



WARMINGTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council

Held on 14th May 2012

At 7.30pm

In the Village Hall, Warmington.

10. ELECT THE CHAIRMAN OF THE PARISH COUNCIL After some discussion, the council accepted that it is obligatory for the parish council to elect a chairman at the annual meeting of the parish council in accordance with Section 15 of the 1972 local government act. It was unanimously **RESOLVED** that David Short be elected chairman. The council took due note of standing order 33

11. ATTENDANCE / ABSENTEES - Mrs Jennifer Anderson, Mr Doug Jose, Mr Ian Middleton, Mr Graham Reid, Mr David Short, Mrs Jo Simpson, Mrs Morag Wilson. No absentees

12. Apologies FOR ABSENCE – Mr Chris Ellard, holiday, Mr Tim Helstrip, business commitments. Both apologies accepted

13. It was unanimously **RESOLVED** that Chris Ellard be elected vice chairman of the council

14. RECEIVE DECLARATIONS OF INTERESTS FOR ITEMS ON THE AGENDA – There were none

15. APPOINTMENT OF REPRESENTATIVES WITH SPECIFIC AREAS OF RESPONSIBILITY. Members were reminded that no decisions can be taken by any individual councillor – all decisions must be made in a lawfully convened meeting

- Alms Houses – Chris Ellard and David Short
- Village Hall – Jennifer Anderson
- Warmington Charities – no parish councillors were proposed (Derek Rowell)
- Rights of Way – Graham Reid
- Pocket Parks – Graham Reid
- Road Safety & Highways – David Short
- Conservation & Tree Warden – Graham Reid
- Allotments – Chris Ellard and Doug Jose
- Play Area – Jo Simpson
- Neighbourhood Watch – no parish councillors were proposed (Derek Rowell)
- Newsletter – Clerk
- PC account check – Tim Helstrip
- Planning, Street Lights – Morag Wilson
- Fun Field committee – Graham Reid, David Short and Morag Wilson as parish council representatives plus members of the public with non-executive positions

16. REVIEW, ADOPT AND/OR RE-ADOPT PROCEDURES AND POLICIES: With the exception of the clerk's contract of employment, it was resolved to adopt the following policies with no amendments to the original documents

- Clerk's contract of employment – This would be carried forward to a future meeting
- Standing Orders
- Financial Standing Orders
- Risk Assessment Policy
- Health and Safety Policy
- Complaints Procedure

- Equal Opportunities Policy
- Newsletter Policy
- Internal Auditor Terms of Reference
- Emergency Plan
- Training Statement of Intent

With regard to banking arrangements, – Information of a bank account tailored to parish councils had been circulated in advance of the meeting by the clerk so that members of the council were able to apprise themselves of the relevant facts, in particular the bank's terms and conditions, in order to make a resolution and were taken as read. After a brief discussion, the following resolutions were made in accordance with the bank mandate:

- The council wishes to open an account with Unity Trust Bank plc and produced to the meeting a copy of the bank's terms and conditions for operating an account;
- The Bank's terms and conditions are approved and the parish council appointed the Unity Bank as its bankers; The Bank's terms and conditions may vary from time to time and we agree to be bound by them;
- The mandate for the operation of the bank account, payment instructions and banking services be provided to the Bank by persons authorised to do so in accordance with the Bank's procedures;
- The Bank is entitled to rely upon the signed mandate until it receives a later mandate amending it.
- There will be 4 signatories to the account plus the clerk as an internet banking service additional authorised user. (This is limited by space on the application form)
- All payments will be prepared by the clerk, as RFO and this will include the internet payments. The clerk has no authority to make payments, so all payments will continue to be authorised by two councillors, in accordance with Section 150 of the 1972 Local Government Act, every cheque shall be signed by two members of the council and every internet banking transaction shall be electronically authorised by two members of the council.

17. It was *RESOLVED* to approve the minutes of the meetings held on 5th March 2012 and the interim meeting held on 12th April 2012. The chairman signed the minutes

18. RECEIVE PARISHIONERS' statements RE ITEMS ON THE AGENDA:

- There was a question regarding the non appearance of the interim minutes of the meeting of April 12th on the website or noticeboard. The clerk apologised and undertook to correct this matter
- There was a discussion regarding the closure of the Social Club on Chapel Street. It was explained that this matter was beyond the remit of the parish council.
- The matter of the number of planning applications and the major applications in the village, The meeting explained that these matters would be addressed at a following meeting on June 21st.

19. RECEIVE A POLICE AND neighbourhood WATCH REPORT. There was none and no additions had been made to the police reports

20. DISCUSS DIAMOND JUBILEE The matter of the actual 'jubilee jamboree' had been discussed at the annual parish meeting earlier in the evening. The matter of mugs was discussed at some length and it was finally decided that bespoke mugs should be sought, specifically gifting them from the parish council commemorating the Queen's Diamond Jubilee. There was a discussion regarding the beacon, but due to the late hour of the lighting of it and the

consequent 'guarding' of the fire into the night, it was dismissed for this event

21. CONSIDER Items FOR DISCUSSION

- a) Broadband Initiative update – There was nothing to report
- b) Highways Matters – There was a discussion on the recent road improvements and a discussion regarding issues at Nene Pastures.
- c) Landscape Management - Update re provision of footpath through field alongside A605 and the installation of the Rainbow Bridge – The clerk was instructed to chase this matter with Elton Estates
- d) Fun Field – There had not been a recent meeting
- e) Play Area – Northamptonshire County Council had confirmed that the community enhancement gang will carry out the repairs to the play area. It was agreed to compare prices for sundries (mainly paint) from potential suppliers other than Wicksteed
- f) Nene Pastures – There was a discussion regarding the gas supply on the estate. The matter of provision of mains gas was agreed to be beyond the parish council's powers. Grasscutting was discussed.
- g) Newsletter Update – Finding content had been proving a little difficult and it was agreed that the newsletter could be distributed as an A5 booklet and would be sent to print once matters concerning the Stamford Land planning documents had been agreed.

22. CONSIDER PLANNING MATTERS:

- Augean plans for Kings Cliffe Resource Centre – the parish council did not want to register any interests or objections over this matter as it felt there is nothing it can add to the discussion
- Outstanding planning matters would be discussed at a meeting on 21st June, including the reiteration of the need for a new pavilion at the Fun Field from offsite planning gain

23. FINANCE It was *resolved* to approve the following payment of accounts

Current Account

Payee	Cheque Number	Nett	Gross
ENC – business rates, cemetery	D/D throughout the yr	126.00	126.00
S Rodger salary	101727	311.35	311.35
ENC dog bin emptying	101728	34.32	41.18
Village Hall	101729	43.00	43.00
Eon	101730	254.86	305.83
Jo Simpson – litter pick	101731	5.00	5.00
HMRC – paye	101732	513.73	513.73
Northants ALC (subs)	101733	205.80	205.80
Northants ALC (audit)		175.00	175.00
Simon Harbour (rose for memorial gdn)	101734	15.00	15.00
Eon	101735	253.63	268.63
Broker Direct (Alianz insurance)	101736	1094.04	1094.04
Derek Rowell (padlock)	100024 (fun field)		28.86

24. Statement of accounts and annual governance statement for the Parish Council accounts for the year ending 31st March 2012, as circulated in advance of the meeting and taken as read. It was *resolved* to approve the accounting statements for the year ending 31st March 2012 as follows – Balance brought forward £21,838, plus precept £18,500, plus other receipts £9,333, less staff costs £3976 less other payments £11,195 leaving a cash asset balance of £34,500. It was noted that this balance includes the Empowering

Councillors grant from Northants County Council for highway expenditure. Fixed assets remained unchanged at £158,229, It was further **resolved** to answer each of the questions on the annual governance statement in the affirmative, confirming that the Parish Council has prepared its accounting statements in the way prescribed by law; made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge; has only done things it has the legal power to do and conformed to codes of practice and standards in the way it has done so; during the year gave all persons interested the opportunity to inspect and ask questions about the council's accounts; considered the financial and other risks it faces and dealt with them properly; arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council; responded to matters brought to its attention by internal and external audit; disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. The council confirmed it is not a sole managing trustee of a trust.

25. MATTERS ARISING FROM PREVIOUS MINUTES TO NOTE:

- Emerging arrangements and Localism Act requirements for Parish Councillors Standards and Interests and Update re Power of General Competence – Nothing had been yet received to update the council. The clerk would be attending a Power of General Competence training course but the council would be ineligible on the grounds of insufficient elected members
- Update re Woodland Trust Diamond Jubilee tree planting project – there had been not communication yet from the Woodland Trust, which was taken as positive
- Update re red phone box – Nothing has been received from BT yet
- Litter pick – This had been successful.
- Heartstart – This event had been a great success and repeated as the first session was oversubscribed
- Newsletter – Already discussed

26. PARISH COUNCILLOR / COMMITTEE REPORTS

- a) Alms Houses – Brief report, no issues to advise
- b) Warmington Charities – Brief report, no issues to advise
- c) Pocket Parks – Brief report, no issues to advise
- d) Tree Warden – Brief report, no issues to advise
- e) Rights of Way – Brief report, no issues to advise

27. PARISHIONERS' QUESTION TIME

28. FUTURE AGENDA ITEMS – Nothing was put forward.

29. DATE OF NEXT MEETING – There is to be a planning meeting on 21st June. Jennifer Anderson will be unable to attend and submitted apologies

DATE OF NEXT MEETING: 21ST JUNE 2012 7.30PM, WARMINGTON VILLAGE HALL

Approved by Warmington Parish Council:

**Signature of Chairman
of following full meeting:**

Date 21st June 2012