

**DRAFT MINUTES**  
**SOUTH WILLINGHAM PARISH COUNCIL MEETING**  
**THURSDAY 9 MAY 2019**

**Present:**

Cllr D Challenger

Cllr P Elliott (Chair)

Cllr M Ferguson

Cllr P Ferguson

Cllr Bradbury (LCC)

Cllr Fry (ELDC)

Clerk - S Asquith

John Biggs

**Residents' Forum**

The Annual Parish Meeting took place in advance of this meeting, which was attended by John Biggs who also attended the Council Meeting as an observer.

**1 Apologies for absence:**

None

**2 Declarations of interest in any items on this Agenda:**

Item 10 (xi) Cheque payment to Cllr M Ferguson

**3 Election of Chair 2019/20:**

Cllr Elliott was nominated as Chair by Cllr P Ferguson and seconded by Cllr M Ferguson.

**4 To receive the Chair's Declaration of Acceptance of Office:**

The declaration was completed and signed by the Chair and the Clerk.

**5 Election of Vice-Chair 2019/20:**

Cllr Challenger was nominated as Vice-Chair by Cllr P Ferguson and seconded by Cllr P Elliott.

**6 To receive the Vice-Chair's Declaration of Acceptance of Office:**

The declaration was completed and signed by the Vice-Chair and the Clerk.

**7 Vacancies:**

All standing councillors were adopted apart from Cllr Edmundson who had taken the opportunity to stand down after many years of valuable service to the Council. Three vacancies remain and councillors said there were doing their best to encourage new candidates. **Action:** Clerk to write a letter of thanks to Cllr Edmundson.

**8 To agree the Minutes of the Meeting held on 27 March 2019:**

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

**9 Matters arising from the Minutes held on 27 March 2019:**

The first meeting of the phone box project group had been held and jobs shared out. Dennis Washer is to begin work on the planters in the near future.

Cllr P Ferguson did not have anything yet to report on the CCTV initiative.

Cllr Elliott is due to put notices in the bus shelter about the permissive footpaths when the approved wording is received. **Action:** Cllr Elliott

**10 Financial matters:**

i) Annual Return 2018/19 Annual Governance Statement

The completed forms were circulated and approved.

ii) Annual Return 2018/19 Statement of Account

The completed forms were circulated and approved.

iii) Presentation of financial report

The financial report, alongside the latest bank statement, was circulated and approved.

iv) General reserves 2020/21

Cllr Elliott proposed that the policy to maintain general reserves at 50% of the level of the precept be adopted ie £300. This would be an increase from the current level of £235. This was agreed.

v) Payment of insurance premium £144.59

Cheque signed and countersigned.

vi) Payment of LALC membership £68.22

Cheque signed and countersigned.

vii) Payment of Parish Hall donation £50

Cheque signed and countersigned.

viii) Payment to churchyard maintenance £50

Cheque signed and countersigned.

ix) Payment of LIVES donation £50

Cheque signed and countersigned.

x) Payment of contribution to village website £52.96

A cheque for the increased amount of £73.50 was signed and countersigned.

xi) Payment of contribution to British Newspaper Archive (history group) via Cllr M Ferguson £40

Cheque signed and countersigned and handed to Cllr M Ferguson at the meeting.

xii) Payment to church clock maintenance £50

Cheque signed and countersigned.

**Action:** Clerk to deliver all the above cheques.

## **11 Risk Management**

No issues were raised. Cllr M Ferguson commented that the village bench was dirty.

## **12 Planning matters:**

None received.

## **13 Correspondence:**

The Clerk had received an email and telephone call from Denise Hart regarding the teddy bears from the bus stop. She had removed them when made aware of the work due to be done to the bus shelter by the Clerk and had kindly washed them. Some residents had mentioned that they were disappointed they had been removed. They had now been returned to their dedicated bench in the bus shelter. Cllr P Ferguson had also heard comments at the history group meeting that people missed the teddy bears and he had explained that it had not been a parish council decision to remove them permanently. The meeting agreed that there were no objections to having them in the bus shelter and appreciated Mrs Hart's offer to keep them clean. However, whilst any work on the shelter was being done they would need to be removed.

Cllr P Ferguson proposed to erect two temporary noticeboards in the bus shelter over the Perspex window at the back in order to accommodate the rising number of notices, as had previously been discussed. He also had the dedicated parish noticeboard to weatherproof and erect on the side of the bus shelter. **Action:** Cllr P Ferguson

The Clerk had been copied into an email to Cllr Fry from Cllr M Ferguson about the possibility of using online banking to avoid the need to wait for reimbursement by cheque. Cllr Fry had responded that he was aware that Lloyds Bank offered this service. The Clerk had contacted HSBC, who hold the SWPC account, and had made an appointment to see them. Cllr Elliott said he would accompany her as two signatories would be required to open the account. He would also review other options. **Action:** Clerk and Chair to pursue option of online banking.

#### **14 Items for next agenda:**

Roles and responsibilities

Village initiatives – possible pond clearance

Village initiatives – possible village project working group

#### **15 Date of Next Meeting:**

Wednesday 17 July 2019, 6.50 pm

Meeting closed at 8.20 pm

Signed:

Date:

Chairman: