

# Worlington Parish Council

## Minutes of the Annual Parish Council Meeting held in the Village Hall 8:09pm Thursday 16<sup>th</sup> May 2019

**Councillors present:** Cllr. N Foster (NF), Cllr. S. Foster (SF) & Cllr. K. Lucas (KL).

**Present:** Clerk – Vicky Bright. Cllr. Brian. Harvey – WSC.

		Action
	<p><b>Meeting opened at 20:09pm</b> The Clerk confirmed that the meeting was quorate with 3 members.</p>	
19/05/1	<p><b>ANNUAL COUNCIL BUSINESS</b> <b>Election of Chairman:</b> Cllr. Nick Foster was proposed by Cllr. Lucas and seconded by Cllr. S. Foster. Cllr. Nick Foster was elected following a majority vote for and Cllr. N. Foster accepted the position of Chairman for the year 2019-2020.</p> <p><b>To Receive the Chairman's Declaration of Acceptance of Office:</b> Cllr. N. Foster signed the declaration of office of Chairman for the year 2019-2020 and this was witnessed and countersigned by the Clerk.</p>	
19/05/2	<p><b>Chairman's Welcome &amp; Acceptance of Apologies for Absence (LGA 1972, Section 85(1) &amp; (2)):</b> The Chairman welcomed everyone. <b>Apologies: None</b>                      <b>Absent: None</b></p>	
19/05/3	<p><b>Election of Vice Chairman:</b> Cllr. Ken Lucas was proposed by Cllr. S. Foster and seconded by Cllr. N. Foster. Cllr. Lucas was elected following a majority vote for and Cllr. Lucas accepted the position of Vice Chairman for the year 2019-2020.</p> <p><b>To Receive the Vice Chairman's Declaration of Acceptance of Office:</b> Cllr. Lucas signed the declaration of office of Vice Chairman for the year 2019-2020 and this was witnessed and countersigned by the Clerk.</p>	
19/05/4	<p><b>To Receive the Declarations of Office by Members:</b> All members signed their declaration of office of Councillor for the year 2019-2020 and these were witnessed and countersigned by the Clerk.</p>	
19/05/5	<p><b>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</b> None.</p> <p>Each member completed and signed a new Register of Interests Form, these will be countersigned by the Clerk and a copy sent to West Suffolk Council.</p>	
19/05/6	<p><b>Appointment of Councillor Responsibilities &amp; Representatives on Outside Bodies:</b> <b>Resolved 19/05/6.01</b> The following was agreed; Play Area – Cllr. N. Foster Footpaths – Cllr. N. Foster &amp; Cllr. K. Lucas</p>	Clerk

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Asset Risk & Maintenance Assessment – Cllr. S. Foster (Quarterly)

FHDC Parish Forums – To decide as needed

SALC – Clerk.

Quarry – To decide as needed.

Highways – Clerk, Cllr. N. Foster.

19/05/7

**Appointment of the Responsible Financial Officer:**

**Resolved 19/05/07.01**

It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2019-2020.

19/05/8

**Adoption of the Annual Governance Statement and Internal Audit Report for 2018-2019:**

The Clerk presented the Internal Auditors written report; no issues were raised.

**Resolved 19/05/8.01**

The Internal Audit Report was adopted.

**Resolved 19/05/8.02**

The Annual Return for 2018-2019 was scrutinised and the Annual Governance Statement Section 1 was adopted as a true statement by all Councillor's present and signed as such by the Chairman (NF) and the RFO.

19/05/9

**To Approve the Final Accounts for the Financial Year ended 31<sup>st</sup> March 2019:**

**Resolved 19/05/9.01**

The final accounts and Bank Reconciliations for the financial year ended 31<sup>st</sup> March 2019 were scrutinised and approved by all Councillor's. The accounts were signed as a true statement by the Chairman (NF) & the RFO.

**Resolved 19/05/9.02**

Section 2 Accounting Statements 2018/19 of the Annual Return were approved and accepted by all Councillor's and signed as such by the Chairman (NF).

19/05/10

**To Review & Adopt the Budget for 2018/2019:**

**Resolved 19/05/10.01**

The Budget to Actual Report for 2018-19 was presented and the projected Budget for 2019/2020 was approved and signed by the Chairman (NF).

19/05/11

**Review & Adoption of Financial Risk Assessment 2019/2020:**

**Resolved 19/05/11.01**

The Financial Risk Assessment for the financial year 2019-20 was reviewed and adopted by the Full Council and signed by the Chairman (NF).

19/05/12

**Review Effectiveness of Internal Audit Procedure:**

**Resolved 19/05/12.01**

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The Internal Audit Procedure was fully reviewed and it was agreed to continue with the current Internal Auditor, Mijan Ltd for the financial year 2019/20.

19/05/13

### To Consider any Annual Donations:

It was agreed to defer to the July Agenda, as no applications have been received, to allow more time for groups/organisations to submit an application.

19/05/14

### **ORDINARY COUNCIL BUSINESS**

#### Minutes of the meeting held on 15<sup>th</sup> March 2019- LGA 1972, Schedule 12, para 41(2):

##### Resolved 19/05/14.01

The minutes of the meeting held on 15<sup>th</sup> March 2019 were adopted as true statements and signed by the Chairman (NF).

#### Minutes of the Extraordinary Meeting held on 3<sup>rd</sup> April 2019.

##### Resolved 19/05/14.02

The minutes of the extraordinary meeting held on 3<sup>rd</sup> April 2019 were adopted as true statements and signed by the Chairman (NF).

19/05/15

19/05/15.1

### Planning Applications:

**DC/19/0541/FUL - Alterations to roof pitch of previous application DC/18/1401/FUL**

**Location - Royal Worlington & Newmarket Golf Club, Golf Links Road, Worlington**

##### Resolved 19/05/15.01

No Objections to application Dc/19/0541/FUL.

19/05/15.2

**DC/19/0734/TPO - TPO104 (1970) 1no. Chestnut (T28 on plan and order) Crown reduction to height by up to 4 metres and 2.5 metres to sides Location - 14 The Paddocks, Worlington**

##### Resolved 19/05/15.02

No Objections to application DC/19/0734/TPO.

19/05/16

19/05/16.1

### Highways Issues:

**Traffic Calming**

No update.

19/05/16.2

### **Golf Links Road Flooding Update**

The Clerk has received no further update on the action regarding the concrete pad and agricultural material. The potholes repaired are already eroding. The Clerk is to chase Highways.

Clerk

19/05/17

19/05/17.1

### Finance & Policies:

**Parish Council Bank Reconciliation from List of Payments/Receipts**

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The Payments and receipts were scrutinised and approved. The account balance was confirmed as £25,138.07 as of 30<sup>th</sup> April 2019

**Resolved 19/05/17.01.**

That the Bank balances and reconciliation of payments & receipts be received and adopted and initialled as such by the Chairman (NF).

19/05/17.2

**Parish Council Account Cheques for signing and approval**

**Resolved 19/05/17.02**

It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. N. Foster and Cllr. K. Lucas.

SALC	Subscription 2019/20	000809	£251.15
Mrs V Bright	Mileage, expenses & backdated pay	000810	£48.39
LCPAS	Elections training	000811	£9.00
K&M Lighting	Street Lighting maintenance 2019/20	000812	£703.10
CHT	Defibrillator seminar	000813	£210.00

**Approval of cheques and to authorise payment of invoices signed between meetings**

**Resolved 19/05/17.03**

Approved cheque payments since the last meeting. Signed by Cllr. N. Foster & Cllr. K. Lucas.

Mrs V Bright	Office Allowance 2019/20	000808	£208.00
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19/05/17.3

**Village Hall Accounts & Finance**

**Resolved 19/05/17.04**

That the Bank balances and reconciliation of payments & receipts from the Village Hall accounts be received and adopted and initialled as such by the Chairman (NF).

The account balance was confirmed as £2,089.09 as of 18<sup>th</sup> May 2018 and the Lloyds Business Instant Access account balance was confirmed as £0.38 as of 18<sup>th</sup> April 2019.

**Resolved 19/05/17.05**

It was agreed to approve the payments for the Village Hall of the following outstanding invoices and the cheques were approved and signed by Cllr. K. Lucas and Cllr. N. Foster.

WSC	Waste	000819	£185.90	
Ashill Fire Protection Ltd	Fire Extinguishers service	000820	£135.60	
19.04.18	FHDC	Waste	000811	£180.96

19/05/17.4

**Adoption of the Revised NALC Standing Orders (July 2018)**

**Resolved 19/05/17.06**

The NALC Model Standing Orders were adopted by the Full Council and signed by the Chairman (NF).

19/05/17.5

**Consider the Clerk Hours Increase**

**Resolved 19/05/17.07**

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It was agreed to increase the Clerks hours to 28 hours pcm, with effect from 1<sup>st</sup> June 2019.

19/05/18

### Correspondence:

None.

19/05/19

### Parish Matters:

19/05/19.1

### **'Hythe' River Access Project Update**

RLCP are in the final planning stages and we are just waiting on a works start date. Volunteers would be welcome.

19/05/19.2

### **Village Sign Update**

The Clerk confirmed a donation of £250 had been received from the Golf Club, towards the cost of the sign, this is in addition to the grant received from SCC Locality Budget. The sign is being made and should be completed and re-erected by the end of the month.

19/05/19.3

### **Bus Stop – (Freckenham Road) Update**

Cllr. Harvey confirmed that the bus stop on the other side of the road cannot be moved. It was suggested that we approach Highways about installing bench on the opposite side, for people waiting for the bus on that side of the road.

Clerk

19/05/19.4

### **Parish Bridge Repairs Quotes**

Cllr. Lucas offered to do the repairs FOC.

### **Resolved 19/05/19.01**

It was agreed to purchase the materials needed, as long as the cost was under £150

KL

19/05/20

### **Village Hall:**

19/05/20.1

### **Adopt the Annual Accounts for 2018/19**

### **Resolved 19/05/20.01**

The account balance carried forward from 2018/19 was confirmed as £2,035.49 as of 31<sup>st</sup> March 2019. That the end of year accounts & reconciliation for 2018/19, from the Village Hall accounts be received and adopted and initialled as such by the Chairman (NF).

19/05/20.2

### **Funding Update**

The Clerk confirmed that she is now looking at new funding rounds and Grants for the new financial year. The grant received from Cllr. Harvey's Locality has been spent on a new cooker and extractor hood for the kitchen.

Clerk/NF

### **Items for next Meeting to be held on Thursday 4<sup>th</sup> July 2019 at 7:30pm, in the Village Hall.**

Meeting closed at 8:50pm

Signed: *Nick Foster*

Date: 4<sup>th</sup> July 2019

Chair, Worlington PC

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