

**SEATON PARISH COUNCIL ANNUAL MEETING**  
**21<sup>st</sup> MAY 2015**  
**VILLAGE HALL SEATON 7.15PM**

Present:

Mr J Lang                      Chairman  
 Mr R Clarke  
 Mrs C Lammie  
 Mr N Greenfield          Co-opted

In attendance:

Mr John Hill                Clerk  
 Mrs S Fox                    Internal Auditor  
 Mr J Lammie                Rutland County Councillor  
 Five members of the public

**MINUTES**

**1. APOLOGIES:**

None.

**2. ELECTION OF OFFICERS:**

Nb. Since this is the start of a new four-year cycle, Jeremy Lang, Caroline Lammie and Robin Clarke signed Declarations of Acceptance of Office as Parish Councillors before the meeting started and also received Register of Interest forms to complete.

<b>OFFICE</b>	<b>NOMINATION</b>	<b>PROPOSER</b>	<b>SECONDER</b>	<b>VOTE</b>	<b>RESULT</b>
<b>Chairman</b>	<b>J Lang</b>	<b>C Lammie</b>	<b>R Clarke</b>	<b>All</b>	<b>Elected</b>
<b>Vice Chairman</b>	<b>*N Greenfield</b>	<b>R Clarke</b>	<b>C Lammie</b>	<b>All</b>	<b>Elected</b>
<b>Village Hall Trustee (Chairman by default)</b>	<b>J Lang</b>				
<b>Charles Tryon Trust (Chairman by default)</b>	<b>J Lang</b>				
<b>*Thompsons Field Officer</b>	<b>C Lammie</b>	<b>R Clarke</b>	<b>*N Greenfield</b>	<b>All</b>	<b>Elected</b>

On a proposition by Councillor Lammie, seconded by Councillor Clarke, Members agreed to continue the adopted policy that a Chairman should, after serving a maximum of three continuous years in the office, retire to be replaced by the current Vice Chairman.

Councillor Lang completed an Acceptance of Office of Chairman form.

\*These elections took place after Mr Nic Greenfield's co-option to the Parish Council in Item 4.

### **3. DECLARATIONS OF INTEREST:**

Councillor Clarke declared a Disclosable Pecuniary Interest in a notified item of correspondence – Seaton hedges – Item 10.

### **4. CO-OPTION OF NEW COUNCILLORS:**

Councillor Lang proposed co-option of Mr Nic Greenfield onto Seaton Parish Council; this was seconded by Councillor Clarke and approved by all. Mr Greenfield signed a Declaration of Acceptance of Office and received a Register of Interests form.

Councillor Lang suggested that Mr David Coop as another possible co-optee for the Members to consider. It was also agreed to solicit possible interest on the Parish Council web site.

### **5. MINUTES OF THE PREVIOUS MEETING:**

On a proposal by Councillor Lang, seconded by Councillor Clarke, the Minutes of the meeting of 23rd March 2015 were duly signed as a correct record with the approval of all present.

### **6. MATTERS ARISING (NOT ON THE AGENDA):**

A decision has still not been made on the request for the prioritisation of footpath works by Rutland County Council District Council.

It was agreed to make this an agenda item for the next meeting.

### **7. FINANCIAL MATTERS:**

#### **Presentation of the Accounts:**

The Clerk presented the Parish Council accounts for 2014/15 (previously circulated), together with the updated Fixed Asset Schedule. Following an analysis of the current position by Councillor Greenfield, the accounts were approved by Members on a proposition by Councillor Greenfield, seconded by Councillor Clarke.

#### **Internal Audit comments:**

Internal Auditor Sue Fox had signed off the accounts. A number of small issues upon which she commented had been rectified by the Clerk.

#### **Signing off the Annual Audit Return for Year Ending 2014/15:**

The Audit Return, including the Annual Governance Statement of Assurance, and the effectiveness of internal control & audit arrangements, were reviewed, duly approved and signed off. Councillor Lang proposed and Councillor Lammie seconded that the Audit Return, as presented, should be accepted; all were in favour.

**Accounts update:**

Petty Cash	£98.35 (-£10 for this meeting)
Current Account	
Nationwide	£5056.11* + interest
West Brom	
Deposit Account	£5398.09 + interest
Restricted Capital Account	£326.29 + interest

\*This includes an amount of approximately £800 for the, as yet, unrepresented invoice for grass cutting and weed treatment works by Ground Control in 2014. Apart from that, so far this year, the payments are close to the budgeted figures.

**Clerk's salary review:**

At the last Annual Parish Council Meeting, Members had decided that the Clerk's salary should be fixed at the national scale rate SCP 19. The Clerk stated that this would mean an increase this year of 3.2% as part of a national multi year agreement fixed for two years (until 2016). Members agreed to discuss this outside the meeting.

**Payments:**

Members approved the following payments on a proposition by Councillor Lang, seconded by Councillor Clarke:

Broker Network (Came & Co) Insurance Premium	£492.95
Playsafety Inspection of playing field area	£92.40
Retrospective:	
HMRC (Post Office) 4 <sup>th</sup> quarter tax on Clerk's salary	£74.00
Withdrawal for Petty Cash	£80.00
LRALC annual subscription 2015/16	£117.59
Leics & Rutland Playing Field Ass'n subscription 2015/16	£17.00

**8. SEATON FETE DAY – EVENING EVENT:**

The Clerk has received the Minutes of a meeting, chaired by Councillor Lang, looking into possible arrangements for an evening event, to be organised by Seaton Parish Council, on Seaton Fete Day – 11<sup>th</sup> July 2015.

It was reiterated that the Parish Council must retain control of this event if its public liability insurance is to be relied upon.

Councillor Lammie agreed to a request to help with the preparation of a Risk Assessment for the evening's activities.

**9. VERGES ON MAIN STREET:**

Councillor Lang reported upon discussions he had held with the occupiers/owners of the properties along the pinch point at the eastern end of Main Street. This was with regard to the encroachment of shrubbery onto the main road, interfering with sight lines and causing a potential danger to pedestrians and traffic.

Most had agreed to trim back the hedges and maintain the property boundaries as necessary but the owners of 'Little Thatch' felt the hedges along the boundary property are not their responsibility.

Councillor Clarke agreed to investigate the issue of ownership and report back.

**10. CORRESPONDENCE:**

The following items were tabled:

Graham Biggs letter regarding street numbering and naming in Seaton.

The Clerk was asked to write to Mr Biggs thanking him and assuring him that the Parish Council would raise the matter with Rutland County Council.

Letter from Pam Lowther commenting on comments made by visitors to the village that some views of the valley and viaduct are blocked by roadside hedges.

Councillor Clarke, who had earlier declared a possible Disclosable Pecuniary Interest in this item, retired from the room during the discussion that ensued.

Pam Lowther requested that it should not be reported that she wishes the hedge heights to be lowered.

Lizzie Shields suggested that there are good viewing points from Seaton over the valley.

On balance, and bearing in mind responses he had already made on the subject, Members agreed to write to Robin Clarke as landowner of the hedges in question to see if any action is possible to facilitate improved viewing of the valley and viaduct.

Rutland Community Action – circular advertising a seminar on 2<sup>nd</sup> June 2015.

Letter from the Pensions Regulator re new legal duties.

**11. DATE OF THE NEXT MEETING:**

The next Parish Council meeting will be held on Monday 14<sup>th</sup> September 2015, 7.00pm in the village hall.

The meeting closed at 20.15 hrs.