WESTON-sub-EDGE PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN THE VILLAGE HALL AT 8.25P.M. ON 24th MAY 2016

PRESENT: Cllrs Bill Carruthers (chairman) Wendy Clarke Rachel Hurley Andy Irvine Mike Jelley John Measey

IN ATTENDANCE: 0 members of the public parish clerk

16/041 **ELECTION OF CHAIRMAN:** Rachel Hurley proposed and Mike Jelley seconded Bill Carruthers as chairman of the parish council; there being no other nomination Bill Carruthers was duly elected as chairman.

16/042 **ELECTION OF VICE CHAIRMAN:** it was agreed to hold this appointment over to another meeting.

16/043 **COUNCILLORS' DECLARATIONS OF INTEREST ON THE BUSINESS ON THE AGENDA:** there were none.

16/044 **NOTICE OF ABSENCE:** apologies for absence was received from Chris Rossington and accepted.

16/045 **CONFIRM MINUTES OF THE MEETING HELD ON 26.04.16:** councillors unanimously **resolved** to approve these minutes which were signed by the chairman as a true record of the business conducted.

16/046 **PLANNING APPLICATIONS PENDING:**
The clerk was asked to find out whether 16/01550/FUL Manor Farm Barn application has been determined and if so to inquire the outcome of the parish council's objection. **CT**
The chairman agreed to respond to a letter received from Sophia Price (Heritage and design manager at CDC) regarding the position of the escape window at Manor Farm Barn. **BC**
Councillors agreed to note the works taking place at Knapps Farm.

16/047 **FINANCE:**
1.0 RECEIVE FINANCIAL STATEMENT & BANK RECONCILIATION: the monthly financial statement and bank reconciliation were before the meeting. Bank balances as at 30.04.16 were for the General account £22634.52 and the Business deposit account £6320.13. The first precept payment and VAT refund are included in the current account balance.
2.0 REVIEW THE ASSET REGISTER AGAINST THE INSURANCE COVER FOR 2016/17: following adjustment to the asset register minute 16/025 3.0 the insurance cover has been changed accordingly. Adjustment to the new bus shelter cover agreed in minute 16/035 3.0 has been requested and is awaiting notification.
3.0 REVIEW RISK ASSESSMENT AND AGREE ACTIONS: matters arising from minute 16/037, it was noted that the Church Street and Recreation Ground seats need to be re-installed; the bus shelter notice board requires further refurbishment and ivy needs to be removed from the new bus shelter. It was agreed that these tasks could be carried out by the councillors and the clerk will progress the work. **CT**
4.0 APPROVE PAYMENTS DUE:

Cheque	date	paid to	item	amount	VAT	total
222119	24.05.16	Chris Tombs	clerk's salary for May	116.67	0.00	116.67
222120	24.05.16	WSE Village Hall	hall hire for May - inv. 892	61.25	0.00	61.25
222121	24.05.16	Zurich Municipal	insurance premium for 2016/17	361.88	0.00	361.88

It was noted that the insurance renewal exceeds the budget figure of £350. The clerk reported that the parish council is in the middle of a three year deal which fixes the premium and suggests the increase is because of the recently raised insurance tax from 5% to 9.5%.
Mike Jelley proposed and Rachel Hurley seconded making these payments which councillors unanimously **resolved** to approve.
5.0 RECEIVE THE INTERNAL AUDITOR'S REPORT & APPROVE THE ANNUAL ACCOUNTS 2015/16: these were before the meeting which councillors unanimously **resolved** to approve.
6.0 APPROVE THE CHAIRMAN TO SIGN THE ANNUAL GOVERNANCE STATEMENT 2015/16: councillors unanimously agreed to approve the chairman to sign annual governance statement.
7.0 APPROVE THE CHAIRMAN TO SIGN THE ACCOUNTING STATEMENTS FOR 2015/16: councillors agreed unanimously to approve the chairman to sign the accounting statements.

16/048 **REVIEW VILLAGE MATTERS:**
UPDATE ON WORK AT THE RECREATION GROUND: the chairman reported that he has prepared a specification for the work required. The clerk has sent it to those contractors who had responded to the first round of quotations. Determining ownership of the site will be achieved by registration with the Land Registry. This requires certified copies to be obtained of the 1854 enclosure ward and the 1969 commons registration. It is hoped these documents are lodged in the Gloucestershire County Records Office and Shire Hall. Inquires are still being made.

	DEFIBRILLATOR: Mike Jelley reported that an unauthorised access to the defibrillator cabinet has been made but without any damage being sustained. It was suggested that inquiries should be made about whether the access code should be changed, although it is believed access was obtained by random entries on the number pad. **VILLAGE HALL BROADBAND CONTRACT:** councillors agreed that a second two year contract should be taken out with Plusnet. **KIFTSGATE MIRROR:** councillors reported that a roadside mirror has appeared outside Kiftsgate. The clerk was asked to get in touch with the property owners and Glos. Highways.	**MJ** **JM** **CT**
16/049	**CONSIDER MATTERS ARISING FROM MINUTES OF LAST MEETINGS NOT ON THE AGENDA:** 16/036 Visit Glos Records Office – **action awaited**. 16/035 3.0 Forward a copy of the Campden Youth Project invoice to Chris Rossington – **actioned**. 16/035 3.0 Adjust the insured value of the new bus Shelter – **actioned**. 16/034 Respond to planning application 16/01550/FUL – **actioned**. 16/026 Contact BritishGas/Centrica regarding the highway gas leak in Friday Street in October 2015. 14/071 Provide breakdown of highway spend across the county. 13/076 10.0 Register mineral rights.	**CT** **CT** **LS** **CT**
16/050	**NOTE CORRESPONDENCE RECEIVED:** Correspondence was before the meeting and is available for circulation by the clerk on request.	
	PUBLIC QUESTION TIME: there were no questions.	
	There being no other business the chairman closed the meeting at 9.15p.m. Signed……Date…….	