

MINUTES OF SOUTH WILLINGAM

PARISH COUNCIL MEETING THURSDAY 8 SEPTEMBER 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:

Councillor R Fry (ELDC)

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 14 July 2016:

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

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 Co-option to the Parish Council: Nigel Spencer

Councillors were delighted to welcome Nigel back and voted unanimously to co-opt him onto the Parish Council. However, the Chairman had not arranged for the necessary forms to be ready for signing so this formality was postponed until the next meeting. **Action: Chairman to prepare official forms for next meeting.**

7 Vacancy for Parish Councillor:

As there had been no request for an election to take place, Councillors were able to fill the remaining vacancy by co-option. There were no suggestions for potentially interested persons at this time.

8 Vacancy for Parish Clerk:

Councillors were sad to hear that Margaret Charman has had to resign from the role of Parish clerk after many years' service to the community. They expressed their thanks for Margaret's assistance over the years and wished her well.

Councillor Elliott agreed to temporarily fulfil Parish Clerk duties until the vacancy had been filled.

The vacancy was discussed, in particular whether or not the role would be paid or unpaid. Councillors agreed that it would be possible, and probably appropriate, to pay for the services of a clerk. However, there were some important issues which needed to be confirmed before the council committed to employing a clerk, notably the rate of pay and employers liability insurance. The Chairman agreed to investigate these issues and come back to the council with the information required to make a decision at the next meeting. The role would therefore not be advertised until after the next meeting. **Action: Chairman to report at next meeting.**

9 Councillor Roles and Responsibilities:

These were updated and agreed as follows:

Planning Applications	Paul Cutts
Highways and Footpaths within the village; Parking issues	Nigel Spencer
Hedge and Grass Cutting	Nigel Spencer
Village Assets (Bus shelter, Bench, Phone Box)	Marcus Edmundson
Community Grants	Paul Elliott
Environmental Issues	Debbie Challender
Children's Issues	Paul Elliott
Annual Village Tidy-Up	Nikki Harris
Representative on External Events	As and when required

Wildlife Issues	Debbie Challenger
Best Kept Village Co-ordinator	Debbie Challenger
Village Hall Liaison	Marcus Edmundson
Village Liaison for Newsletter and Website	Parish Clerk
Legal Issues and Codes of Practice	Parish Clerk
Agendas, Minutes, Correspondence etc	Parish Clerk
Finance and Budget	Parish Clerk
Elections and Appointments	Parish Clerk
Local Crime Issues	Claire Harrison, Home-Watch Co-ordinator

10 Best Kept Village Competition:

Feedback had been received and unfortunately the village was not successful in achieving any awards. Cllr Challenger agreed to request a detailed report from the organisers. **Action: Cllr Challenger to request report.**

11 Broadband Speed Update:

Cllr Spencer agreed to take the lead on this matter again and gave the council an update on the slow progress so far. There was a suggestion that BT and YEDL could co-operate to provide new underground cabling to the village.

12 Progress on Village Improvements:

Councillor Challenger reported that there had been little progress to date and support for planting shrubs in the village centre is dwindling. Given the time of year it was agreed to put this project on hold for the time being.

13 Planning Matters:

There were no planning applications for the parish.

14 Correspondence:

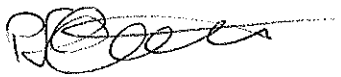
There was no correspondence of significance.

15 Items for next agenda:

Parish Council and Clerk vacancies; village improvements; broadband speed; best kept village; next year's budget

16 Date of Next Meeting: Thursday 10 November 2016

Meeting closed at 8.35 pm.

Signed: 

Chairman

Date: 10/11/2016