

DRAFT

MINUTES OF SOUTH WILLINGAM

PARISH COUNCIL MEETING THURSDAY 10 NOVEMBER 2016

Present:

Councillor D Challenger

Councillor P Cutts (Vice Chair)

Councillor M Edmundson

Councillor P Elliott (Chair)

Councillor N Harris

Councillor N Spencer

Residents Forum: No residents attended.

1 Apologies for absence:

None

2 Declarations of interest in any items on this Agenda:

There were no declarations of interest.

3 To agree the Minutes of the Meeting held on 8 September 2016:

The Minutes were agreed as a correct record and signed by the Chairman.

4 Matters arising from the Minutes:

There were no matters arising which were not on the agenda.

5 Financial Matters:

Councillors were able to view the latest bank and budget statements.

There were no payments required.

6 Finance Budget 2017/18

The draft budget for the next financial year was discussed and provisionally agreed as follows:

Insurance Premium	£160.00
Parish Hall Donation	£ 60.00
Churchyard Maintenance	£ 50.00

Church Clock Donation	£ 50.00
LIVES Donation	£ 50.00
Parish Website	£ 55.00
Admin Expenses	£ 25.00
Newsletter	£ 50.00
Best Kept Village	£ 15.00
Parish Clerk Wages	<u>£480.00</u>
TOTAL	£995.00

This will be reviewed and finalised at the January meeting.

7 Co-option to the Parish Council: Nigel Spencer

The Declaration of Acceptance of Office and Disclosure of Pecuniary Interest forms were completed and signed by Cllr Spencer and witnessed by Cllr Elliott. **Action: Chairman to send completed forms to ELDC.**

8 Vacancy for Parish Councillor:

There has been no interest from residents in the vacancy thus far.

9 Vacancy for Parish Clerk:

Councillor Elliott confirmed that Employers Liability Insurance was already in place under the insurance policy held. An explanation of recommended pay rates, national insurance and pension liabilities was given for the purpose of calculating the cost of hiring a clerk. It was duly agreed that the Parish Clerk vacancy would be advertised as a paid role. For budget purposes the role would be for 5 hours per month at a rate of pay of £7.80 per hour (£468/year). **Action: Chairman to advertise vacancy.**

10 Best Kept Village Competition:

Further feedback had been received and the village had reached the finals but unfortunately missed out in the final round. The reports circulated were generally very positive. **Action: Cllr Challender to circulate report to all councillors.**

11 Broadband Speed Update:

Cllr Spencer updated the council on recent communications with BT and ELDC, as expected there is little progress and no commitment to further improve service to the village. Cllr Challender suggested copying our MP into future emails to bring the matter to their attention. **Action: Cllr Spencer to copy MP into future emails.**

12 Progress on Village Improvements:

There had been no progress on this matter.

13 Planning Matters:

There were proposed works to trees at The Old Rectory and The Anvil, both to remove trees. These were considered and accepted. The Parish Council will not be submitting an objection, comment or expression of support for either application.

14 Correspondence:

Correspondence had been received from ELDC regarding the phone box in the village which has been listed for removal next year. The council discussed the 'adopt a kiosk' scheme and it was resolved that the council would apply to adopt the phone box in the village for £1. **Action: Chairman to complete application form.**

Correspondence was received from Grant Thornton concluding the audit of the accounts for the year to 31 March 2016. There were no matters reported but there were two items of procedure brought to the councils' attention. The Notice of Conclusion of Audit form was completed and signed by the Chairman. This notice and the accounts and audit report will be posted on the South Willingham website. **Action: Chairman to provide relevant reports to website manager.**

15 Items for next agenda:

Parish Council and Clerk vacancies; broadband speed; next year's budget; annual village tidy up.

16 Date of Next Meeting: Thursday 12 January 2017

Meeting closed at 9.20 pm.

Signed:

Chairman

Date: