

FURNEUX PELHAM PARISH COUNCIL

Minutes of the meeting held on Thursday, 15 September 2016, at 8pm in the Furneux Pelham Village Hall.

Present: Cllr S Bratt, Cllr C Cantes and Cllr H Smart

In attendance: F Forth, Parish Clerk and 4 members of the public.

1) Apologies

Apologies received and approved from Cllr R Gale and Cllr Mrs D White.

2) Adoption of previous minutes

It was unanimously RESOLVED to approve the Minutes of the Parish Council meeting held on 7 July 2016 as a true and accurate record. The Chairman signed the Minutes.

3) Declarations of interest

No declarations of interest made.

4) Matters arising

- a. Fixed assets - Clerk explained that still in the process of arranging for the maintenance work to be undertaken. **Action: Clerk**
- b. Website - Clerk reported that changes to the website are ongoing. In future, key changes will be reported as part of the Parishioner feedback action plan as contained therein.
- c. Community support network - Chair reminded those present that this was an idea raised at the beginning of the year. Investigations have identified that there would be costs for implementing a network: slight impact on the Parish Council's insurance and cost of police checks. In addition, no clear need identified for the network given that there is already an unofficial network loosely in place. It was therefore RESOLVED to not proceed with an official community support network and to re-consider this decision at a later date.
- d. Barleycroft works - the Parish Council sent a detailed letter to EHC in April 2016. Whilst interim correspondence has indicated that an injunction will be sought, this has not been forthcoming due to Legal Department issues at EHC. It was RESOLVED that a formal objection be made to EHC regarding the delays and commitment to deal with issue be sought. **Action: Clerk in conjunction with Cllr S Bratt**
It was also noted that no further progress has been made in relation to the possibility that the site may become a housing development.
- e. Parishioner feedback - see Item 5 below

- f. Clerk's hours - concern raised that the Clerk is not being paid for all the hours worked. Following reassurance from the Clerk that, on balance, it is considered that the contracted hours are delivered overall, it was RESOLVED that no timesheet would be required.
- g. Donation to Toddler Group - see Item 6d) below
- h. Common land - deferred to November 2016 meeting
- i. Governance documents - see Item 7 below
- j. Allotments - see Item 9 below
- k. Village Hall - see Item 10 below

5) Parishioner feedback

Whitebarns Lane

Cllr H Smart reported that since the last meeting, he had paid for the potholes to be filled, at a cost of £100. **Action: propose reimbursement next meeting**

Following last month's meeting, a comprehensive letter was sent to HCC in response to the letter sent by HCC to residents at Whitebarns Lane. The response, received today, indicates that HCC is defending its claim that the stretch of lane in question is only designated as a footpath and therefore only maintained to that level. This is despite the fact that emergency services, buses, refuse trucks etc treat this as a road. Whitebarns cul-de-sac is adopted road, therefore maintained by HCC, but does not connect to any other road. The matter will continue to be pursued with HCC but it is likely to take time to reach a satisfactory conclusion. **Action: Cllr H Smart**

Action plan

Clerk highlighted that the action plan is on the Parish Council website. A design change will be made to enable the current position on actions to be recorded.

6) Finance

a. Update on current financial position

A statement of the budget to actual comparison as at 15 September was received. The financial position is on target to date.

b. Expenditure

It was RESOLVED to approve the following expenditure:

- Locum Clerk's costs £92.00
- Affinity Water, Allotment £28.24
- Clerk's expenses £12.60
- Major Barclay Farms, Allotment rent £100.00

Cheques and supporting documentation were duly signed.

Chair stated that the Parish Council remains indebted to Major Barclay for the land on which the allotments are based.

It was RESOLVED that the Clerk's salary for September and October be approved and cheques to be signed when due.

c. External audit and approval of audited annual return

The Clerk reported that the external audit was completed in July and an unqualified audit opinion was issued. During the course of the audit, an amendment was requested to restate the opening asset value which was made. The in-year movement now reflects the assets purchased during the year. No matters arising report produced as none identified. The audited annual return was noted and is available on the website.

Next year will be the last year where the annual return will be subjected to external audit. To date, no further information has been received in respect of the arrangements to be place for 2017/18 onwards as the Parish Council will still be required to have an appointed auditor in case of objections on the accounts.

d. Donation to the Toddler Group

At the previous meeting, it was agreed to donate £60 to the Toddler Group to cover rent arrears with Furneux Pelham Village Hall. There was also a view that further support could be provided, subject to being presented with more robust financial information regarding the solvency of the group. This further information is still being sought and therefore matter deferred to the next meeting. **Action: Clerk**

7) Governance documentation

Full review of the governance documentation undertaken by the Clerk which identified that majority of documents required no changes. Documents where changes required were:

- Financial regulations - minor amendments made to reflect national changes and more accurately reflect processes within the Parish Council.
- Risk register - minor amendment made to more accurately reflect payment process in place. In addition, agreed that since computer backups were held separate to the laptop, no further action required.
- Co-option policy - based on model provided by HAPTC which has been tailored to the Parish Council. Cllr S Bratt indicated typo for correction.
- Donation policy - completely revised policy, prepared by Cllr S Bratt, discussed. Further amendment to be made - donation requests to January meetings as opposed to March.

It was RESOLVED to approve the new Co-option Policy, the completely revised Donation Policy and re-approve all other documentation, inclusive of amendments proposed.

8) Whitebarns flats

Identified that there is flooding occurring, particularly around the garages. Contact needs to be made with the Housing Trust to clarify the action required.

Action: Chair

9) Allotments

Cllr Mrs D White not present therefore no update until next meeting.

10) Village Hall Committee

Cllr Mrs D White not present therefore no update until next meeting.

11) Correspondence

a. Planning applications

No new planning applications received and the application for Duck Street Cottages had been refused. It was also clarified that the planning applications page of the Parish Council's website has been active for some time.

b. Communications to Parish Clerk

All communications have been covered under other agenda items.

c. Communications to or from Councillors

Cllr H Smart provided an update in relation to the common land questions that had been raised on the day of the last meeting by Mr Lee. Majority of these questions have been researched but some further clarification required on a number before a formal response can be made. **Action: Cllr H Smart**

For the next agenda: Residents comments - new item to allow specifically for residents to raise specific issues or ask questions of the Parish Council.

The meeting ended at 8:54pm.

The next meeting is on **3rd November 2016**