

NORTH MARSTON PARISH COUNCIL

Clerk to the Council Mrs Ruth Millard

Minutes of the Annual Meeting of North Marston Parish Council held at the Village Hall on Tuesday 12th May 2015 at 7.30 pm

38/15 Attendance and apologies; To receive and accept any apologies.

Apologies; Paul Ketteridge

The clerk explained that although technically the Councillors shouldn't be summonsed until they came into office on the 12th May 2015 following the election, which would mean that the meeting would fall in the week beginning the 18th May, none of the Councillors were available the week beginning the 18th May 2015 except for Paul Ketteridge. Therefore because the APCM had to be organised by the 26th May 2015 the Clerk had summonsed the Councillors to the regular meeting slot on the 2nd Tuesday of May. Which unfortunately Cllr Paul Ketteridge was already booked to be away.

Present Cllr Alison Finemore, Retiring Chair (AF), Cllr Sarah Thompson (ST), Cllr Rob Symonds (RS), Cllr Ian Mordue (IM), Cllr Diana Hogbin-Mills, Cllr Scott Raven.
Clerk Ruth Millard

Open Forum for Parishioners: (under adjournment)

100 Club draw – 1st 71 Paul Bagni, 2nd 2 Lee Langston, 3rd 55 Mark Woolrich

- 39/15 Declarations of Acceptance of Office;** the elected members and co-opted member signed their Acceptance of Office, witnessed by the Clerk. The Clerk handed the members the Register of Members Disclosable Pecuniary Interests Form to be filled in and returned to her within 28 days.
- 40/15 Election of the Chairman;** after a short discussion Sarah Thompson was proposed and the members unanimously agreed.
Resolved; that Cllr Sarah Thompson became the Chairman.
- 41/15 Election of the Vice Chairman;** after a short discussion Ian Mordue was proposed as Vice Chairman the members unanimously agreed.
Resolved; that Cllr Ian Mordue became the Vice Chairman.
- 42/15 Members Interests;** Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the North Marston Parish Council Code of Conduct for Members and by the Localism Act 2011. None were declared.
- 43/15 Approval of Minutes;** To agree the minutes from the Extraordinary Parish Council Meeting held at the Village Hall on 1st May 2015.
Resolved; that the minutes of the meeting held on the 1st May 2015 be approved and signed as a correct record.
- 44/15** Review of financial regulations
- 45/15** Review of standing orders
- 46/15** Review of inventory of land and assets including buildings.
- 47/15** Review and adoption of Risk Assessment
Resolved; because of the lack of time to read all the documents before the meeting that items 44/15 to 47/15 would be deferred until 9th June 2015.
- 48/15** Confirmation of arrangements for insurance cover in respect of all insured risks.
Resolved; to accept the Hiscox quotation for £1965.80. Clerk to confirm with Came and Company.
- 49/15** Review of the council's complaints procedure
- 50/15** Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
Resolved; because of the lack of time to read all the documents before the meeting that items 49/15 & 50/15 would be deferred until 9th June 2015.
- 51/15** Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
Resolved; that the Parish Council would meet the 2nd Tuesday of every month.
- 52/15 Annual Return;** Section 1 – Accounting statements 2014/15
- 53/15 Annual Return;** Section 2 – Annual governance statement 2014/15
Resolved; the Assets Register has not been completed to the requirements of the Practitioners Guide (proper practices), items 52/15 & 53/15 would be deferred until 9th June 2015.
- 54/15 Matters arising;**
Highways, Footpaths & Footways and Street Lighting: To report and update on issues and repairs.
i. Ditches and Water Problems on Quainton Road/Portway
ii. The problem of the erosion of the grass area in the vicinity of Church Street; to hear a progress report.

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iii. MVAS and Speedwatch – to hear an update

Resolved; that item 54/15 i-iii the Council had been updated by the Chairman's report in the Annual Parish Meeting, which had been noted.

Parish Action Plan/Projects:

- a. A site for a dedicated hut for the Scout group, Cllr RS updated the Council where the Scouts were at the present time. Cllr IM proposed placing a dedicated Scout hut on the edge of the Sportsfield. It would be for the Scouts to pay for pre-planning advice. The Scouts were in a state of change and needed to get a Committee and a building and fundraising committee in place.
- b. Parish Barn; to hear a progress report Kevin O'Donoghue and Jon Martin had offered to repair the Barn but this had been carried over for some time now. It may be wise to commission one of the local handymen finish the job.
- c. Playground; Report of the weekly inspection, Jon Martin had said that he would inspect the playground once a month. Alison Finnemore had said that she would amend the report sheets that she uses in the shop to use for inspection the playground giving a paper trail to use in case of an insurance claim.
- d. Pond refurbishment; a start had been made with moving the stones; Cllr Rob Symonds has moved some and started a pile. Archie Dancer said that he would do some lifting and levelling and the Scouts may give 30 minutes of their minutes to help clear them.

Village Hall:

- a. Village Hall extension; Alison Finnemore gave a resume of the advice given by Planning to the Clerk..
- b. Village Hall roof and electrics; Alison Finnemore gave a resume of the progress.
- c. Lease for The Club; Alison Finnemore gave a progress report.
- d. Key Safe; the Insurance company had given the advice that the number needed to be regularly changed. Cllr IM said that he knew how to change the number. He said that it was never meant to be left as the same number, nor the key left in the safe. He said that the key should be placed in the safe only if the hall was to be let and the number changed regularly. For the Council to decide. A proposal that the cleaner/ caretaker could be responsible for changing the number once a month and letting the Clerk know the month's number.
- e. Refuse Bins; the pre-school had requested another household bin to be placed at the Hall. When the Clerk had contacted Community Services. She had been told that the Hall should not have a household bin it should be paying for trade waste. The normal hiring agreement requests that all rubbish is removed at the end of the hire. The pre-school haven't got a hiring agreement with the Parish Council.

Shop lease: Alison Finnemore gave a resume of the lease being extended this is ongoing and is waiting for the 2 sides of the lease to come together.

Committees & Working Party:

- Village Hall working party – this is now down to a few members and is in need of an influx of new members who will to do some fundraising for the Village Hall renovations.
- Sportsfield committee – The meeting heard a Chairman's yearly report in the Annual Parish Meeting.

55/15 Planning;

15/01331/APP – Old College House 23 School Hill North Marston Bucks MK18 3PE. First floor side/rear extension; replacement flat roof at first floor level with pitched roof etc

Resolved; no objections

15/01367/APP – J A Hardman & Son Ltd 27 Quainton Road North Marston Bucks MK18 3PR. Single storey front extension and replacement with garage roof.

Resolved; no objections

56/15 Finance;

- a. **Receipts and Payments of Accounts;** To note the financial statements of accounts and bank reconciliations, to the 30th April 2015

Account Balance: 30 April 2015

North Marston PC Account8137	£24512.40
North Marston PC Account5882	£15835.72
NM Sports-Field Account7128	£5712.82
NM Village Hall Account9968	£18060.97

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Receipts: April 2015

Receipt	Date	Name	Amount
PC Account5882	28.April 2015	Precept first half	11630.00
PC Account...8137	09 March 2015	Interest	1.04
SP Account ...7128	01 April 2015	Docwra PC/J PP – 100 club	15.00
SP Account ...7128	15 April 2015	Johnson - Buckingham Cricket	310.00
SP Account ...7128	15 April 2015	Buckingham Cricket -	10.00
SP Account ...7128	20 April 2015	C Gold Nags Head	65.00
SP Account ...7128	20 April 2015	C Hall	15.00
SP Account ...7128	24 April 2015	G Bowden	15.00
SP Account ...7128	27 April 2015	Ian McRitchie	30.00
VH Account....9968	09 April 2015	500372	14.00
VH Account....9968	15 April 2015	500373	15.00
VH Account....9968	27 April 2015	Miss SM Hall	90.00
VH Account ...9968	28 April 2015	NM Shop	14.00

Parish Council Accounts: paid in May 2015

Payee	Power	Cheque Number	Amount
Paul Gillett - Fridge	LG (misc Prov) A 1976, s19	000370	179.99
Lovell Fuels	LG (misc Prov) A 1976, s19	000371	405.30
Joanna Radcliff, April & May 2015	LGA 1972, 112	000372	confidential
HMRC	LGA 1972, 112	000373	Confidential
Emma Lynch – invoice 27	LG (misc Prov) A 1976, s19	000374	120.00
Jonathan Carter – refund deposit 500376	LG (misc Prov) A 1976, s19	000375	30.00

Village Hall: paid in May 2015

Payee	Power	Cheque Number	Amount
BMKALC	LGA 1972, s134	001230	109.16
ER Millard, 2014 – 2015 extra hours	LGA 1972, 112	001231	Confidential
ER Millard, April 2015 Remunerations	LGA 1972, 112	001232	Confidential
HMRC,	LGA 1972, 112	001233	Confidential
Community Impact Bucks	LGA 1972, 137	001234	50.00
Lynch Garden Services	LG(misc prov)A 1976, s19	001235	75.00
Came & Company	LGA 1972, s 111	001236	1965.80

Sports field to be paid in May 2015

Payee	Power	Cheque Number	Amount
Paul Bagni, 1 st win	Lotteries and Amusements Act 1976, s7	000417	30.00
Lee Lagston, 2 nd win	Lotteries and Amusements Act 1976, s7	000418	20.00
Mark Woolrich, 3 rd win	Lotteries and Amusements Act 1976, s7	000419	10.00

Resolved: that the Accounts and Bank reconciliations are correct.

Resolved; to ratify cheques drawn and signed since the last meeting and draw and sign cheques for May 2015

57/15 Correspondence Circulars and Consultations;

20th April 2015 letter received from a resident making a complaint to the Parish Council.
The resident gave a resume of the complaint.

58/15 Closed session; to hear an update of the complaint to the Council, and make a decision of the response.

The Council discussed the complaint. The Clerk had sent an acknowledgement letter.

Resolved: to send a further letter to the complainant.

59/15 Date and time and venue of the next meeting; The next Parish Meeting will be held at the Village Hall, North Marston on Tuesday 9th June 2015 at 7.30 pm **TBC**

Meeting concluded at 10.20 pm

Chairman's signature Date.....