

**Minutes of the Annual Parish Council Meeting Of Wroxton & Balscote
7.30 pm Monday 14th May 2018
at
Wroxton Village Hall**

Present: Cllrs Geraldine Collinge, Duncan Collins, Bob Jesson, Miranda Ker, Michael Robarts, Nick Watkins

Clerk: Jacqui Harris

In Attendance

Cllr George Reynolds and 8 members of the public

27/18 Apologies

Cllr Harvey Marcovitch

28/18 Election of Chairman

It was RESOLVED to elect Cllr Robarts as Chairman for the coming year Cllr Robarts signed his declaration of acceptance of office, which was witnessed by the Clerk

It was RESOLVED to elect Cllr Collins as Vice-Chairman for the coming year

Cllr Collins signed his declaration of acceptance of office in the presence of the Clerk.

29/18 Declarations of Interest and Amendments to the Register of Members' Interests

All Councillors present signed their declarations, which were accepted by the Clerk

30/18 Approval of Standing Orders

It was RESOLVED to defer this item to the next meeting of the Council, given the need for a number of minor amendments.

31/18 It was RESOLVED to appoint members to roles and sub-committees as follows:

Responsible Financial Officer - Clerk to continue the role for the time being. The Council is looking to allocate the work to a member of the community.

School Governor role is not to be filled, given the absence of a vacancy. The Council will request Mrs Suzie Bates to provide liaison between the School and the Council. Cllr Ker is the nominated Council representative should an invitation be made to the Council to meet with the school or to appoint a governor in the future.

Ironstone Liaison Cllr Collins

Highways/Drainage Cllr Jesson

Transport Cllr Jesson

Sports Club Liaison Cllr Watkins

Wroxton Planning Cllr Ker and Cllr Collins

Balscote Planning Cllr Robarts and Cllr Jesson

Wroxton Defibrillator Cllr Collinge

Balscote Defibrillator Cllr Robarts

Wroxton Welcome Packs Cllr Ker

Balscote Welcome Packs Cllr Marcovitch

Planning Sub-Committee Cllr Robarts (Chair), Cllr Ker, Cllr Collins, Cllr Jesson

Staffing and Governance Sub-Committee Cllr Marcovitch (Chair), Cllr Collinge, Cllr Watkins

Cemetery Sub-Committee Cllr Roberts (Chair) Cllr Collins, Cllr Ker

32/18 To sign and approve the Minutes of the Parish Council Meetings held

5th March 2018, 26th March 2018, 21th April 2018

It was RESOLVED to accept the minutes of those meetings as accurate and they were duly signed

33/18 Financial updates presented by Cllr Roberts

Copies of the **bank reconciliation** as at 31st March 2018 had been distributed to all Councillors. The reconciliation statement was accepted and signed by Cllr Roberts and the Clerk in front of the Council

Approval of annual governance statement and approval of the accounting statements for the year ended 31st March 2018. It was RESOLVED to call an extra meeting to deal with these issues following completion of the internal audit.

Appointment of internal auditor. it was RESOLVED to appoint MCA of Sugarswell Business Park

Review of budget. The Chair explained that the budget for 2018/19 was based closely on the one for 2017/18 with income of just under £24,000 and expenditure of just over £21,000 and a projected surplus of £2,700, including an allowance for contingencies.

Banking arrangements. The Council noted that the **Primary User** for online banking required changing as the existing Primary User was no longer a Council member. Cllr Roberts proposed that, given the powers conferred on the Primary User, it would be appropriate for the Council Chair from time to time to perform the role. This was agreed. An application form for the change of Primary User from John Daly to Cllr Roberts was tabled for approval and for signature in accordance with the existing HSBC Bank Mandate.

It was RESOLVED that Councillor Collins and the Parish Clerk be authorised to sign the form on behalf of the Council.

The Chair outlined the process required for updating and changing the HSBC Bank Mandate, including the resolutions required by HSBC

It was RESOLVED to accept the proposal which would add two additional signatories (Cllrs Jesson and Marcovitch) in place of two signatories who had retired from the Council.

It was RESOLVED that HSBC (the Bank) should be instructed that

- (i) Bank account numbers 41860488 (Community Account) and 01860593 (Reserve Account) be continued and the Bank is authorised to act on any instructions, provided they have been given by any two persons named in the Specimen Signatures section of the Mandate
- (ii) That any debt incurred to the Bank under the Mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand
- (iii) That the Parish Clerk (the Proper Officer) is authorised to supply the Bank, as and when necessary, with lists of all persons who are authorised to give instructions on behalf of the Parish Council and that the Bank may rely on such lists

iv) That the Parish Council accept the accounts and banking relationship with the Bank will be governed by and subject to the Business Terms and Conditions (a copy of which has been provided) as amended from time to time, together with any terms and conditions in respect of specific products and services requested by the Parish Council

That these resolutions be communicated to the Bank and remain in force until cancelled by notice in writing to the Bank, signed by the Chairperson or Parish Clerk (Proper Officer) from time to time acting or claiming to act on behalf of the Parish Council and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not

All the resolutions noted above were proposed and seconded by Councillors in accordance with the Council's standing orders

34/18 Planning

18/00106/TCA The Old Cottage Middle Lane Balscote Tree work no reps

18/00162/DISC The Old Cottage Middle Lane Balscote Discharge of Condition 3 (windows) of 17/01805/F

No representations required

18/00674/F Mr Garry Bolton Radstone Chapel Lane Balscote Single story and rear extensions. No decision made. The application requires review and the Council will then respond

35/18 Updates

Wroxton White Horse ACV application requires completion. A request was made of the Clerk that it be completed as soon as possible.

36/18 Any Other Business

The state of the **general purpose waste bins** in both villages were discussed by the Council and members of the community, given the evidence that they were not being emptied sufficiently often.

Task - Cllr Collins to make enquiries with CDC to ascertain the emptying times and any action that could be taken by CDC to improve the service

GDPR. The use of email by Councillors, the possibility of creating a domain name for the Council and surrounding topics were discussed.

Task - Cllr Watkins to research this topic and report back to the Council at a future meeting

Communication. Cllr Jesson raised the topic of mechanisms that could be used to share ideas on individual Councillors' responsibilities/portfolios. He suggested that this should not be done on email. The current process was outlined to the meeting by the Clerk. Cllr Jesson was happy to hear about the process and agreed to see how it works in practice.

Budget. A question from the floor was put regarding the Council's spending plans and projected surplus. Cllr Robarts confirmed his earlier comment that the 2018/19 budget projected an income surplus of £2,700.

Wroxton gates. It was agreed that the gates are unsightly due to severe traffic grime and ineffective when dirty, but it was noted that it is difficult and expensive to clean them as they stand, due to their surface material. It was agreed that the Council should try to identify a coating that could be applied to the gates which would then allow them to be wiped clean on an ongoing basis.

It was RESOLVED to approve a budget figure of £250 to research and implement this. Should that prove impossible, the Council would consider removing the gates altogether.

Task - Cllr Roberts to take this proposal forward and report back to a future meeting.

There being no other business, the meeting was declared closed at 9.05 pm.

Date of next meeting 7.30 pm Monday 2nd July 2018 in Balscote Village Hall

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