

SEBERGHAM PARISH COUNCIL

Clerk: Veronica Stockdale, Holly House, Sebergham, Carlisle, CA5 7HS. Tel: 016974 76035. Email:clerk@seberghamwelton.org.uk

Minutes of the Annual Meeting held on Wednesday 20 May 2015 in Welton Village Hall

Present:

Chairman Alan Rule
Vice Chairman Peter Pearson
Councillors Andrew Bell, Maria Chesters-Bouma, Ken Graham, Michael Stockdale,
Christine Tinnion.

Councillor Chesters- Bouma left the meeting following item 2015/5/13.

Prior to the commencement of the meeting, duly elected councillors signed a Declaration of Office, and completed a Register of Pecuniary Interests.

Before commencement of the meeting, the Chairman thanked the Clerk for her work in the preparations for the Annual Meeting.

Procedural Items

2015/5/1 Apologies Councillor Fairbairn

2015/5/2 Appointment of Chairman

Following nomination, Councillor Rule was unanimously elected as Chairman and signed the Declaration of Office.
Councillors thanked the Chairman for his capable management of parish council issues over the last year.

2015/5/3 Appointment of Vice Chairman

Following nomination, Councillor Pearson was unanimously elected as Vice Chairman and signed the Declaration of Office.

2015/5/4 Dispensations

No requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

2015/5/5 Declarations of Interest

Councillor Graham declared an interest in 2015/5/18b. as the payment was to himself.
Councillor Stockdale declared an interest in 2015/5/11 and 2015/5/18i. as they referred to payments to his partner.

2015/5/6 Minutes 18 March 2015

Councillors **resolved** to authorise the Chairman to sign these minutes as a true record.

2015/5/7 Public Participation

The chairman adjourned the meeting to allow members of the public an opportunity to ask questions or raise matters of interest.

No issues were raised.

Councillor Fairbairn had sent his apologies.

The Chairman then reconvened the meeting.

Governance

2015/5/8 Policy documents

A **resolution** of the council was made to adopt the following governance documents.

- Standing Orders
- Financial Regulations
- Internal Audit Procedure
- Code of Conduct
- Assets Register
- Complaints procedure
- Grievance Procedure
- Equal Opportunities Policy
- Grants/Donations Policy
- Training Policy
- Publication Scheme
- Recruitment Policy
- Safety Policy
- Risk Assessment
- Procedure for Cooption
- Planning Group Terms of Reference

It was agreed to give some further consideration to the Grievance procedure and the Risk assessment.

2015/5/9 Parish Council sub groups and Appointed Representatives

A **resolution** of the council was made for the following representatives

- Highways representative, Councillor Pearson.
- Parish maintenance, Councillor Rule and Councillor Stockdale.
- Northern Fells representative, Councillor Pearson supported by Councillor Tinnion.
- Planning Group, Clerk, Chairman, Councillors Stockdale, Bell and Tinnion.
- Grants coordinator, Councillor Chesters-Bouma.
- Liaison for speed guns and speed indication device, Councillor Graham.
- Risk Assessment and Safety coordinators, Councillors Rule and Chesters-Bouma.
- Website, Councillor Rule.

In all cases, any financial transactions will be managed by the clerk/responsible financial officer.

2015/5/10 Annual Subscriptions

Councillors **resolved** on renewal of the following annual subscriptions

- a.Cumbria Association of Local Councils £130
- b.Information Commissioners Office £35

2015/5/11 Annual Payments

Councillors **resolved** on use of the following organizations requiring payments.

- a. BDO, External Auditors (no set costs)
- b.Internal Auditor. John Christopher Leece £35
- c.Insurance. Quote with AON £217.89 including Insurance premium tax.
- d.Payment of Clerks wages by monthly standing Order
- e.Payment to Dodd & Co for PAYE and Payroll management.

2014/5/12 Meeting dates

Councillors **resolved** on the meeting dates below, the fourth Wednesday in alternate months from July.

22 July 2015
23 September 2015
25 November 2015
27 January 2016
23 March 2016 (also Parish Meeting)
25 May 2016 (Annual Meeting)

2015/5/13 Donations

Councillors **resolved** on donations to:

- a. Northern Fells Group £200
- b. St James PCC for grass cutting in the Churchyard £150 (Not St Kentigerns, listed in error on the agenda)
- c. St Marys PCC for grass cutting in the Churchyard £150

Business

2015/5/14 Planning Applications

PB/2015/0051 Removal of Telephone and replace with defibrillator, phone box in Welton village. It was **resolved** to respond to planning that although the parish council supported the idea of installing a defibrillator, they did not support the removal of the telephone. In responding, the clerk would enquire if it would be possible to attach the defibrillator to the phone box and also enquire who would be responsible for management and maintenance.

2015/5/15 Broadband

The Chairman reported on recent developments regarding Broadband. Discussions are ongoing; the parish council continues to make every effort to attain the best possible provision of Broadband for the community.

Accounts

2015/5/16 End Year Accounts and Budget

Councillors **resolved** that the circulated accounts and budget be signed as an accurate record

2015/5/17 Annual Return

Councillors **resolved** to authorise the Chairman to sign the Annual Return of accounts.

2015/5/18 Resolved on the following payments

- a. Mr Carruthers & Son, ditch clearance Welton. £120.00 (inc vat)
- b. Mr Graham, reimbursement for purchase of notice board keys. £11.83
- c. CALC, Clerks forum, £5
- d. CALC Annual Subscription, £130
- e. Insurance AON, £217.89
- f. Northern Fells Group, £200
- g. St James PCC for grass cutting, £150
- h. St Marys PCC for grass cutting, £150
- i. Clerks annual use of office and equipment, £80

20/15/19 Councillors **resolved** on the part two items below in order to discuss confidentially, any contracts or payments.

Agenda items part two

Items to be considered in the absence of press and public, when publicity would prejudice public interest by reason of the confidential nature of the business.

2015/5/20 Ditch Clearing

Following some discussion on the requirement for ditch clearing in an area in Welton, providing for septic tank soak-aways, it was **resolved** to continue with the current arrangements for ditch clearing, carried out by Mr Carruthers.

2015/5/21 Grass Cutting

It was **resolved** to continue with the current arrangements for grass cutting, carried out by Mr Fawkes.

Date of next Meeting: 22 July 2015 7.30pm Welton Village Hall

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