

Minutes of Annual General Meeting held on Tuesday 12 May 2015, 8.30 pm, Waresley Village Hall

This meeting immediately followed the Annual Parish Meeting.

Present: Eleanor Jack (Chair), Val Coleman, Helen Richardson, Chris Thorne

In attendance District Councillors Richard West and Barbara Boddington, Mrs Geraldine Fensome, Mrs Sandra Garner

Minutes taken by: S Sullivan

ANNUAL GENERAL MEETING

37. Election of chairman Mrs E Jack was elected Chair – proposed by C Thorne, seconded H Richardson.

E Jack took the Chair.

Mr C Thorne was elected Vice-Chair – proposed by E Jack, seconded by V Coleman

38. Signature of acceptance of office E Jack signed the acceptance of office.

39. Register of interests Councillors were reminded to update their register of interests if necessary.

40. Declaration of disclosable pecuniary interests None.

41. To approve Risk Assessment E Jack presented a revised risk assessment. Councillors felt that the service of the current bank should be monitored and consideration given to changing bank if problems persisted. The Risk Assessment was APPROVED unanimously and signed. To be reviewed on an annual basis.

42. Finance and adoption of accounts

- The Statement of Accounts for 2014/15 was APPROVED and signed.
- The Annual Governance Statement for 2014/15 was APPROVED and signed.
- The effectiveness of the internal audit was AGREED.
- That the inspection period had been advertised was NOTED.
- Mrs Val Seekings was reappointed internal auditor for 2015/16.

43. To appoint parish council representatives to other bodies and responsibilities:

It was AGREED to appoint the following representatives:

- Gliding Club and Little Gransden Aerodrome Consultative Committees: John Archer
- Village Hall: Chris Thorne
- Tree Warden: David Morgan

44. The minutes of parish council meeting on 10 March 2015 were APPROVED as a true and correct record and were signed.

45. Matters arising not on the agenda. None.

46. Planning:

- **15/00271/FUL Cricket Club pavilion** Extensions and alterations. The Parish Council had recommended that the application be APPROVED, subject to the correction of an apparent error – the roof should be tiled rather than steel sheets.
- **15/00554/LBC 17 Vicarage Road.** To replace flat roof with pitched roof. The Parish Council recommended APPROVAL ACTION: A Jack to return response form to planning office.
- **1401906/FUL Wisteria Cottage, 11 Vicarage Road.** The application had received approval by HDC.
- **14013951/FUL Home Farm Office Conversion to dwelling.** E Jack advised the meeting that HDC had approved this application.
- **Gliding Club** E Jack brought forward interim report from John Archer, who had attended the consultative committee meetings on 15 April. The Committee was

looking for a new Chairman following the recent death of Mr Lister Wilson, for whom a period of silence had been held. He wished to draw attention to the Gliding Club's wish to apply for permission to operate a small number (two?) self-powered gliders, which incorporated a small motor for launching them. He had raised concerns about noise. The Gliding Club also wished to apply for permission for aero-towed evening flights. The Parish Council thanked J Archer for attending and for his interim report. ACTION: A full report would be given at the next Parish Council meeting.

47. Consultations and procedures

- New Model Financial Regulations – E Jack had circulated amendments to the model. ADOPTED subject to such amendments being incorporated. ACTION: E Jack to amend and send to Clerk and to Andy Ottley for inclusion on parish website.
- Transparency Code – E Jack presented the code and read out the schedule of documents that had to be published online by 1 July. Councillors considered the implications for Parish Council especially with regard to the website. ACTION: E Jack to send copy of schedule to A Ottley and C Thorne to discuss with A Ottley (see also below).

48. Highways - Gransden Road Traffic Calming - E Jack presented an update from J Archer who had met with Mel Child and Jo Mear on 30 March to consider and review options following previous attempts to obtain traffic calming measures in Vicarage Road. Current thoughts were that signage and road markings could be obtained for approximately £800 + VAT (i.e. a total of about £960). ACTION: J Archer to request that a proposal with definite costings be prepared for the Parish Council to discuss at the next meeting. To be placed on Agenda for next meeting.

49. Streetlights E Jack advised that she had received an email from K&M Lighting that had been rather inconclusive but indicating a cost for servicing each light of about £65. It was AGREED that the lights in Manor Farm Road, outside The Studio and outside The Grange needed to be repaired. ACTION: Clerk to instruct K&M Lighting to repair light outside The Studio, which was not working at all, and to adjust the timing on the one outside The Grange and to request that timings should be set to come on at sunset and go off at midnight, coming on again at 6.45 am until dawn.

50. Wooden seats E Jack advised that she had inspected the wooden seats in Manor Farm Road and found that the one near green lane needed the uprights replacing. ACTION: C Thorne to investigate.

51. Parish website – E Jack said that she had forwarded a piece on the history of the village to Andy Ottley. Councillors were concerned that the website should be accessible to the public and have the relevant information under the Transparency Code (see above). They much appreciated the voluntary work that had been put into building this site. ACTION: C Thorne to discuss with A Ottley.

52. Finance – Receipts: Precept £4,000; CIL payment £101.54p. **Payments:** were AGREED as follows: subscription to CAPALC 154.77, Insurance renewal £243.80, E-ON £43.30, Val Seekings (internal auditor) £37, S Sullivan (reimbursement of photocopying expenses) £5.

E Jack advised that the Community Infrastructure Payment (CIL) had to be advertised. It was noted that no payment had been made in 2014/15 in respect of hire of Village Hall for meetings. ACTION: C Thorne to contact Liz Woodhead.

53. Training – Clerk to attend CAPALC updating session 3 July, EcoHub. She intended to ask about Transparency Code, Pension regulations and HMRC, accounting procedures. She invited Councillors to send her any questions they wished her to raise.

54. Date of the Next Meeting Thursday, 30 July, 8 pm Waresley Village Hall. ACTION: Clerk to book hall.

Meeting closed at 10.15 pm