

# Furneux Pelham Parish Council Meeting

03/09/2015  
20:00  
Village Hall

Notice is hereby given of the above meeting for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

Fiona Forth, Parish Clerk 28/8/15

Note taker: Clerk

Councillors: S Bratt, C Cantes, R Gale, H Smart, D White  
E Rowland from 4) d)

## Agenda

1) Apologies	R Gale	
2) Adoption of previous minutes	To approve as a correct record and authorise the Chairman to sign the Minutes of the meeting held on 9 July 2015	
3) Declarations of interest	To receive any Councillors' declarations of interests	
4) Matters arising	<ul style="list-style-type: none"> <li>a) Pallets issue - handover of working file and update</li> <li>b) Mary Wheatley Trust - verify the terms of the Trust in relation to M Watson continuing as Trustee although no longer a Councillor</li> <li>c) Finance - changing of bank signatories</li> <li>d) Co-optioin of Parish Councillor - follow up on two potential candidates</li> <li>e) Car Park: <ul style="list-style-type: none"> <li>• Invoices for parking - issued end of July</li> <li>• Exterior lights</li> </ul> </li> <li>f) Website - see separate item below</li> <li>g) Faster broadband - initiative details provided to S Bratt</li> </ul>	<p>S Bratt /H Smart Clerk</p> <p>Clerk S Bratt / D White</p> <p>Clerk D White Clerk Complete</p>
5) Finance	<ul style="list-style-type: none"> <li>a) Update on current financial position</li> <li>b) Revised budget for 2015/16</li> <li>c) Update on external audit</li> <li>d) Forward financial plan 2016/17 to 2020/21</li> </ul>	Clerk
6) Website	To consider format and cost of establishing a website for the Parish Council	Clerk
7) Allotments	Progress update	D White
8) Village Hall Committee	Update from Parish Council representative	D White
9) Correspondence	<ul style="list-style-type: none"> <li>a) Mobile Library</li> <li>b) Planning applications</li> <li>c) Communications to Parish Clerk</li> </ul>	Clerk

# Minutes

## 1) Apologies

Apologies were received from R Gale.

## 2) Adoption of previous minutes

The minutes from the meeting held on 9 July 2015 were adopted unanimously.

## 3) Declarations of interest

No declarations of interest made.

## 4) Matters arising

### a. Pallets issue

Handover of file complete.

### b. Mary Wheatley Trust

Based on information received, noted that Trustees do not have to be current Parish Councillors to fulfil the role and are appointed for a 4 year term. Current representatives are D Pigg until November 2016 and M Watson until January 2019. Concern raised that as no longer Parish Councillors, the views of the Parish Council may not be taken into consideration nor does the Parish Council receive any feedback. Further clarification to be sought.

**Action: Clerk**

### c. Finance

Clerk highlighted that the bank had requested additional information before completing the change of signatories request form and this had been supplied. Discussed and agreed that the Parish Council should pursue online banking.

**Action: Clerk**

### d. Co-option of Parish Councillor

Edward Rowland introduced as someone willing to be co-opted on to the Parish Council. E Rowland provided details on his background and was voted on as a Parish Councillor.

### e. Car Park

#### i. Invoices for parking

Noted that the invoices had been issued and currently waiting for payments to be received. Consideration to be given to introducing direct debit mandates.

**Action: Clerk to pursue.**

#### ii. Exterior lights

The new lights are in place, including the new sensor. Invoice to come.

### f. Website

See item 6 below

g. Faster broadband

S Bratt provided an update on the likely timing of the phase 2 super broadband rollout. This will potentially be complete by March 2018. Whilst the distribution cabinets in the village will be updated, there could still be an issue between these and peoples' homes. As part of the village is under the Albury exchange, identified as a 'black hole', S Bratt will continue to liaise with neighbouring parishes on progress in their areas.

Updates can be found on [www.connectedcounties.org](http://www.connectedcounties.org)

## 5) Finance

a. Update on current financial position

Current financial position noted together with invoices to date above £100:

Date	Purpose of expenditure	Amount
8 <sup>th</sup> April 2015	Annual subscription to the Hertfordshire Association of Parish and Town Councils.	£289.66
15 <sup>th</sup> April 2015	Part of overall payment (£1,396.80) for the purchase of a new notice board.	£698.40
27 <sup>th</sup> May 2015	Annual insurance premium.	£320.68
15 <sup>th</sup> July 2015	Refurbishment of the bus shelter at the Brewery Tap	£2,600.00
3 <sup>rd</sup> September 2015	Parish Clerk's salary for August	£222.32
3 <sup>rd</sup> September 2015	Rent for the land used as allotments.	£100.00

Employment contract for Clerk prepared and signed. Contract is based on 5 hours per week for 3 months to cover additional workload initially, and thereafter to be 3.5 hours per week.

b. Revised budget for 2015/16

Circulated revised budget discussed, together with the forward financial plan. This information is based on a standstill budget position, updated for known changes such as the reduction in the New Homes Bonus.

Agreed that a further discussion required at the next meeting, together with discussion on the objectives of what the Parish Council wants to achieve.

c. Update on external audit

Formal report from the external auditors has not been received as yet but they have informed the Clerk that the accounts for the year 2014/15 will be qualified due to:

- not formally acknowledging the prior year audit report at a meeting;
- the Parish Council having no formal risk management arrangements;
- there being no budget in place; and
- authorising expenditure under the 'correspondence' section of the agenda.

Action is being taken to address these issues and a formal action plan will be developed once the external auditor's report is received. The Clerk highlighted that the last 3 points will lead to qualified accounts for the current year since arrangements are not yet in place.

d. Forward financial plan 2016/17 to 2020/21

See b. above

## 6) Website

Clerk reminded the Parish Council that a website was needed in order to comply with the requirements of the new Transparency Code. Funding is available from DCLG and this is being accessed on behalf of parish councils by HAPTC.

Costs relate to the domain name and hosting:

- Domain name: £6.99 per annum or £41 for 10 years
- Hosting: variety of packages available that cost around £30.

Broad outline of the content of website tabled which would ensure compliance with the Code.

Name for website discussed and agreed that it should be 'furneuxpelham'.

Agreed that the Clerk should pursue establishing the website, purchasing the domain name for 10 years.

**Action: Clerk**

## 7) Allotments

D White provided an update. Tidy up work has been undertaken which was supported by the donation of black plastic by a plot holder. Spare plots are being advertised within neighbouring parishes. D White is also sending out a 'blog' email to existing plot holders to keep them interested.

## 8) Village Hall Committee

D White provided a brief update. Recent Jazz night had been successful and raised a substantial sum of money. Further redecoration work within the Hall to be undertaken by the Committee.

Availability of the Hall is being advertised more.

## 9) Correspondence

a. Mobile library

Issue briefly discussed. Clerk to circulate toolkit and item to be included on agenda for next meeting for further consideration.

**Action: Clerk**

b. Planning applications

Noted that there had been 2 planning consents and 1 consultation since the last meeting. Agreed that responses made to Clerk on consultations, including 'no comment'.

**Action: All Councillors**

c. Communications to Parish Clerk

All communications have been covered under other agenda items.

Clerk highlighted the benefits of having an annual plan that highlights the non-routine business to be covered at specific meetings e.g. approval of accounts at the May meeting. Agreed that annual plan to be prepared for the next meeting.

**Action: Clerk**

The meeting ended at 21:16.

The next meeting is on **5<sup>th</sup> November 2015**. Councillor Graham McAndrew, Hertfordshire County Council and Councillor Geoff Williamson, East Herts Council are planning to be in attendance at this meeting.