

Minutes of Walgrave Parish Council Meeting held on

**Monday 14th May 2018 at 7.30pm in the Baptist Chapel
Schoolroom, Gold Street**

Councillors Present

Mike Graham, Katherine Dillon, Barbara Evans, Brian Hamilton, Julie King, Sue Phelan,
Andrew Street

Clerk – Rosie Warne

Public in attendance: 4

Meeting commenced at 7.34pm

18/096 Election of Chairman

Mike Graham was elected as Chairman on a proposition by Councillor Evans, seconded by Councillor King and all Councillors in agreement

18/097 Election of Vice Chairs

Barbara Evans and Sue Phelan were elected as Vice Chairs on a proposition by Councillor Street, seconded by Councillor Hamilton and all Councillors in agreement

18/098 Apologies: to receive and accept apologies and to approve reasons for absence.

All Councillors present

Apology received from DDC Councillor Lesley Woolnough (Newly elected DDC Councillor) due to training for this new position but will be attend as many meetings as possible

18/099 Declarations of interest: to receive any declarations of interest under the Council's Code of Conduct related to agenda items:

Councillor Street declared a non-pecuniary interest ref WWC agenda item as he is on the steering group of WWC

18/100 Approval and signing of the minutes: to approve and sign the minutes of the meeting

9th April 2018 – Minutes were approved by the Council and signed by the Chairman

16th April 2018 – Minutes were approved by the Council and signed by the Chairman

APM 23rd April 2018 – Minor amendments required and minutes to be signed at the June meeting

18/101 Public address to the Council:

NHW – Fay Knight – none

Mark Flood – Planning Consultant on behalf of the applicant for planning application DA/2018/0099 – Conversion of existing barn structure to dwelling at Land East of Walgrave Pocket Park, Kettering Road. Mr. Flood advised that planning permission has been refused and wanted to understand Parish Councils perspective regarding objection. Discussions took place regarding the Parish Councils objections and planning consents locally. Mr. Flood advised that another application may be submitted in due course. Clerk to send the text of the WPC objection to Mr Flood.

- 18/102 Action points/points for tracking:** to receive report
The following action points/points for tracking were completed and closed: 18/056, 18/078, 18/079, 18/082, 18/083, 18/085, 18/087, 18/089, 18/094
The following action points/points for tracking remain outstanding: **17/174.5, 18/037**
- 18/103 Committee Membership - The Finance Committee: to confirm appointment of members** – The following committee members were confirmed and agreed by the Parish Council - Barbara Evans, Julie King, Mike Graham and Sue Phelan
- 18/104 Representatives** – The following representatives were confirmed and agreed by the Parish Council
1. Footpath Working Party (Brian Hamilton, A Schofield) – noted there are now new members and details will be provided by A Schofield
2. Tree Wardens (Brian Hamilton) – noted that training will be required and Brian Hamilton will investigate training courses
3. Highway Representatives (Barbara Evans)
4. Red Springs Pocket Park (Brian Hamilton)
5. VH&PFA Representative (Barbara Evans)
6. Moated Site Representative (Barbara Evans)
7. Relief in Need Charity Representative (Julie King)
8. Neighbourhood Watch Co-ordinator (F Knight)
9. Newsletter Editors (P Ellis, R Knight, L Gilbert)
10. Website Editor and Co-ordinator (M Bailey)
11. Wellbeing Centre Liaison (Julie King)
- 18/105 Policies, procedures and regulations: to review and approve:**
1. Standing Orders – new orders to be looked at following directive from NCALC.
2. Freedom of information Guide and Schedule and GDPR.
3. NCALC – to sign document to appoint NCALC as DPO for one year at no cost- done
For items 1 & 2 it was agreed that the Clerk and Councillor Phelan would work together to complete these policies and present these to the Parish Council at the June meeting
- 18/106 Insurance**
1. To review and confirm the insurance provision - Parish Council to review this when policy renewal notification is received
2. To review and agree the asset register for insurance purposes – Clerk will update the asset register and work with Councillor Evans to ensure its accuracy
- 18/107 Finance – To approve payments to the sum of £2540.07**

£446.85	Clerk salary £394.00 Clerk expenses £38.00 Travel Expenses	437
£1525.75	Maximow – grass cutting contract	438
£24.00	M Timlin – refund of Parish Council Expenses	440
£543.47	NCALC membership renewal £371.47 NCALC Internal audit fee £172.00	441
£2540.07		

18/108 Approval of annual accounts for year ending 31 March 2018

1. To receive annual accounts report – Clerk presented the annual accounts report and this was accepted and approved by the Parish Council
2. To approve the annual governance statement – Clerk presented the annual governance statement and this was accepted and approved by the Parish Council
3. To approve the annual return accounts and accounting statement – Clerk presented the annual return accounts and accounting statement and this was accepted and approved by the Parish Council
4. To receive and report on Internal Audit report – Clerk presented report
 - Asset register needs to be updated – this will be actioned by Clerk and Councillor Evans
 - Budget figure needs to be minuted prior to the setting of the precept – noted
 - Minutes should be numbered consecutively – actioned
 - Casual vacancies must be advertised by proper process – Clerk provided an overview and comment duly noted
 - A retention policy to be put in place – Clerk to action
 - A payroll provider should be considered – Clerk to investigate this further and will be discussed fully at next finance meeting

18/109 Independent Internal Audit: to confirm the re-appointment of the NCALC Independent Internal Auditor and to agree the NCALC Internal Audit Service ‘Terms of Reference’ – Councillors agreed to continue using the internal audit service provided by NCALC. Clerk to share the ‘Terms of Reference’ with Councillors at the next meeting.

18/110 Finance Meeting and recommendations - Councillor Graham provided an overview of The Finance Committee’s proposals:

- Councillors to review the 5 year plan and to advise if any amendments need considering;
- That the Parish Council sign up to use internet banking to improve efficiency, this was seconded by Councillor Hamilton and all Councillors in agreement – Clerk to undertake necessary actions;
- To amend the Financial Regulations 11.1e Invitations to Tender, to reflect current practice, this was seconded by Councillor Street and all Councillors in agreement. Councillor Graham will update this policy document

18/111 Proposal regarding bus service/volunteer driver scheme - Councillor Street presented the proposal for a Volunteer Driver Scheme to provide a service for residents due to the removal of the off peak bus service. WWC wish to work in partnership with the Parish Council especially in relation to the funding of the DBS checks which it is felt should be undertaken. Initially this scheme would run for a trial period of 6 weeks and then a further presentation will be made to the Parish Council. An in depth discussion took place. The Parish Council agreed to donate £200 towards the funding of the DBS checks and fully support this scheme which will be operated independently by WWC

- 18/112 Future of the website** - Parish Council have been advised by Mike Bailey that he is retiring from the position of webmaster and also that Alison Evans-Smith wishes to retire from providing the technical support. Both residents provide this service on a voluntary basis and Parish Council appreciates the sterling work that they have done. The Parish Council now has to make decisions regarding the continuing of this website which is a legal requirement under the Transparency Act. Discussions took place and it was agreed that an article looking for volunteers would be put in the next village newsletter and Councillors will speak to residents about this. Clerk in the meantime to look at costs to employ someone to undertake the technical and webmaster role. Once all information has been collated Parish Council will need to discuss further the format of the website
- 18/113 Request for a specific memorial for the late Winnie Hastings – Approval/refusal by Parish Council** - Councillors discussed this request and agreed that memorials need to conform to the Cemetery regulations and therefore cannot approve this design.
- 18/114 Appointment of 2 new Councillors** – Clerk advised that DDC are in receipt of the vacancy notice and once statutory time has been completed the Parish Council will be advised whether they can co-opt or if an election is to be called. Councillors to continue to make residents aware of these two vacancies and an article will be included in the next village newsletter. This item to remain on the agenda
- 18/115 Planning**
- 1. To consider and agree a response: DA/2018/0311 - Single storey and two storey rear extension Peachfield, Kettering Road, Walgrave** – Councillors considered the plans, noted the absence of a consultation document from DDC and agreed not to comment.
 - 2. To receive update:** None
- 18/116 Action Plan: To review and agree actions:** Item to be carried forward to June meeting
- 18/117 Pocket Park development** – This item is ongoing and to remain on the agenda
- 18/118 Cemetery Working Party** – Mike Graham will no longer be a member of this working party and Julie King agreed to join. This item is ongoing and to remain on the agenda
- 18/119 Correspondence: to agree response/action to correspondence received**
- 1. Matters arising from circulated red wallet** - None
 - 2. NCALC** – to sign document to appoint NCALC as DPO for one year at no cost - actioned
 - 3. Election of Lesley Woolnough as DDC Councillor for Walgrave** - noted
 - 4. PCC Email** - At the Annual Parochial Church Meeting on Sunday 22nd April 2018, the Walgrave St Peter's Parochial Church Council recorded their continuing gratitude to Walgrave Parish Council for their overseeing and financial support in respect of the grass mowing of the churchyard and the servicing of the clock - noted
- 18/120 Regular reports: to receive any other reports for information only:** None
- 18/121 Councillor and Sector.** To receive report and agree actions: None
- 18/122 Agenda:** to request items for inclusion on the agenda for the next meeting:

18/123 Forthcoming meetings:
To note the date of the next meeting: 11th June 2018
To note the date of the meetings for 2018: 9th July, 10th September, 8th October, 12th
November, 10th December
Annual Meeting of the Parish (APM) 2019 – 22nd April 2019
Meetings commence at 7.30pm in the Baptist Chapel, Gold Street.

Meeting closed by 10pm

All reports can be made available upon request to the Clerk

Signed that the minutes are a true and accurate record

Chair _____

Dated _____

ACTION POINTS AND POINTS FOR TRACKING
FOLLOWING MEETING

ACTION POINTS

Agenda item	Who	Action Point
18/100	Clerk	Minor amendments to APM minutes and present for signing at June meeting
18/101	Clerk	To send planning comments to Mark Flood
18/105	Clerk/Sue Phelan	To meet to discuss and action new standing orders and GDPR policies
18/106	Clerk/Barbara Evans	Clerk to update Asset register and then both to ensure its accuracy
18/107	Clerk	Payroll provider – to investigate further
18/108	Clerk	Retention policy for presentation at June meeting
18/110	Clerk	Investigate setting up of internet banking Side note to add Sue Phelan to bank signatory
18/112	Clerk & Councillors	Clerk to investigate costs to employ webmaster Councillors – feelers out for volunteer Sue Phelan and Mike Bailey – newsletter article
18/114	Clerk & Councillors	Clerk and Mike Graham to write article for newsletter Councillors to make residents aware of the vacancy Clerk will advise when statutory period has finished

POINTS FOR TRACKING

Agenda item	Who	Action Point
17/174.5	RW	Clays Court – Works expected in April and to continue to monitor – no work undertaken Clerk to chase
18/037	MT/BE	To review Emergency Plan and update information