

GREAT ADDINGTON PARISH COUNCIL

Minutes of the Annual Meeting of the Council held in The Memorial Hall on Wednesday 18 May 2016

Present at the meeting.

Councillors: Cllr N Palmer (in the Chair), Cllr A Fischelis, Cllr H Mayes, Cllr E Palmer, Cllr H Rainbow and Cllr M Scott.

In attendance: Mrs H Hoier (Clerk/RFO).

16/440 Election of Offices.

a) **To elect the Chairman for 2016/17.**

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr N Palmer be elected as Chairman for 2016/17. The Chairman then signed the Declaration of Acceptance in the presence of the Clerk.

b) **To elect the Vice-Chairman for 2016/17.**

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr M Scott be elected as Vice-Chairman for 2016/17.

16/441 Formalities

a) **To receive and approve apologies for absence.**

An apology for absence was received from Cllr C May (because of family responsibilities). Cllr D Hughes (ENC Woodford Ward) and Cllr S Hughes (NCC Irthlingborough Division) also sent apologies for absence.

RESOLVED that the reason for absence from the meeting provided by Cllr C May be **APPROVED** by this Council.

b) **To receive information requests/comments from members of the public.**

There were no information requests/comments from members of the public.

c) **To receive declarations of discloseable pecuniary/other interests by Councillors and dispensation requests.**

Cllr H Mayes declared a discloseable pecuniary interest (DPI) in 16/00877/TPO tree preservation order consent application (as it is his personal property) and placed on record his intention to withdraw from the meeting when this business is transacted. Cllr H Mayes also disclosed an interest in 16/00887/OUT outline planning application due to the proximity of the site to a close family member. Cllr M Scott declared an interest in the appointment of the Internal auditor for 2016/17 because of his position as a director of Northants CALC and in the interests of transparency, the Clerk also disclosed a professional association (agenda items 16/442 d) and 16/445 a) and b) refer).

d) **To resolve to exclude members of the public/press from the meeting when agenda items containing confidential information are transacted.**

This procedure was not required as there were no agenda items identified by this Council as containing confidential information.

16/442 Financial appointments.

a) **To appoint the Responsible Financial Officer (RFO) for 2016/17.**

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that the Clerk be appointed as the Responsible Financial Officer (RFO) for 2016/17.

b) **To appoint the Internal Controllers for 2016/17.**

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr A Fischelis and Cllr E Palmer be appointed as the Internal Controllers for 2016/17.

c) **To appoint the bank signatories for 2016/17.**

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr N Palmer, Cllr H Rainbow and Cllr M Scott be appointed as the bank signatories for 2016/17.

d) **To appoint the Internal Auditor for 2016/17.**

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Northants CALC Internal Audit Service be appointed as the Internal Auditor for 2016/17.

16/443 Governance.

a) **To approve any amendments to this Council's governing documents.**

(i) **Standing Orders.**

It was acknowledged that the Council has not been required to amend this governing document within the last twelve months to comply with new legislation.

RESOLVED that the NALC Model Standing Orders with this Council's customisations be proposed, seconded and with all members present in favour; **APPROVED** by this Council without amendments.

(ii) **Financial Regulations.**

It was acknowledged that new NALC Model Financial Regulations are available and that it is recommended good practice to adopt this governing document once the optional non-statutory sections have been customised in accordance with the Council's terms of reference.

RESOLVED to defer the approval of this Council's Financial Regulations to the next scheduled meeting at the Chairman's discretion and on the grounds of procedural efficiency.

b) **To approve any amendments to this Council's procedures.**

(i) **Complaints Procedure.**

RESOLVED that the NALC Model Complaints Procedure be proposed, seconded and with all members present in favour; **APPROVED** by this Council without amendments.

(ii) **Publication Scheme.**

RESOLVED that the Information Commissioner's Office (ICO) Model Publication Scheme be proposed, seconded and with all members present in favour; **APPROVED** by this Council without amendments.

c) **To approve any proposed amendments to this Council's delegation arrangements.**

The Council reviewed its delegation arrangements currently in place to ensure that adequate governance is maintained.

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that the Clerk may continue to use discretion when dealing with business items (depending on the importance/relevance to this Council and/or to Great Addington) and circulate details to members of the Council of any action taken/recommended so long as full compliance with governing documents is maintained.

d) **To appoint representatives of this Council to external bodies.**

The Council reviewed its reporting arrangements when appointing its representatives.

(i) **Addingtons Playing Field Association (APFA).**

It was acknowledged that although the Council is a joint custodian trustee of the Addingtons Playing Field, it is not required to appoint two elected members as its representatives to this external body. Therefore Great Addington residents already serving on the APFA are eligible to represent the Council.

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr C May be appointed as one of the Addingtons Playing Field Association (APFA) representatives for 2016/17.

RESOLVED to defer the appointment of a second Addingtons Playing Field Association (APFA) representative for 2016/17 to the next scheduled meeting at the Chairman's discretion and on the grounds of procedural efficiency.

(ii) **Great Addington Memorial Hall Committee (GAMHC).**

It was acknowledged that as the Council is not a trustee of the Memorial Hall, it is not required to appoint an elected member as its representative and that the Clerk already serves on this external body.

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that the Clerk be appointed as the Great Addington Memorial Hall Committee (GAMHC) representative for 2016/17.

(iii) **Ringstead Grange Quarry Liaison Group (RGQLG).**

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr H Mayes be appointed as the Ringstead Grange Quarry Liaison Group (RGQLG) representative for 2016/17.

e) **To confirm the dates and times of ordinary Council meetings for 2016/17.**

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that the dates and times of ordinary Council meetings for 2016/17 will be the third Wednesday of each month at 7.45 pm subject to there being sufficient business to transact and/or unless amended by resolution.

16/444 To confirm the minutes of the meeting held on Wednesday 20 April 2016.

RESOLVED that these minutes be **CONFIRMED** by this Council as being a correct record of the meeting held on Wednesday 20 April 2016 and signed by the Chairman.

16/445 East Northamptonshire Council (ENC).

- a) **To consider this Council's response to 16/00887/OUT outline planning application for a detached dwelling and B1 business unit at Carters Travel, Rectory Farm, Cranford Road, Great Addington.**

The Council considered its response to this outline planning application (with particular reference to the development control history of this site).

RESOLVED that subject to commenting that the proposed commercial units should be sympathetic to the local environment, this Council will raise no objection to 16/00887/OUT outline planning application (minute 15/327 c) refers).

- b) **To consider this Council's response to 16/00877/TPO tree preservation order consent application for T44 Ash to be reduced to 2 metres in height at End House, Ringstead Road, Great Addington.**

Prior to withdrawal from the meeting, Cllr H Mayes was invited by the Chairman to provide background information regarding this business item.

The Council considered its response to this tree preservation order consent application.

RESOLVED that this Council will raise no objection to 16/00877/TPO tree preservation order consent application.

16/446 Community.

- To approve this Council's copy for the June 2016 issue of Saints Alive!**

Copy to be included in the June 2016 issue of Saints Alive! was considered (with particular reference to business transacted at the May meetings).

RESOLVED that the election of offices of Chairman and Vice-Chairman, the main issues raised at the Annual Parish Meeting (of electors) along with the availability for inspection of the Council's financial records be included with the regular items in the June 2016 issue of Saints Alive!

16/447 Finance.

- a) **To receive and approve this Council's financial statements, bank reconciliation and asset register for the year ended 31 March 2016.**

The Council received and scrutinised these financial documents prior to the Clerk/RFO's certification of the 2015/16 accounting statements. It was acknowledged that due to the proposed disposal and addition of assets in the forthcoming year, the Council must ensure that its asset valuation and ring fenced monies are administered in accordance with current legislation and proper practices.

RESOLVED that the net bank balance of £13,832.70 reconciles to the receipts and payments and the total value of this Council's fixed assets/long term investments at 31 March 2016 was £32,614.14.

- b) **To approve Sections 1 and 2 of the Annual Return for the year ended 31 March 2016.**

The Council approved the Annual Return for the year ended 31 March 2016 in accordance with the Accounts and Audit (England) Regulations 2015.

- (i) **To approve Section 1 – Annual governance statement 2015/16.**

The Council confirmed that it is satisfied that its business has been conducted in accordance with current legislation and proper practices.

RESOLVED that Section 1 – Annual governance statement 2015/16 be proposed, seconded and with all members present in favour; **APPROVED** by this Council.

- (ii) **To approve Section 2 – Accounting statements 2015/16.**

The Council confirmed that it is satisfied that the accounting statements present fairly its financial position.

RESOLVED that Section 2 – Accounting statements 2015/16 be proposed, seconded and with all members present in favour; **APPROVED** by this Council.

- c) **To confirm arrangements for insurance cover in respect of all insured risks and approve payment to Aon UK Ltd.**

The Council reviewed its requirements regarding the range/value of insurance cover and noted that it had been released from the three-year long term agreement with Aon UK Ltd because the policy is now underwritten by Mavern Underwriters. It was acknowledged that although the annual premium of £320.33 is within the Council's budgeted figure of £321.00, a further saving of 5% could be achieved by entering into another long term agreement with Aon UK Ltd.

RESOLVED that this Council's insurance cover is appropriate and adequate in respect of all insured risks.

RESOLVED that a further three-year long term agreement with Aon UK Ltd and cheque 100278 for £306.41 be proposed, seconded and with all members present in favour; **APPROVED** by this Council for payment following confirmation that the proposed transaction has been budgeted accurately (Local Government Act, s 111).

- d) **To approve payment to JME Ground Services Ltd for All Saints Church mowing (April 2016).**

RESOLVED that cheque 100279 to JME Ground Services Ltd for £126.00 inclusive of 20% VAT be proposed, seconded and with all members present in favour; **APPROVED** by this Council for payment following confirmation that the proposed transaction has been budgeted accurately (Local Government Act 1972, s 215).

16/448 To confirm and list action items from this meeting.

The Council confirmed details of the activity/task, person delegated and completion date for each action item from the meeting.

RESOLVED that action items from the meeting be **CONFIRMED** and a list circulated as soon as possible.

16/449 To confirm the date of the next meeting (scheduled to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 15 June 2016 at 7:45 pm).

RESOLVED that the next scheduled meeting of this Council will be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 15 June 2016 at 7:45 pm.

The Chairman closed the meeting at 9:35 pm.

Signed by Cllr N Palmer (Chairman) at the meeting held on Wednesday 15 June 2016.

APPROVED