

**Minutes of the Aldwincle Parish Council AGM held on Monday 22nd May 2017 in the Village Hall immediately following the Annual Parish meeting.**

**Present:**

Bob Blakeman                      Chairman  
John Lawrence  
David Strode-Willis  
Brian Penney  
Tim Hankins  
Barry Watts  
Bernard Lowe

Richard Reed – Clerk

ENC Councillor Geoff Shacklock  
NCC Cllr. Mrs Wendy Brackenbury

There were three residents in attendance.

**AGM/17/01      Election of Chairman and Declaration of Office**

Councillor Blakeman was nominated for the office of Chairman, proposed by Cllr. Lawrence and seconded by Cllr. Lowe and carried unanimously. As there were no further nominations, Cllr. Blakeman was elected to serve as Chairman for the forthcoming year.

**AGM/17/02      Election of Vice-Chairman and Declaration of Office**

Councillor Lawrence was nominated for the office of Vice-Chairman, proposed by Cllr. Strode-Willis and seconded by Cllr. Lowe and carried unanimously. As there were no further nominations, Cllr. Lawrence was elected to serve as Vice-Chairman for the forthcoming year.

**AGM/17/03      Apologies**

No apologies had been received.

**AGM/17/04      Election of Responsible Finance Officer**

The Clerk was nominated to continue in the role of RFO.

Proposed, Cllr. Blakeman, seconded Cllr. Lawrence.

There being no further nominations, the Clerk was elected to continue in the role of RFO.

**AGM/17/05      Appointment of Independent Auditor**

On the suggestion of the Clerk, it was agreed that Mr Ian Arnott be appointed as Internal Auditor, proposed by Cllr Blakeman and seconded by Cllr. Penney.

**AGM/17/06      Declaration of Interest in items on the agenda**

None at this time.

**AGM/17/07      Public Open Time**

In response to a question it was confirmed that the accounts would be posted on the website and the notice board.

It was felt that items in the new notice board were difficult to read due to it being too far from the footway and prone to condensation. It was pointed out that there was access behind the railings so that the board's items could be viewed more closely and while there had been occasions when condensation had been present following the initial installation, this was not a continual problem.

**AGM/17/08      Resolution: To approve the minutes of the last meeting 10.04.17**

Having previously been circulated, the minutes of the meeting held on 10<sup>th</sup> April 2017 were agreed to be a true record. Proposed Cllr Strode-Willis, seconded Cllr. Penney.

**AGM/17/09      Matters arising from items AGM/17/08**

The Chairman had written to both the Police and the school about traffic offences and parking issues and presented the response from the Police. The bus company had been contacted by the Police and hopefully there would be no further instances of vehicles being driven on the footway. The Chairman had also met the Headmaster at the school over parking and the wear and tear occurring to the Parish car park. Forthcoming changes to the school's gate locking system may improve the parking situation. Cllr. Mrs Brackenbury said that she would follow up the matter of the H-bar markings with Erik Drake and also offered a contribution for the car park repairs from her Member Empowerment Fund although it was understood that the cost of these repairs would be in the region of £5000.

The Chairman is working on the response to NCC over the Rights of Way Improvement Plan. **Action: BB**

Chairman

Date

Now that all of the works funded by grant had been completed a return has to be sent to The Big Lottery. The Chairman is to arrange this with the Clerk. **Action: BB/Clerk**

**AGM/17/10 To agree Council representation on other bodies and any other representation**

Cllr. Lowe agreed to continue as the Parish council's representative on the Village Hall Committee. Proposed by Cllr. Blakeman and seconded by Cllr. Hankins.

**AGM/17/11 Reports from other bodies**

Village Hall: Cllr. Lowe updated the meeting on the current situation. Various events are being organised and the hall bookings are satisfactory. The Village Hall Committee was satisfied with the insurance cover having been consulted by the Clerk and the premium has now been paid.

The Clerk spoke of the recent update letter from Wellingborough Police in respect of the future attendance at parish council meetings.

**AGM/17/12 Highways**

Cllr. Penney was not aware of any new issues. Some filling of potholes has now taken place. The damaged plank on the flood walkway had not been dealt with.

Street lighting: no problems at the moment. It was agreed to proceed with the new lamp between Manor Farm and Mrs George's property and Cllr Penney was asked to place the order. **Action: BP**

**AGM/17/13 Pocket Park**

It was noted that contractors had been working on the trees last week. Nothing had been heard from Savills and the Chairman said that he would contact the agents and ask for an update on the situation and the lease renewal costs. Residents would then again be consulted for their views. **Action: BB**

**AGM/17/14 Correspondence**

An invitation had been received from ENC for the Chairman's Reception and Civic Service.

The Clerk had notified Came & Co. of the addition of the new notice board to the Parish Council's assets. There would be a small increase in the annual premium but the insurers had waived this until the next renewal.

Concerns had been raised over the condition of a property in the village. It was considered that this came within the remit of ENC Environmental Health and Cllr. Lawrence would give Cllr. Shacklock the details. **Action: JL/GS**

The Chairman and Cllr. Hankins are to check damage to railings near the Village hall.

**AGM/17/15 Planning**

(a) To consider applications received.

17/00556/FUL: No objections. **Action: Clerk**

17/00879/FUL: No objections. **Action: Clerk**

The Clerk is to notify ENC of these and copy Cllr. Shacklock into the e-mail. **Action: Clerk**

(b) No applications had been considered since the last meeting.

(c) The Chairman had been informed that work had commenced on the two new dwellings in Lowick Lane, and had been given a contact number if there were any issues arising.

**AGM/17/16 Annual Review**

Members considered the following items:

Financial Regulations

Risk assessment

Internal Audit arrangements

Insurance cover

The Risk Assessment would be considered at the September meeting having been last adopted in September 2016.

It was considered that the current internal audit arrangements more than met the needs of the council and that the Clerk intended to introduce a quarterly bank reconciliation and budget monitoring.

The insurance is subject to a term agreement with the brokers and is in mid-term.

**AGM/17/17 Resolution: To accept the financial statement.**

The Clerk presented the final financial statement for 2016/17 together with the reconciliation statement. The financial statement for 2017/18 was discussed. A BACS statement had been received from ENC regarding the payment of 50% of the precept but a bank statement was not available to confirm the payment date.

**AGM/17/18 To accept and approve the Internal Auditor's Report.**

The Clerk presented the report and it was noted that the Parish Council had to register for the Data Protection Act. Cllr Blakeman proposed that the report be approved and this was seconded by Cllr. Strode-Willis.

Chairman

Date

**AGM/17/19 To approve the Annual Governance Statement for the Annual Audit Return**

Cllr. Lawrence proposed that the Annual Governance Statement be approved and this was seconded by Cllr. Hankins.

**AGM/17/20 To approve the Accounting Statement for the Annual Audit Return**

Cllr. Hankins proposed that the Accounting Statement be approved, seconded by Cllr. Strode-Willis

**AGM/17/21 Resolution: Invoices for payment**

The following invoices were approved for payment, proposed Cllr. Lawrence, seconded Cllr Watts:

Ian Arnott £60.00 Cheque No. 100671

Francis Hale mowing (3 x invoices) Cheque No.100672

**AGM/17/22 To agree meeting dates for 2016/17**

It was agreed that the Parish Council will meet on Mondays on 26.06.17; 11.09.17; 23/10/17; 11.12.17; 15.01.18; 26.02.18; 09.04.18 & 21.05.18 (AGM)

**AGM/17/23 Items requiring urgent attention; for information or future agendas**

The public's participation at meetings was discussed.

**AGM/17/24 Date of the next meeting.**

The next ordinary meeting of the Parish Council will be held on Monday 26th June 2017.

As there was no further urgent business the Chairman declared the meeting closed at 8:25pm.

Chairman

Date