to workmanship standards on the erection/re-erection of memorials and to ensure that the Council's previous letter on the topic had been fully understood. A phone call in response was received from its proprietor during the first week of April 2006. The proprietor gave a verbal assurance and confirmed that, as formal instructions had been received from a number of owners to effect remedial work, he would attend the cemetery personally to supervise the work to the agreed standard during the second week in April. He also confirmed that the clamps would be carefully removed and placed at the side of the garage. The proprietor went on to say that he had sent letters to a number of further owners who had previously been in contact with the company, detailing the remedial work offered and its cost. Formal instructions from these owners have yet to be received. The Clerk circulated a list of previously identified unstable memorials, updated with the information received from Barningham Memorials. The Chairman asked Councillors to consider this list in some detail so that any further actions that the Council needs to take can be discussed and agreed at the next Council meeting.

**Initialed ..... Chairman**

The Clerk reported that, prior to the end of her telephone discussion with Barningham Memorials, she had reminded the proprietor that the written assurances regarding the workmanship standard and the ability of the memorial to withstand the necessary periodic health and safety pressure test were still required. Despite a promise that they would be forthcoming, they are still awaited. The Clerk further explained that an application has since been received from Barningham Memorials to erect a new headstone. The drawing accompanying the application does not appear to be in line with the previously submitted erection method. In light of these two issues Councillor Rayner, seconded by Councillor Bullivent, proposed that the request be denied until such times as the written assurances have been submitted and clarification received on the erection method. All were in agreement. It was further agreed that a letter should be sent to the family of the deceased to explain the circumstances that led to the decision to refuse the application at this time.

**7b** The Council considered a letter received from a parishioner in relation to a supported memorial and a draft response. Some amendments to the draft were discussed and, at the conclusion of the discussion, Councillor Fillingham, seconded by Councillor Allen, proposed that the draft response incorporating the agreed amendments should be sent to the parishioner. All were in agreement.

**7c** The Cemetery & Allotments Working Group reported that it has reviewed the revised draft Cemetery Policy and associated Permit to Erect and Maintain a Memorial, following receipt of advice from LALC that small memorials should be tested in the same manner as larger ones. The group also recommends the introduction of a formal Memorial Application form and copies of all documents were circulated to Councillors prior to the meeting, for their consideration. Following discussion Councillor Bullivent, seconded by Councillor Billam, proposed that the revised Policy, the Permit and the Memorial Application form be formally adopted by the Council for implementation on 1<sup>st</sup> June 2006. All were in agreement. The Clerk will write to local funeral directors and monumental masons accordingly, enclosing copies of the approved documents.

**7d** Councillor Sheardown, seconded by Councillor Brown, proposed that the monthly cemetery safety inspections should be carried out by a minimum of two members of the Cemetery & Allotments Working Group, with a formal report made to each Council meeting. All were in favour. For the avoidance of doubt, a minimum of three members is required if any pressure testing of memorials is intended.

**7e** Following a report made by the Chairman who had visited site to inspect the problem, the Council discussed a parishioner's telephone request to carry out work on a tree on the border of their rear boundary and the cemetery (the tree causing damage to their fence). It was identified that further investigation would be required to identify the precise location of the boundary which would delay a response to the parishioner, an unpalatable position considering the potential damage being caused by the tree. In consequence Councillor Sheardown, seconded by Councillor Brown, proposed that the Council should permit the parishioner to carry out the required work on a without prejudice basis. Councillor Day counselled that, due to the nature of the problem and the proximity of several headstones, the parishioner be asked to ensure that the work is done by a qualified person with all necessary insurance in place. All were in agreement.

## **8 2006/07 : PARISH PLAN**

There is nothing to report on the Parish Plan. The Clerk asked the members of the Parish Plan Committee for a summary of the external grants obtained as a result of Council donations, as backing information for the annual return. Councillor Sheardown will attend to this on receipt of details from the Clerk on donations made.

**Initialled ..... Chairman**

**9 2006/07 : PARISH CLERK**

**9a** Prior to the commencement of the discussion on the following topic, Councillor Day declared a personal and prejudicial interest and left the meeting, with Councillor Brown temporarily taking the role of Chairman. The Clerk then confirmed that an article requesting expressions of interest from contractors wishing to be considered for a 2 year term contract to cover cemetery bunker clearance and emergency/minor works, as required, appeared in the March 2006 Eau Valley Advertiser and a notice to this effect was placed on the Parish notice boards. By the given deadline for responses, the only expression of interest received was from the incumbent contractor, the details of which had been prior circulated to Councillors. In consequence Councillor Bullivent, seconded by Councillor Billam, proposed that the contract be awarded to Chris Day Landscape Contractors, to commence 1<sup>st</sup> May 2006. All were in agreement. After the resolution had been passed, Councillor Day returned to the meeting and resumed his duties as Chairman.

**9b** Moore Stephens has informed the Clerk that the annual return must be completed and returned to them by 30<sup>th</sup> June 2006 latest. To facilitate this, the Clerk asked the Council to approve the earliest submission of papers to R. N. Store for the completion of the internal audit at an expected cost of c. £250. Councillor Sheardown, seconded by Councillor Brown, proposed that R.N. Store be formally engaged to conduct the internal audit as soon as possible. All were in favour.

**9c** With the 2006/07 Precept and Cemetery Costs now having been received from WLDC, the Clerk reported that there is an opportunity to place £25k into a Cooperative Bank Guaranteed Investment Bond for a period of three months to earn a significantly higher gross interest rate than that enjoyed on the existing deposit account. Councillor Sheardown, seconded by Councillor Billam, proposed that this investment be made to maximise returns. All were in favour. The Clerk will prepare the necessary paperwork for signature by two authorised Council signatories.

**9d** The Clerk has submitted the 2005/06 year end P14 and P35 forms (in relation to tax and national insurance payments) to the Inland Revenue by means of the online service. This will result in the Parish Council receiving a credit to the value of £250 during 2006/07.

**9e** It was agreed that the Annual General Meeting of the Council will be held on Monday 15<sup>th</sup> May 2006 at 7.30pm, with the normal meeting of the Council to follow immediately after.

**10 2006/07 : POINTS FROM MEMBERS/URGENT ITEMS OF INTEREST**

There were no additional points raised by members.

There being no other business, the Chairman closed the meeting at 9.10pm.

Clerk: .....

Chairman: .....

Date: .....

**Initialled ..... Chairman**