

## **RIDLINGTON PARISH COUNCIL**

Minutes of the Annual Meeting held on Weds 20<sup>th</sup> May 2015  
at 7.00pm in the Village Hall

**Present:** Councillors Gilkes, Harvey, Johnson, Richards, Roome, Townsend and Waterhouse together with The Clerk  
Members of the public present were. Shelagh Page and Mr Mike and Mrs Pat Dalby  
Former Councillor Powley was in the Chair for the first two items on the Agenda

1 **Apologies:** Past Councillor Barbara Veall

2 **Election of Chairman:**

There being only one nomination, Councillor David Johnson was proposed by Councillor Peter Richards, seconded by Councillor David Roome and unanimously elected to the post.

At this point former Chairman and Councillor Powley stood aside and Councillor Johnson took the chair.

The new Chairman duly signed his Declaration of Acceptance of Office, witnessed by The Clerk

3 **Election of other Officers:**

Vice Chairman: Councillor Peter Richards nominated as Vice Chairman; proposed by Councillor Roome and seconded by Councillor Harvey. There were no other nominations and so Councillor Richards was duly elected.

Clerk and Responsible

Financial Officer:

Chris Lees nominated as Clerk and RFO; proposed by Councillor Waterhouse and seconded by Councillor Gilkes. There were no other nominations and so Chris Lees was duly elected.

4. **Declaration of Interests and Dispensations:**

All Councillors, both new and re-elected, were asked to complete a Register of Members' Interests Form together with signing a Declaration of Acceptance of Office of Councillor. All forms to be completed and returned to The Clerk within 21 days of the date of this meeting. **Action: All Councillors**

5. **Code of Conduct:**

All Councillors were provided with a copy of the Code of Conduct approved and adopted by Ridlington Parish Council at its February 2013 meeting.

6. **Minutes of the last Council Meeting held on 18<sup>th</sup> February 2015:**

Accepted as read. Proposed by Councillor Roome, seconded by Councillor Waterhouse. Minutes approved.

7 **Matters Arising:**

- The Clerk advised he had contacted LRALC for help in identifying contact details to approach to investigate the re-siting of the village letterbox to avoid some villagers driving across the village green and to generally improve access. The response had not been positive. LRALC advised that the post box would be owned by Royal Mail and they had no contact details to hand. It was agreed that Councillor Waterhouse would undertake research and pass information to The Clerk. The Chairman also agreed to review the contact names used when the red telephone box was transferred to the village. **Action: Councillors Johnson and Waterhouse.**

8. **Correspondence:**

- The Clerk read out the contents of a letter received from Leicestershire and Rutland Playing Fields Association inviting the Council to become members. As the Trustees for the Playing Fields in Ridlington are already members, it was agreed to take no further action..
- Letter from Rutland Citizens Advice Bureau setting out the details of certain operating changes made in the last year and the positive impact these have had. Noted.
- Letter from RCC advising of improvements made to the Rutland Information Service from 1<sup>st</sup> April 2015. Further information available from The Clerk. Noted.
- Updated information received from RCC regarding costs attaching to the provision of gravestones and memorial stones. Information passed to Councillor Harvey for retention.
- Minutes from the Parish Council Forum held in the RCC offices on 30<sup>th</sup> March 2015 at 7pm were noted. Further information available from The Clerk. The dates and times for future meetings have not yet been published but RCC advise Parishes would be notified in due course
- The latest Parish Briefing paper from RCC has been posted on the main Notice Board

9. **Planning:**

Planning applications received and approved since the last Parish Council meeting are:

- 2015/0246/CAT: 6 East Lane, Fell 1 x Norway maple, reduce 1x Western Red Cedar and 1x Purple Leaved Plum.

- 2015/0180/CAT: Barn adjacent to The Old Mill, Holygate Road, Fell 1 x Ash Tree
- 2015/0168/CAT: The Elms, 23 Main Street, Fell 1 x Conifer Tree
- 2015/0151/LBA: The Old Rectory, 4 Holygate Road, Alteration of stone wall, removal of arch and replacement with stone piers. Parish Councillors expressed their recommendation to see the arch preserved. However, approval has subsequently been given by RCC for the application as originally proposed.

#### 10. **Finance:**

The Clerk presented the Financial Report for the year ending 31<sup>st</sup> March 2015. He advised that total funds held amounted to £2288.70 of which £1219.44 is held in a Business Saver Account and £1069.26 is held in a Community Account, both at Barclays Bank in Uppingham. Cash in-hand amounted to £3.00. Total funds at the year end showed a reduction of £28.23 over the previous year.

Assets consist of the Village Hall building with an insured value of £110,000:00 and The Village Green at a nominal £1.00 write down.

Spending amounted to £839.83 driven mainly by grants of £100 each to the Parochial Church Council and The Community Heartbeat Trust towards the upkeep of the village defibrillator, together with an unbudgeted cost of £154.75 for the replacement of a damaged grit bit. But for this last item total spending would have been on a par with the previous year.

The Precept amounted to £810 mainly to reflect inflationary increases expected over the main items of expenditure.

Reviews of spending are undertaken at quarterly Parish Council Meetings as also are reconciliations of the bank statements.

The internal audit has been arranged for Wednesday morning of 27th May 2015.

The Clerk confirmed the Notice of Appointment of Date For The Exercise Of Electors' Rights had been posted on the Village Noticeboard and that he would be available for inspection of the accounts from Monday to Friday by arrangement between 10.30am and 4.30pm up to the 5<sup>th</sup> June 2015 at Post Cottage, 5, Top Road.

Adoption of the Annual Report: The Accounting Statements and Annual Governance Statement were presented to the meeting. Their adoption was proposed by Councillor Roome and seconded by Councillor Richards and the meeting voted unanimously in favour of adoption. The Annual Return was duly signed and dated.

The Clerk then sought agreement from the meeting to pay the annual insurance premium (£243.80, including premium tax) to Zurich Municipal Insurance and our annual membership subscription (£112.32) to LRALC. Agreement was given.

The Clerk advised that he had received the appropriate Mandate Change forms from

Barclays Bank to enable the deletion of cancelled signatories and the addition of the new Chairman and Vice Chairman as signatories to the Parish Council's bank accounts. The Clerk to arrange for completion of these forms outside of the meeting.

The recently received request from Gavin Simpson and David Batten for financial assistance from the Parish Council towards the cost of installing a memorial stone within the oak trees on the Playing Field has been deferred until the November budget setting meeting.

On Line banking facilities are now available but it will require the Parish Council to review its own internal audit controls and procedures. It was agreed the Clerk would undertake a needs analysis, referring to the Chairman and Vice Chairman as appropriate. **Action: The Clerk**

There is also a requirement now for Councils to publish agendas, minutes and other notices and information on a publicly accessible website. We do not have our own website but it was agreed we would investigate the possibility of piggy backing on the site provided by RCC. Additionally, it was agreed we would investigate the possibility of establishing a Parish wide mailing list to enable circulation. **Action: Councillor Johnson and The Clerk**

**11. Any Other Business:**

Councillor Harvey pointed out that the item outstanding from the previous meeting in regard to Data Protection had not been picked up under item 7 above, Matters Arising. The Clerk responded that he had not yet followed up on the item and it was agreed to carry forward to the next meeting in September. **Action: The Clerk**

**12. Dates of future meetings;**

The following meeting dates were agreed for the 2015/16 year:  
2015: Weds 9<sup>th</sup> September and Weds 11th November  
2016: Weds 17th February and Weds 18th May  
All meetings to be in the Village Hall commencing at 7.30pm  
Please ensure your availability

There being no further business, the meeting closed at 8.15pm

C J Lees  
Clerk  
Ridlington Parish Council  
25th May 2015.

Approved í í í í í í í í í í ..  
Chairman

Date í í í í í í í í í