

SEATON PARISH COUNCIL ANNUAL MEETING
22nd MAY 2017
VILLAGE HALL SEATON 7.22PM

Present:

Mr N Greenfield Chairman
 Mr D Coop
 Mr J Lang
 Mr R Clarke
 Mrs C Lammie

In attendance:

Mr John Hill Clerk
 Mrs S Fox Internal Auditor
 One member of the public

MINUTES

1. APOLOGIES:

County Councillor Mr J Lammie

2. ELECTION OF OFFICERS:

The adopted policy is that the Chairman should, after serving a maximum of three continuous years in office, retire to be replaced by the current Vice Chairman. Councillor Lang's term having come to an end, Councillor Greenfield therefore accepted the formal nomination and became Chairman.

OFFICE	NOMINATION	PROPOSER	SECONDER	VOTE	RESULT
Chairman	N Greenfield	R Clarke	D Coop	All	Elected
Vice Chairman	D Coop	N Greenfield	C Lammie	All	Elected
Village Hall Trustee (Chairman by default)	N Greenfield				
Charles Tryon Trust (Chairman by default)	N Greenfield				
Thompson's Field Officer	C Lammie	N Greenfield	R Clarke	All	Elected
Allotment Officer*	D Coop	N Greenfield	R Clarke	All	Elected

***Members decided to appoint one Councillor to serve as allotment representative. (Item 8 refers).**

3. DECLARATIONS OF INTEREST:

Councillor Lang declared an interest in Item 8 'Allotments'. On a proposal by Councillor Clarke, seconded by Councillor Greenfield, Members agreed that Councillor Lang should be allowed to speak on this subject.

4. MINUTES OF THE PREVIOUS MEETING:

On a proposal by Councillor Lang, seconded by Councillor Clarke, the Minutes of the meeting of 6th April 2017 were duly signed as a correct record with the approval of all present.

5. MATTERS ARISING (NOT ON THE AGENDA):

Councillor Clarke undertook to follow up on the promised **trials of the use of a slurry material to resurface footpaths** in terms of timing and quality.

The anticipated **traffic calming measures** are expected to be limited to white lining in strategic areas of the village. The original location plan will be recirculated.

Councillor Clarke has replaced the damaged padlock on the upper gate to the playing field.

6. ANNUAL GOVERNANCE REVIEW & STATEMENT:

Internal Auditor Sue Fox attended the meeting and reported to Members that the Accounts and submissions to the External Auditor have been drawn up in an acceptable manner; there are no major issues to report.

She would like to see the transactions checked off against the Building Society books by one of the Councillors on a periodic basis. Councillor Greenfield agreed to do this in conjunction with the Clerk.

On a proposal by Councillor Clarke, seconded by Councillor Lammie, Members approved the Annual Governance Review & Statement and Effectiveness of Internal Controls.

7. FINANCIAL MATTERS:

Presentation of the Accounts:

The Clerk presented the Parish Council accounts for 2016/17 (previously circulated), together with the updated Fixed Asset Schedule. These were approved by Members on a proposition by Councillor Clarke, seconded by Councillor Greenfield.

Signing off the Annual Audit Return for Year Ending 2016/17:

The Audit Return was reviewed, duly approved and signed off. Councillor Clarke proposed and Councillor Coop seconded that the Audit Return, as presented, should be accepted; all were in favour.

Accounts update:

Petty Cash	£60.85 (-£10 for this meeting)
Current Account	
Nationwide	£4335.40 + interest
West Brom	
Deposit Account	£5548.02 + interest
*Restricted Capital Account	£326.29 + interest

*This account is now to be closed and the funds moved to the current account to cover the costs of installing the picnic bench and new gate for the allotment.

Clerk’s salary review:

The Clerk’s salary is fixed at the national scale rate SCP 19. The Clerk stated that this would mean an increase for 2017/18 to £9.743/hr.; equivalent to an annual salary for 160 hours of £1559. This was agreed by Members following a proposition by Councillor Greenfield, seconded by Councillor Lammie.

Payments:

Members approved the following payments on a proposition by Councillor Greenfield, seconded by Councillor Lammie:

Retrospective payments:

LRALC annual subscription 2017/18	£123.42
HMRC 1 st Quarter PAYE Tax	£77.15
2Commune website hosting and support	£330.00

New payments:

ROSPA Playing Field safety inspection	£96.60
*Came & Co Insurance Premium (Ecclesiastical)	£480.44
McAfee Antivirus annual subscription for SPC computer	£49.99
Clerk’s half-year salary (net of tax)	£623.60
Biffa (Ex Cory) Grass cutting services	£76.80

*The insurance premium is reduced because the County Council Highways Department has taken over full responsibility for street lighting equipment and therefore these items are no longer on Seaton Parish Council’s books.

Members decided not to renew the annual subscription of £30 for the Leics & Rutland Playing Field Association.

Delegation of spending power to the Clerk of the Parish Council:

The LRALC has advised that, to avoid the necessity for the Parish Council to meet to reapprove expenditure once a cheque has been drawn (even though a clear audit trail exists), the Clerk may be given delegated powers to make the payments without further Council action.

On a proposition by Councillor Greenfield, seconded by Councillor Clarke, all were in favour of delegating power to the Clerk to spend up to £1,000 on any one item, maximum £5,000 at any one time in total, **only after following all the existing procedures in terms of initial approval of expenditure, raising cheques and/or withdrawing cash.**

8. ALLOTMENTS:

Tenancies: Members felt that, while there is no one on the waiting list, there is no problem in one person tenancing three plots. Councillor Coop will, however, speak to Philip Lindley to discuss an amicable arrangement to vacate a plot should the demand arise. A reasonable period of notice of two to three months should be allowed.

Allotment rents: After discussion, on a proposition by Councillor Greenfield seconded by Councillor Coop, Members agreed that rents should include an amount to cover part of the cost, potentially up to £288, for paying the playing field grass cutting contractor to cut the grass paths in the allotment area:

Small Plots	Increase £15 - £18
Medium Plots	Increase £25 - £29
Large plots	Increase £35 - £40

Members also agreed that this new figure would be the total rental for this year but the increase would not be added to rents already paid to the Clerk (four small plots). It was proposed by Councillor Greenfield, seconded by Councillor Clarke that the Parish Council should appoint an allotment representative from among their ranks. For the coming year this would be Councillor Coop; all were in agreement.

Risk Assessment: A newsletter from the Parish Council's insurance broker, Came & Co. had advised that the Council should carry out a Risk Assessment on its allotments and review it annually. In the first instance, Councillor Lammie will circulate an existing template that may be used for this.

9. HIGHWAYS:

Verges: Councillor Clarke has investigated the options for white posts to deter the incursion of traffic on to the highway verges in Seaton, particularly adjacent to the triangular island at the Church Lane, Main Street junction. The County Council Highways Department will, unfortunately, only install plastic posts which embrittle over time.

It was agreed to go with this option but to limit the number throughout the village in order to preserve the rural appearance.

10. THOMPSON'S FIELD:

Play area resurfacing: The grassing of the various areas is taking well apart from a small section around the infants' swings. No sample of the lower cost bark is available yet for quality and type purposes but Councillor Lammie will chase this up and also rake over the existing surface to decompact the old bark.

ROSPA Inspection: The recent ROSPA inspection of the playing field and play area had raised some minor issues to be addressed. The question of inspecting support chains which are covered by protective sheaths was discussed. The Clerk will check the manufacturer's instructions to see whether the covers can be removed and safely replaced.

Some of the small play equipment requires repainting: this will be scheduled over time.

The fence between the play area and the allotments requires repair including replacing the posts. Councillor Lammie will obtain a quotation from John Mayfield to carry out the work. This should incorporate the small plot, which is in very poor condition, back into the main playing field area.

11. DEFIBRILLATOR:

Seaton Parish Council's insurance broker Came & Co. has advised that, where a Parish Council has installed a defibrillator, it assumes responsibility for its efficient operation and should therefore carry out a risk assessment to ensure that it remains in good order and that people have the opportunity to be trained to use the system in an emergency. The organisation providing the power source to maintain a suitable cabinet temperature should have also assessed the risks of power failure.

Councillor Greenfield stated that the risks had been assessed from the outset and mitigation provided. The unit is regularly inspected and fitted with visible indicators which would highlight a malfunction. Village-wide training has been laid on and well attended. He will post a You Tube Defibrillator briefing on the Parish Council's website and also seek further advice from the East Midlands Ambulance Service. Due to the regular use of the village hall, any loss of power will be quickly detected before the defibrillator cabinet is seriously jeopardised.

12. CORRESPONDENCE:

The following item was tabled:

Leicestershire & Rutland Rural Achievement Awards – Nominations are required by 12th July 2017 and it was thought that Brian & Sally Kirby could be nominated for their outstanding contribution to village life in Seaton, not least for their work on raising funds for the defibrillator. Councillor Clarke will talk to them to see if they are willing to have their names put forward. He will then liaise with the Clerk to submit a nomination.

13. DATE OF THE NEXT MEETING:

The next Parish Council meeting will be held on Monday 11th September 2017, 7.00pm in the village hall.

At the end of the meeting, Councillor Lang passed his letter of resignation from Seaton Parish Council to the Chairman. Councillor Lang had served six years on the Parish Council, four as Chairman, and Councillor Greenfield thanked him on behalf of the Members for his very hard work during that time and significant contribution to community life in the village of Seaton.

The meeting closed at 20.50 hrs.