WESTON-sub-EDGE PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN THE VILLAGE BAR ON 23rd May 2017 AT 8.25P.M.

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

IN ATTENDANCE: 0 members of the public parish clerk

17/42 **ELECTION OF CHAIRMAN:** Rachel Hurley proposed and Wendy Clarke seconded Bill Carruthers as chairman of the parish council; there being no other nomination Bill Carruthers was duly elected as chairman.

17/43 **ELECTION OF VICE CHAIRMAN:** it was agreed to hold over this appointment to another meeting.

17/44 **COUNCILLORS' DECLARATIONS OF INTEREST IN THE BUSINESS ON THE AGENDA:** there were none.

17/45 **NOTICE OF ABSENCE:** apologies for absence was received from Chris Rossington and accepted.

17/46 **CONFIRM MINUTES OF THE MEETING HELD ON 25.04.17:** councillors unanimously **resolved** to approve the minutes which were signed by the chairman as a true record of the business conducted.

17/47 **PLANNING APPLICATIONS PENDING:**

1.0 Planning application before the parish council: none.

2.0 Awaiting a decision of the local planning authority:

17/00906/FUL 38 Dovers View – first floor side extension

3.0 Decisions of the local planning authority to approve/consent

17/00973/LBC Meon Cottage - alterations to garden room

17/48 **FINANCE:**

1.0 RECEIVE FINANCIAL STATEMENT & BANK RECONCILIATION: the monthly financial statement and bank reconciliation were before the meeting. Bank balances as at 02.05.17 were for the General account £26584.97 and the Business deposit account £6324.42.

2.0 REVIEW THE PARISH COUNCIL'S ASSET REGISTER AND INSURANCE COVER FOR 2017/18: councillors were in agreement that the council's assets were adequately covered and approved the renewal of the insurance policy.

3.0 REVIEW THE PARISH COUNCIL'S RISK ASSESSMENT AND AGREE ACTIONS: agreed actions at the meeting in March were to repair the bus shelter notice board; this has been carried out. Treat the timber splash board at the bus shelter and remedy the damage sustained by the beech tree at the parish quarry. Actions for both of these are in place.

4.0 APPROVE PAYMENTS DUE:

Cheque	date	paid to	item	amount	VAT	total
222170	23.05.17	Chris Tombs	clerk's salary for May	116.67	0.00	116.67
222171	23.05.17	HMRC	clerk's PAYE	29.16	0.00	29.16
222172	23.05.17	Zurich	parish council insurance premium	358.31	0.00	358.31
222173	23.05.17	WsE Village Hall	hall hire PC/Seniors/Youth Club	61.25	0.00	61.25
222174	23.05.17	Chris Hurley	work on the notice board and seat	820.00	0.00	820.00

Councillors unanimously **resolved** to approve these payments.

5.0 RECEIVE THE INTERNAL AUDITOR'S REPORT AND APPROVE THE ANNUAL ACCOUNTS: these were before the meeting. The auditor queried the absence of payments for National Insurance with respect to the clerk. The parish council is not eligible to pay such contributions with respect to the clerk. Councillors unanimously **resolved** to approve the internal audit report and the annual accounts.

6.0 APPROVE THE CHAIRMAN TO SIGN THE ANNUAL GOVERNANCE STATEMENT 2016/17: councillors unanimously agreed to approve the chairman to sign annual governance statement.

7.0 APPROVE THE CHAIRMAN TO SIGN THE ANNUAL ACCOUNTING STATEMENTS 2016/17: councillors unanimously agreed to approve the chairman to sign the accounting statements.

17/49 **REVIEW VILLAGE MATTERS:**

1.0 RECREATION GROUND: a report will be available soon following the first meeting of the group set up to investigate the way forward for redeveloping the Recreation Ground.

2.0 PARKING IN CHURCH STREET: it was noted that this is still an ongoing problem.

3.0 FLOOD MITIGATION: it was noted that Bob Skillern will be in the village on 24th May to discuss the possibility of linking the Church Street ditch, south east of Dovers View with the new eastern by pass. **BC**

17/50 **CONSIDER MATTERS ARISING FROM MINUTES OF LAST MEETINGS NOT ON THE AGENDA:**

17/07 Steps in the Church Street verge – Glos Highways are very concerned about their appearance and asked to be informed how they came into being **CT**

17/37 3.0 Land Registration search on Bank farm House – **action awaited**. **CT**

17/38 1.0 Circulate draft terms of reference for the Recreation Ground committee – **action awaited**. **CT**

17/38 5.0 Village maintenance – the notice board is now repaired, the softwood in the bus shelter needs to

	be treated with wood preservative. 17/38 8.0 Chairman to contact Alyson Jessop regarding ways to increase membership – **actioned** reply awaited 17/38 10.0 Prepared detailed map of the location of the roadside drains and gullies – **action awaited** 17/40 17/17 Parking remains a problem in Church Street; councillors are asked to maintain a watch and to contact the police on 101 quoting incident number 78 17/41 The clerk was asked to circulate the Chipping Campden NDP.	**CT** **MJ** **ALL** **CT**
17/51	**NOTE CORRESPONDENCE RECEIVED:** Correspondence was before the meeting; the clerk was asked to circulate the Chipping Campden NDP.	**CT**
	PUBLIC QUESTION TIME: there were no questions.	
	There being no other business the chairman thanked the councillors for attending and closed the meeting at 9.15p.m. Signed……Date……	