**Councillors present**: Cllr. N Foster (NF), Cllr. S. Foster (SF), Cllr. K. Lucas (KL) and Cllr. B. Harvey (BH), Cllr. P. Merrick (PM) & Cllr. A. Marshall.

**Present:**  Clerk – Vicky Bright, Chris Hall – Village Hall Committee & Jim Power – Worlie Cafe

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| **Item**   |  | | --- | | **16/07/1** | |  | | **16/07/2** | | **Meeting opened at 07.30pm**  **Public Forum – LGA 1972, Section 100(1):**  7 Members of the public were in attendance.  Issues raised:   * Bell Lane hedge is overgrown again, the Clerk is to chase INL for cutting and check it is on the works schedule. * Queens 90th Birthday Commemoration. It was suggested that a bench be purchased to commemorate the Queen’s Birthday. The Clerk is to look into types and quotes for the September meeting. * The Clerk was asked to put the Grass Cutting out to tender and to report back with quotes for the September meeting. * The Clerk was asked to chase Highways regarding the ongoing issue of flooding at the War Memorial.   **Chairman’s Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)):** Pursuant to section 1(2) of the Public Bodies (Admission to meetings) Act 1960 to consider the exclusion of the public and press for confidential items had taken place before the public meeting.  **Cllr. Nick Foster will Chair the meeting in the absence of the Chairman.**  **Apologies:**  **Absent:** None  Cllr. Rupert Osborn.  **Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:**  Cllr. N. Foster declared an interest in Item 16/07/10.1 | **Action**  Clerk  Clerk  Clerk  Clerk |
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| **16/07/3.1** | **To approve the Minutes of the AGM meeting held on 26th May 2016 - LGA 1972, Schedule 12, para 41(2):**  **Resolved 16/07/3.01**  The minutes of the AGM meeting held on 26th May 2016 were adopted as a true statement and signed by the Vice Chairman (NF), in the absence of the Chairman. |  |
| **16/07/3.2** | **To approve the Minutes of the Extraordinary meeting held on 13th June 2016 - LGA 1972, Schedule 12, para 41(2):**  **Resolved 16/07/3.02**  The minutes of the Extraordinary meeting held on 13th June 2016 were adopted as a true statement and signed by the Vice Chairman (NF), in the absence of the Chairman. |  |
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| **16/07/4**  **16/07/4.1** | **External Forum:**  **County Councillor**  Cllr. Waters sent his apologies. |  |
| **16/07/4.2**  **16/07/5**  **16/07/5.1**  **16/07/5.2**  **16/07/5.3**  **16/07/5.4**  **16.01/5.5**  **16/07/6.**  **16/07/7**  **16/07/7.1**  **16/07/7.2**  **16/07/7.3**  **16/07/7.4**  **16/07/7.5**  **16/07/7.6**  **16/07/8**  **16/07/9**  **16/07/10**  **16/07/10.1**  **16/07/10.2** | **District Councillor**  Cllr. Harvey advised that following the election Cllr. Carol Lynch had been elected as the new Chair of FHDC and Cllr. Andrew Campbell had been elected Vice Chair, new Committee’s had now been set.  The new Housing Planning Act 2016 was now in place. This would affect new developments.  SEBC/FHDC/SCC has formed a new Housing Development Group, (Barley Homes). This would help to provide affordable housing for 2017 and generate income on Council owned land.  Planning applications were on the increase at present, however more houses/development are needed. There are new residential homes in Newmarket and a new development in Beck Row on the horizon.  **Reports**  **Update from the Village Hall Committee**  Chris Hall read a report for the Village Hall Committee;   * Bingo Night – Produced £73.50 income. * Duck Race/Picnic on 21st August 2016. * Quiz and Curry Night Friday 23rd September 2016. * Hire income for May-July £641, the balance for April-July £1123.00. * The Chairs had been re-homed with a £30 donation being received. * The Café and VH events had banked £1,300 for June.   **Play Area and Maintenance of Parish Footpaths**  Cllr. Foster advised the meeting that the two swing seats for the older children’s swings are showing signs of cracking and need to be replaced.  **Resolved 16/07/5.01**  It was agreed to purchase 2 swings seats at £17 & VAT each.  The bulbs for the village planting are to be bought and planted in August. The wooden planters for under the village signs range from £30 upwards, it may be cheaper to make our own and this will be looked into for the next meeting.  **Village Speed Watch**  Cllr. Nick Foster reported on behalf of Sue Dampier;  Speeding continues to be an issue within the village. Weekly checks are still being carried out at the Freckenham Rd end of the village, with speeders numbers ranging from 25 to 50 being recorded in a 2-hour period. The new record for a speeding motorist now stands at 57mph. We have had a new volunteer join the scheme and will hopefully be training them up soon and getting them out there to conduct a survey. Sue and I will be meeting up later in the month to have a walk around the village scoping out possible sites for the portable SID unit to be positioned.  **External Meetings that Councillors may wish to report upon**  None.  **‘Worlie Cafe’ Update**  Jim Power gave a report; The Café has now closed, thanks to all who attended. We will re-open again in November 2016.  **Planning Applications**  None.  **Finance & Policies:**  **Parish Council Bank Reconciliation from List of Payments/Receipts**  The Payments and receipts for June/July 2016 were scrutinised and approved. The Lloyds Treasurer account balance was confirmed as £5,425.57 as of 1st July 2016 and the Lloyds Business Instant Access account balance was confirmed as £1,367.91 as of 1st July 2016.  **Resolved 16/07/7.01.**  That the Bank balances and reconciliation of payments & receipts be received and adopted and initialled as such by the Vice Chairman (NF), in the absence of the Chairman.  **Parish Council Account Cheques for signing and approval**  **Resolved 16/07/7.02**  It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. N. Foster & Cllr. P. Merrick.   |  |  |  |  | | --- | --- | --- | --- | | Pearce & Kemp | Street lighting June | 000707 | £66.04 | | INL | Grass cutting June | 000708 | £225.00 | | INL | Grass cutting May | 000709 | £225.00 | | Mrs V Bright | Mileage & expenses | 000710 | £16.03 | | Mrs V Bright | NJC Backdated salary | 000711 | £36.70 |   **Village Hall Accounts**  The Income paid in for June 2016 was £1,300.00.  The Lloyds Treasurer account balance was confirmed as £2,504.73 as of 17th June 2016 and the Lloyds Business Instant Access account balance was confirmed as £2,248.40 as of 17th June 2016.  **Resolved 16/07/7.03.**  That the Bank balances and reconciliation of payments & receipts for the Village Hall be received and adopted and initialled as such by the Vice Chairman (NF), in the absence of the Chairman.  **Review of the Council’s Standing Orders and Financial Regulations**  **Resolved 16/07/7.04**  The revised and updated Standing Orders were approved and adopted by the Full Council, and were signed by the Vice Chairman (NF), in the absence of the Chairman.  **Resolved 16/07/7.05**  The revised Model NALC Financial Regulations were approved and adopted by the Full Council, and were signed by the Vice Chairman (NF), in the absence of the Chairman.  **Asset Register and Risk Assessment**  The Clerk is to liaise with Cllr. Foster and Cllr. Osborn to establish and update the Council’s assets and land ownership, to update the Asset Register for the next meeting. Once the assets are updated and correct the Clerk will carry out quarterly Risk Assessments on the assets.  **Review of Effectiveness of Internal Audit Procedure & Financial Risk Assessment**  **Resolved 16/07/7.06**  The Internal Audit Procedure was fully reviewed and it was agreed to continue with the current Internal Auditor, David Goodman for the financial year 2016-17.  **Resolved 16/07/7.07**  The Financial Risk Assessment for the financial year 2016-17 was reviewed and adopted by the Full Council and signed by the Vice Chairman (NF), in the absence of the Chairman.  **NJC Clerks Salary Pay Scales Increase 2016-18**  The Clerk advised that NALC had approved the new NJC Pay Scales for Clerks for 2016-18 and her SCP Point had increased from £10.527 to £10.632 per hour, backdated from April 2016.  The Clerk also advised that per her contract every April she should receive annual increments of one point per annum until reaching the maximum of the scale. For the last year she had not received an increase, and neither had she received an increase this April, and therefore she requests that her salary be increased from SCP 22 to SCP 23 (£10.944 per hour), with effect from April 2016, backdated.  **Resolved 16/07/7.08**  It was agreed to increase the Clerks salary in line with the new NJC pay scales and to increase her salary to SCP 23, backdated from April 2016.  **Highways Issues**  **Traffic Calming**  Cllr. Harvey confirmed that Cllr. Waters had agreed to pre-fund the planning and design of the traffic calming scheme from Red Lodge to Worlington, the scheme is to be agreed at Planning and will take approximately two months. The Barton Mills and Freckenham ends of the village are ongoing, with no decisions made yet. Highways are to do a 7-day seat survey at Barton Mills and Freckenham entrances. The Police have been out doing checks.  **Correspondence**  None.  **Village Hall**  **Election of Chairman**  Cllr. Foster read out a statement on behalf of the VH Committee; We are of the opinion that electing a Chairman is not necessary. Since the Village Hall accounts have been sorted out, new signatories have been added. Only one of these (myself), is on the VHC, the other two are Parish Councillors. This means that any monies we wish to obtain in the future have to be bought before the Council, we could not spend funds as and when we like. Added to this fact that two of the volunteers on the VHC are also Parish Councillors, we really do not see the need to complicate matters, when all we are doing as volunteers is trying to make a success of the hall.  **Water Rates & Utility Bills Review** | NF  NF  Clerk/  NF/RO |
| **16/07/11**  **16/07/11.1**  **16/07/11.2**  **16/07/11.3** | The Clerk is to look into the installation of a Water Meter at the VH to bring down the water rates. She is also to look into the Electricity tariffs and the cost of oil, and possibly joining the Worlington Oil Club.  The Clerk was also asked to look into Solar Panel schemes for the Village Hall.  **Parish Matters**  **Defibrillator**  Deferred to the September agenda.  **Village Sign**  Deferred to the September agenda.  **PC Land Ownership**  The Clerk is to liaise with Cllr. Osborn regarding Title Deeds and Land Registry documents received from the previous Chair. Deferred to the September agenda. | Clerk  Clerk  Clerk  Clerk  Clerk/  RO |
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|  | **Items for next Agenda – next meeting on Thursday 1st September 2015.**   * Traffic Calming Update * Defibrillator * Village Sign Options/Quotes * Asset Register and PC Land Ownership * Grass Cutting/Landscaping Tenders * VH Utilities * Queen’s Birthday Bench Quotes/Options |  |
|  | Meeting Closed at 8:51pm  Signed: Rupert Osborn Date: 1st September 2016  Chairman Worlington Parish Council |  |
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