

SEATON PARISH COUNCIL ANNUAL MEETING
25th MAY 2016
VILLAGE HALL SEATON 7.10PM

Present:

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

In attendance:

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

MINUTES

1. APOLOGIES:

None.

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. However, Councillor Greenfield asked for this to be delayed for one year in order to give him time to complete the new web site setup. Members agreed to this and Councillor Lang was proposed as Chairman for a further year after which, the standard procedure will be readopted with Councillor Greenfield moving up to Chairman.

| OFFICE | NOMINATION | PROPOSER | SECONDER | VOTE | RESULT |
|---|---------------------|---------------------|-----------------|-------------|----------------|
| Chairman | J Lang | N Greenfield | R Clarke | All | Elected |
| Vice Chairman | N Greenfield | R Clarke | J Lang | All | Elected |
| Village Hall Trustee (Chairman by default) | J Lang | | | | |

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|--|-----------------|---------------|---------------------|------------|----------------|
| Charles Tryon Trust (Chairman by default) | J Lang | | | | |
| Thompsons Field Officer | C Lammie | J Lang | N Greenfield | All | Elected |

3. DECLARATIONS OF INTEREST:

None.

4. MINUTES OF THE PREVIOUS MEETING:

On a proposal by Councillor Lang, seconded by Councillor Coop, the Minutes of the meeting of 13th April 2016 were duly signed as a correct record with the approval of all present, following an amendment to say that '*Councillor Clarke declared an interest in Item 4*'.

5. MATTERS ARISING (NOT ON THE AGENDA):

The Clerk has purchased a new computer and scanner for SPC. These cost marginally more than originally anticipated -£454.97 (£425).

Councillor Coop reported that a further 20 bags of bark have been provided (FOC) and distributed on the Children's play area. However, more is still required.

Thanks were given to Councillor Clarke for providing new signs.

Councillor Clarke is continuing to work with Anna Horrell on the village hall trustee document: Members agreed that village hall ownership is not a Seaton Parish Council issue.

6. FINANCIAL MATTERS:

Presentation of the Accounts:

The Clerk presented the Parish Council accounts for 2015/16 (previously circulated), together with the updated Fixed Asset Schedule. Following an analysis of the current position by Councillor Greenfield, the accounts and Fixed Asset Register were approved by Members on a proposition by Councillor Lang, seconded by Councillor Greenfield.

Internal Audit comments:

Internal Auditor Sue Fox had signed off the accounts. She commented that Members should check the Receipts & Payments records periodically against the accounts books. (This was done at the end of the meeting.) Members thanked Sue Fox for her work on the internal audit.

Signing off the Annual Audit Return for Year Ending 2015/16:

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 Greenfield seconded that the Audit Return, as presented, should be accepted; all were in favour.

Accounts update:

| | |
|-----------------|--------------------------------|
| Petty Cash | £76.54 (-£10 for this meeting) |
| Current Account | |
| Nationwide | £6878.58* + interest |

West Brom

| | |
|----------------------------|---------------------|
| Deposit Account | £5812.02 + interest |
| Restricted Capital Account | £326.29 + interest |

*This includes a reserve amount of approximately £800 for the services provided by Ground Control in 2014 for which we have yet to be invoiced and which were unsatisfactory and may be subject to dispute, at least in part, if invoiced. Apart from that, so far this year, the payments are close to the budgeted figures.

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 2016/17 to £9.647/hr.; equivalent to an annual salary for 160 hours of £1543. This was agreed by members.

Payments:

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

| | |
|---|---------|
| Came & Co Insurance Premium (Ecclesiastical)* | £488.60 |
| Cory Grass cutting services | £115.20 |
| Clerk's half-year salary (net of tax) | £617.20 |
| 2Commune website setup and support** | £600.00 |
| Retrospective: | |
| LRALC annual subscription 2016/17 | £118.18 |
| Cash purchase of computer & Scanner for SPC | £454.97 |

7. SPC WEBSITE SUPPORT PROVIDER:

**Councillor Greenfield has reviewed the appropriateness of the support service provided by 2Commune and found it to be satisfactory. Therefore, following on from the decision made at the last meeting, this company has been selected to provide setup and ongoing support for Seaton Parish Council's website.

Hilary Williams has expressed an interest in the website; Councillor Greenfield was asked to invite her to become involved.

8. PARISH COUNCIL INSURANCE:

*Seaton Parish Council's current insurance broker, Came & Co has undertaken a review of insurance providers (Aviva, Hiscox & Ecclesiastical) and recommended a change to Ecclesiastical. If a three-year agreement is entered into, the new premium of £488.60 represents a small reduction on last year. This was agreed by all on a proposition by Councillor Lang, seconded by Councillor Coop.

9. DEFIBRILLATOR FOR SEATON:

Councillor Greenfield has ordered a defibrillator and cabinet which will be delivered in due course.

Lawrence Kelly will make a frame for the cabinet and the positioning on the village hall wall has been agreed. The target for completion is the end of June. A training

event will be organised, prior to activation, by Councillor Greenfield and Brian Kirby and a notice will be distributed around the village accordingly. Members wished to formally thank Brian and Sally Kirby for their fund-raising efforts which have covered the cost of the equipment.

10. USE OF THE PLAYING FIELD DONATION FROM THE BONFIRE PARTY:

Councillor Lammie suggested that this donation of £400 is used to purchase a picnic bench for the playing field. Members agreed to this and it was pointed out that a concrete base will be required. Councillor Lammie will look at available options.

11. TRAFFIC ISLAND MAIN STREET/CHURCH CLOSE JUNCTION:

Councillor Lang reported that Brian Kirby has spoken with Peter Steward and David Thorne about the problem of traffic wearing away the opposite verges when negotiating the road island triangle at this junction.

Councillor Clarke agreed to contact Rob Baxter at RCC Highways to investigate a possible solution.

The Clerk was asked to put the subject of the rarely used flower container (ex Beacon) on the next agenda.

12. TRAFFIC CALMING MEASURES:

This was an item brought forward from the previous meeting. County Councillor Lammie said that he would report back to the next meeting.

13. LICENCE FOR USE OF PLAYING FIELD:

Councillors Clarke and Lammie have been working with Anna Horrell to produce a new draft document and this was circulated prior to the meeting.

Councillor Lang requested that the names and specific references to a bonfire party should be taken out to produce a 'clean' template. The licence fee should be shown as optional and the number of supporting photos reduced to a more realistic level.

This will be done and a final version circulated.

14. CORRESPONDENCE:

The following items were tabled:

Vista circular.

Councillor Coop will provide the Minutes of the SPC events sub group meeting (of which he is Chairman) of 13th May 2016 for the Queen's 90th birthday celebrations on the playing field;

15. DATE OF THE NEXT MEETING:

The next Parish Council meeting will be held on Monday 19th September 2016, 7.00pm in the village hall.

The meeting closed at 20.10 hrs.

DRAFT