

SEATON PARISH COUNCIL ANNUAL MEETING

13th MAY 2019

VILLAGE HALL SEATON 7.23pm

Present:

Mr N Greenfield Chairman

Mr D Coop

Mr R Clarke

Mrs C Lammie

Mrs Siobhan Machin

In attendance:

Mr John Hill Clerk

Mrs S Fox Internal Auditor

Prior to the formal commencement of the meeting, newly elected Members signed Declaration of Acceptance of Office forms.

MINUTES

1. ELECTION OF OFFICERS:

As this is the start of a new 4-year cycle, on a proposition by Councillor Clarke, seconded by Councillor Machin, Members agreed to continue with the previously adopted policy that the Chairman should serve a maximum three continuous years in office. Having served two years to date, Councillor Greenfield therefore accepted the formal nomination and became Chairman. He stated that it is his intention to follow the precedent set by the previously retiring Chairman and retire from the Parish Council at the end of his third year.

Councillor Greenfield signed a Declaration of Acceptance of the Office of Chairman.

OFFICE	NOMINATION	PROPOSER	SECONDER	VOTE	RESULT
Chairman	N Greenfield	R Clarke	C Lammie	All	Elected
Vice Chairman	D Coop	N Greenfield	R Clarke	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	D Coop	All	Elected
Allotment Officer	D Coop	N Greenfield	S Machin	All	Elected

2. APOLOGIES:

None

3. DECLARATIONS OF INTEREST:

None.

4. MINUTES OF THE PREVIOUS MEETING:

On a proposal by Councillor Greenfield, seconded by Councillor Clarke, the Minutes of the meeting of 25th March 2019 were duly signed as a correct record with the approval of all present.

5. MATTERS ARISING (NOT ON THE AGENDA):

Councillor Clarke had followed through on clearing the overgrown areas but it was reported at the Annual Open meeting that there was now some regrowth. Apart from the weed growth at the base of the wall along the Main Street footpath to the West of No.22, the principle areas of concern involve footpath E311; encroaching at the top of the Main Street steps, at the next 'kissing gate' and on both sides of the footpath immediately to the North of the 'kissing gate' in Tom Joules' field. **Councillor Clarke will look at the various areas concerned again and Councillor Greenfield will update Mr. Lang on the progress.**

Councillor Greenfield has liaised with the Parochial Church Council and the Village Hall Committee to progress a Local Award process for Seaton. The Open Gardens event was thought to be inappropriate for this award and the idea of a quiz is more suitable. **Helen and David Coop will move this forward**, liaising with the Parochial Church Council in the process. **Councillor Greenfield will obtain a prize.**

Councillor Greenfield reported that the 'Call & Connect' service system is very poor; there are no Rutland leaflets available yet.

The Clerk has obtained an external hard drive unit to back up the Council's computer. **Tree (risk) management will be discussed when the Clerk meets the Rutland County Council Tree Officer on 30th May 2019.**

6. INTERNAL AUDIT REPORT:

Internal Auditor Sue Fox reported that, in general terms, Seaton Parish Council Accounts and supporting documentation for 2018/19 were satisfactory and showed a good audit trail. One small item of addition and one presentation had been notified and corrected. £221 for potential election costs had been omitted from the budget presented in January 2019. On a proposal by Councillor Coop, seconded by Councillor Clarke, members accepted this report.

7. ANNUAL GOVERNANCE REVIEW & STATEMENT:

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

8. FINANCIAL MATTERS:

Presentation of the Accounts:

The Clerk presented the Parish Council accounts for 2018/19 (previously circulated), together with the updated Fixed Asset Schedule. The Audit Return was also reviewed. Councillor Greenfield proposed and Councillor Coop seconded that the Audit Return, as presented and Fixed Asset Schedule, should be accepted; all were in favour. Members also agreed on a proposal by Councillor Clarke, seconded by Councillor Machin, that the certificate exempting Seaton Parish Council (as a 'small' Council) from external audit review should be authorised.

Accounts update:

Petty Cash	£95.25 (-£10 for this meeting)
Current Account	
Nationwide	£5338.29 + interest
West Brom	
Deposit Account	£5561.99 + interest

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 2019/20 to £10.37/hr. as part of the NALC published Public Sector Agreement, equivalent to an annual salary for 160 hours of £1659. Additionally, Members had asked the Clerk to estimate an element to add to the Annual salary to account for routine extra work generated by GDPR. This is approximately 1.5 hours per month - £186 pa.

This total was agreed by Members following a proposition by Councillor Clarke, seconded by Councillor Machin and a half-year salary payment of £698 (subsequently amended to £738) agreed.

Payments:

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

Retrospective payments:

LRALC annual subscription 2019/20	£124.51
Electrical supply to ex 'phone box (two years)	£63.34

New payments:

HMRC 4 th Quarter PAYE Tax	£80.85
Came & Co Insurance Premium (Inspire*)	£547.71
External hard drive for computer data storage	£65.99
Clerk's half-year salary (net of tax)	£698.00 (amended to £738)

* SPC insurance broker Came & Co had initially recommended Ecclesiastical in error. Their subsequent change to Inspire/AXA was accepted by Members.

Update of signatories for the Nationwide and West Brom Building Society

Accounts:

The Clerk reported that signatures are still required in the Nationwide account Passbook from Councillors Greenfield, Clarke and Coop. All identification data have now been obtained from Councillors Greenfield Coop and Machin and their signatures will be added to the West Brom account as previously approved.

9. GDPR UPDATE:

The Clerk reported that progress towards full compliance with the General Data Protection Regulations (GDPR) is continuing. SPC files are being checked for any data that should be removed.

Councillors Greenfield, Cop and Lammie have now created e-mail addresses specifically for Parish Council business.

10. THOMPSON'S FIELD:

ROSPA Inspection: This year's ROSPA report indicated that the use of grass as a surface under the Multiplay apparatus is not compliant with the regulations. Some of the boarding is also in need of repair.

A caution was also issued regarding some rotting fence panels.

The rough areas under the swings were reported as a trip hazard; it was considered that the protruding stones, etc. should be removed and the grass allowed to become established.

A number of alternative approaches to these issues were discussed including the £31,000 quotation from original supplier Hags to refurbish, repair and replace equipment where necessary. No firm conclusions were reached and **Members agreed to meet on site to agree on action to be taken.** As a minimum, the Play Area will be rendered safe and units taken out of use if necessary.

Councillor Greenfield will talk to the Clerk at Barrowden about the play area in the village. He will also look at potential grant aid for the work envisaged.

11. ALLOTMENTS:

Tenancies: It was reported that Mr Colin Haselgrove and Ms Pamela Lowther have now taken over small plot No. 9 vacated by Mr J Lang.

Risk Assessment: On a proposition by Councillor Coop, seconded by Councillor Clarke, Members agreed to accept the Risk Assessment Seaton Allotments unchanged.

12. HIGHWAYS:

Roadside hedges:

The Clerk reported that he had sent the letter concerning overgrown roadside hedges, agreed by Members, to Nos. 5, 6, 8 and c/o 10 Main Street. **Councillor Clarke advised that the letter should also be sent to 'the owner' c/o Moles Lane.**

Parking:

There was a discussion on the difficulties caused to through Main Street traffic because of recent persistent roadside parking outside the George & Dragon Pub. Various options were considered including changing the priority at the pinch point in the road.

Councillor Clarke will investigate the legal position with regard to parking restriction lines. **Councillor Greenfield** will discuss with the publican how the car park might be more efficiently utilised.

Drains:

It was reported in the Annual Open Meeting that the drains in Church Lane are still overflowing.

A47 crossroads at Glaston:

Members agreed to liaise with Glaston regarding improving visibility for traffic egress at these crossroads. **The Clerk** will obtain a contact address for the Chairman of Glaston Parish Council.

13. CORRESPONDENCE:

The following items were tabled:

RCC: 2019/0301/FUL – 10 Thompson’s Lane, Planning Permission;

2019/0168/FUL - 2 Thompson’s Lane, Planning Permission;

Wicksteed Leisure leaflets;

Sustainable Land Trust – letter re survey.

14. DATE OF THE NEXT MEETING:

The next Parish Council meeting will be held on Monday 23rd September 2019, 7.00pm in the village hall.

The meeting closed at 21.21 hrs.

DRAFT