

**SCOTTER PARISH COUNCIL**

**Minutes of a Meeting of the Council held on 20<sup>th</sup> June 2011**

**PRESENT:** Councillor C. Day (Chairman), Councillors M Armstrong, C Baker, B. Billam, J Bullivent, J. Fillingham, S. Rayner and A Sheardown. Mrs N. Altoft (Clerk).

With no members of the public present, the meeting commenced at 7.41pm

**45 2011/12 : To receive and approve apologies for absence.**

Apologies were received from Councillor Capes

**RESOLVED : To accept and approve the apologies from Councillor Capes.**

**46 2011/12 : To receive declarations of interest in accordance with the Local Government Act 2000.**

Councillor Day declared an interest in relation to items 16 and 19 on the agenda (minute references 60 2011/12 and 63 2011/12) and stated his intention to abstain. No other declarations were made at this point.

**47 2011/12 : To approve the notes of the Council Annual Meeting held on 16<sup>th</sup> May 2011 as the Minutes of that meeting.**

**RESOLVED : To approve the notes of the Council Meeting held on 16<sup>th</sup> May 2011, as circulated, as the Minutes of that meeting.** These were signed by the Chairman.

**48 2011/12 : To approve the annual return for the financial year ended 31<sup>st</sup> March 2011**

The Council considered the paper prior circulated in relation to this item and was pleased to note that an unqualified report on the return had been received from the Council's internal auditor, RNS Chartered Accountants. It was :

**RESOLVED : (a) To approve the statement of accounts for the year ended 31<sup>st</sup> March 2011 and the explanations of the significant variances year-on year, as circulated, for submission to the external auditor.**

**(b) To approve the valuations of the Council's assets as at 31<sup>st</sup> March 2011, as circulated and as contained in the statement of accounts.**

**(c) In relation to the annual governance statement within the return, to answer points 1 to 8 in the affirmative, point 9 not being applicable to the Council.**

**(d) To approve the Council's current arrangements for the management of its risk.**

The Chairman and Clerk/RFO signed the annual return accordingly, which will be submitted to the external auditor (Clement Keys) at the conclusion of the period allowed for the inspection of the records by parishioners under the Accounts and Audit Regulations 2003 (i.e. on 13<sup>th</sup> July 2011).

**49 2011/12 : To receive a report from the Chairman on his recent inspection of Parson's Field.**

The chairman commented that Countryside & Conservation Services have completed the work asked of them and that it has been done to a good standard. He also commented that the police have informed him of a tree blocking the path through Clay lane. He will deal with this.

**50 2011/12 : To agree which Councillors will be responsible for safety inspections of the cemetery and the playgrounds for the next month.**

Councillor Day stated his willingness to continue with the cemetery inspections and Councillor Rayner will also continue with the playground inspections

**51 2011/12 : To discuss the current situation regarding the Grass Cutting and Riverbank strimming.**

Initialled ..... Chairman

With the contract with MITIE Landscaping now terminated, the Clerk asked Council what they would like to do moving forward, it was

**RESOLVED: that the Clerk should instruct the village person to undertake the grass cutting in the open spaces, and ask the emergency contractor for a price to maintain the borders in these areas. The Clerk is also to meet with Jess Troop to discuss the maintenance of the riverside and the verges, and receive a price for this work.**

**52 2011/12 : To discuss the parking of cars on the Green, following a complaint from Mr. R.G. Hunter.**

The Council discussed the letter received from Mr Hunter and

**RESOLVED : that the Clerk should write to Mrs Murray (the owner of the green) to make her aware of the issue, and see if there is anything that can be done to improve the situation.**

**53 2011/12 : To discuss the purchase of a new strimmer.**

**RESOLVED : to purchase a new HUSQVARNA strimmer from Greenstripe for £290+ VAT.**

**54 2011/12 : To discuss the purchase of a printer for the Parish Council Office.**

**RESOLVED : to purchase a new HP officejet printer for £150.**

**55 2011/12 : To consider the investment of £19.5k into a 12-month guaranteed investment bond.**

The Clerk explained that £19.5k in a twelve-month bond will generate gross interest at 2.00%, compared with the existing deposit account in which the same sum would generate 0.09% and the current account that would generate 0.18%.

**RESOLVED : To invest £19.5k plus the interest into a 12-month guaranteed investment bond.**

The Clerk prepared the necessary paperwork which was signed at the meeting.

**56 2011/12 : To receive a report from the Clerk.**

The Council noted the report, with comments made in relation to the following :

**57 2010/12 Issues with the library service**

The Clerk gave an update on the library service. The advert went out in the EVA for volunteers and 7 people have put themselves forward to date. She also commented on a letter received with regards to the mobile service in Susworth, and gave a copy to Councillor Armstrong for her reference.

**Flood Meeting**

Councillor Bullivent updated Council on the flood meeting at which the Environment Agency proposed that resilience methods for individual properties were the only reasonable way forward to protect homes from flooding in the village. This was not received well by the residents however, and some other options may still be explored. Councillor Bullivent will keep the Council updated on the progress.

**57 2011/12 : To receive new correspondence not already included above, to be circulated at the meeting.**

Other items of correspondence (not already considered above and received prior to the April Meeting) were placed on circulation to Councillors at the meeting. If the need arises to take action in relation to any of this correspondence, it will be an agenda item at a future meeting.

**58a 2011/12 : To receive the Minutes of the Planning Committee meetings published since the last Council meeting and adopt the recommendations contained therein**

The Council considered the minutes of the Planning Committee meetings of 21<sup>st</sup> February 2011 and

**RESOLVED : To concur with the actions taken by the Planning Committee and to adopt the minutes of the Committee meetings held on 21st February 2011.**

**58b 2011/12 : To note the following results received from the Planning Authority:**

The Council noted the following results received from the Planning Authority during the period :

**126589 7 Messingham Road, Scotter** – planning application to erect bungalow and double garage on part of site of 7 Messingham Road Scotter complete with shared access.

**Refused**

**59 2011/12 : To note income received during May 2011 and to approve the cash book as at the end of May 2011 and its reconciliation to the bank statements.**

The Council noted the following income received during May 2011.

<u>DATE</u>	<u>PAYER</u>	<u>DETAILS</u>	<u>RECEIPTS</u>
05.05.11	Co-operative Bank	Interest - current account	11.78
12.05.11	Scotterthorpe Allotments	Allotment Rental	52.00
12.05.11	Scotter Tennis Club	Payment for new Tennis Courts	10000.00
12.05.11	Scotter Playing Fields Com	Payment for new Tennis Courts	12500.00
12.05.11	Northern Electric Plc	Wayleaves and Rents	31.90
17.05.11	Scotter Tennis Club	Scotter Tennis Club - Represented	10000.00
19.05.11	Scotterthorpe Allotments	Allotment Rental	32.00
27.05.11	H.M. Revenue & Customs	VAT repayment	274.81
			<b>32902.49</b>

It then examined the cashbook as at end of May 2011 and its reconciliation to the bank statements and

**RESOLVED : That the cashbook at the end of May 2011 should be signed by the Chairman and Clerk as a true record.**

**60 2011/12 : To approve payments to be made.**

The Council examined the accounts to be paid for supplies and services received since the last meeting and,

**RESOLVED : That the following payments should be approved.**

<u>CHEQUE NO.</u>	<u>TO WHOM PAID</u>	<u>PARTICULARS OF PAYMENT</u>	<u>NET VALUE</u>	<u>VAT</u>	<u>TOTAL PAYMENTS</u>
Direct Debit	Multidata	Phone calls, April 2011	8.36	1.67	10.03
Direct Debit	Multidata	Broadband & phone line rental, May 2011	33.43	6.69	40.12
402226	HM Rev and Customs	PAYE & NI month 1	281.76		281.76
402227	N Altoft	Wages	683.81		
		Stationary	6.79		
		Mileage	13.05		
		Postage	15.54		719.19
402228	J Lyon	Wages	740.90		
		Bin Bags	9.18		750.08
402229	WLDC	Litter Picking	136.44	27.29	163.73
402230	Spencer's Garage	Fuel	189.27	37.85	227.12
402231	Garden Angels	Emptying of compost Bins	113.35	22.67	136.02
402232	Countryside&Conservation	Tree work in Parsons Field	230.00		230.00
402233	SJFC	Donation-grass cutting Apr&May 11	405.68		405.68
402234	SUFC	Donation-grass seed and fertilizer	1200.00		1200.00
402235	C P Day Limited	To supply Pad Lock & Keys Cut	189.50	37.90	227.40
402236	Mrs L Brewster	Rental of land-Susworth Notice Board	1.00		1.00
402237	Powell Packaging	Banner - Friday Youth Group	85.00	17.00	102.00

**Initialed ..... Chairman**

402238	Eau Community Centre	Room Hire Youth Club-May Flood Mtg	66.00		66.00
402239	Chris Day	Youth Club Equipment	320.72	64.14	384.86
			<b>4729.78</b>	<b>215.21</b>	<b>4944.99</b>

**61 2011/12 : To take any points from members, identify items for the next agenda and to note urgent items of interest.**

**61a** Councillor Baker updated the Council on the Friday night youth Club, informing us of a number of sessions that she has organised for the summer break.

**61b** Councillor Billam reported that there are a number of dead trees on the left hand side of Westcliffe Road, and the new road surface that was completed within the last fortnight already has pot holes.

**61c** Councillor Day then updated the Council on the now completed tennis courts, and also asked for Councillors availability for an extraordinary meeting to discuss the possibility of a land transfer with the Parish Council and the current tenant of the Goosemoor land. This meeting was agreed for the 29<sup>th</sup> June.

**62 2011/12 : To resolve whether, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press should be temporarily excluded from the meeting.**

**RESOLVED : That, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press should be temporarily excluded for the following items of business on the basis that they relate to items that contain confidential personal and commercial information and information in relation to a legal matter.**

With the member of the public having left the meeting room :

**63 2011/12 : To review the position of Parish Clerk.**

With the Chairman having declared an interest in this item he left meeting room. Deputy Chairman being absent the councillors resolved to elect a temporary chairman. Councillor Fillingham proposed Councillor Rayner as temporary chairman. Seconded by Councillor Sheardown, this was then passed unanimously.

Council reviewed the Clerk's performance during her 13 weeks probationary period. It was proposed by Councillor Billam and seconded by Councillor Armstrong that the clerk be confirmed in her appointment, this was passed unanimously.

Council discussed the issue of the Clerk's remuneration and conditions of service, but acknowledged a general lack of knowledge of this subject amongst the councillors. It was suggested that the Clerk herself would be the best placed person to research this matter, with guidance from LALC and possibly from Mrs Brown the previous incumbent. She should then bring this information to council at the earliest opportunity for them to consider.

**64 2011/12 : To agree the arrangements during the office closure period.**

The July meeting of the Council will be held on the 25<sup>th</sup>, with the next meeting being on the 19<sup>th</sup> September. The Council's office will be closed for the summer holiday period from close of business on Wednesday 18<sup>th</sup> August 2011, re-opening on Tuesday 30<sup>th</sup> August 2011. During this period, it was **RESOLVED : That**

**(a) Councillor Sheardown will take responsibility for the cemetery books.**

**Initialled ..... Chairman**

**(b) The Chairman will periodically check the post and e-mails received, deal with any urgent items of correspondence and pass on planning applications to the Chairman of the Planning Committee.**

**(c) Councillor Rayner, as Chairman of the Planning Committee, will manage the responses to the planning authority in respect of applications received, calling a meeting of the Committee as necessary.**

As there will be no council meeting in August, it was further

**RESOLVED : That payments for goods and services supplied that are required to be made prior to 19<sup>th</sup> September 2011 may be effected by the Clerk, subject to the prior approval of the Chairman and Vice-Chairman and the cheques being signed by two Councillors.**

**65 2011/12 : To consider the filling of the vacancy among the members of the Parish Council by co-option.**

The Council considered the merits of the candidate Miss Suzi Hinman, who has put herself forward for the remaining positions on Council. Following a proposal that Miss Suzi Hinman be co-opted as Councillor, it was put to a vote. With all Councillors in favour of the proposal, it was

**RESOLVED : To co-opt Miss Suzi Hinman as Councillor.**

The Clerk will inform the Returning Officer at WLDC of the Council's decision and provide Miss Hinman with all of the necessary paperwork associated with the role.

The Chairman declared the meeting closed at 8.34pm.

Clerk: .....

Chairman: .....

Date: .....