

## **RIDLINGTON PARISH COUNCIL**

Minutes of the Annual Meeting held on Weds 25<sup>th</sup> May 2016  
at 7.30pm in the Village Hall

**Present:** Councillors Harvey, Johnson, Richards, Roome, Townsend and Waterhouse together with The Clerk  
Members of the public present: Mr Charles Veall  
Councillor Johnson was in the Chair

1 **Apologies:** Councillor Gilkes

2 **Declarations of Interests:**

There were no declarations of interests or dispensations noted from Councillors

3 **Election of Officers for 2016/2017:**

Chairman, Councillor Johnson and Vice Chairman, Councillor Richards offered themselves for re-election. They were proposed by Councillor Townsend, seconded by Councillor Waterhouse and unanimously re-elected

4 **Minutes of the Parish Council Meeting held on Weds 17<sup>th</sup> February 2016**

Accepted as read. Proposed by Councillor Harvey, seconded by Councillor Roome and unanimously approved

5 **Matters arising other than already on the agenda:**

None

6 **Code of Conduct:**

All Councillors were reminded of the content of the Parish Council approved Code of Conduct, provided individually to Councillors upon their election in May 2015

7 **Correspondence:**

- Barclays Bank have advised of a change of terms and conditions to our Business Saver account and a change of name to Business Premium Account wef 6<sup>th</sup> June 2016. No action necessary
- Letter from Rutland County Council (RCC) notifying of the reintroduction of the Call Connect Service in Rutland. Posters and handouts available
- Letter from RCC advising of the imminent publication/distribution of a Countywide travel survey, the aim of which is to better understand the travel needs of County residents in order to help shape future transport provisions

- RCC has published a summary of the representations received from Parish Councils across the County in regard to potential sites for development. No such sites appear on the list within the Ridlington Parish boundary. Further information available on RCC's website
- Minutes from the Parish Council Forum held in the RCC offices on 18<sup>th</sup> April 2016 at 7pm were noted. Further information available from The Clerk. The dates for future meetings are Mon 18<sup>th</sup> July, Weds 12<sup>th</sup> Oct, Mon 30<sup>th</sup> Jan 2017 and Weds 5<sup>th</sup> April 2017
- The Clerk tendered his resignation letter, giving notice of his intention to resign his post wef 31<sup>st</sup> March 2017
- A note of thanks had been received from Mr Gavin Simpson on behalf of the community following receipt of a grant from the Parish Council towards the costs of the WW1 memorial stone on the playing fields. Contribution appreciated and duly received

#### 8 **Parish Council Risk Assessment Report:**

Councillor Richards had undertaken a review of the Risk Assessment Report adopted in May 2015. The risks identified were re-considered and it was unanimously agreed that no changes to the risk measurement factors were required. However, it was agreed to include risks now attaching to Transparency and the uploading of data onto the Council's website. The risks identified under this heading were Failure to comply with requirements (Medium), Loss of data (Medium) and Data Protection (Low). Agreed Councillor Richards would publish an updated version of the risk assessment report. **Action: Councillor Richards**

#### 9 **Finance:**

The Clerk advised that as of Monday 23<sup>rd</sup> May 2016, our bank account balances stood at Community Account £2438.02 and Business Saver Account £1220.05. These amounts were net of all cheques paid to-date. Our precept of £1535 had been received in full on 19<sup>th</sup> April.

As at the year end of 31<sup>st</sup> March 2016, total funds held amounted to £2897.05 made up of £1220.05 in the Business Saver Account and £1673 in the Community Account. In addition £4.00 cash in hand was held. Total funds showed an increase at the year end of £605.35 compared with year end 2015. This was due mainly to grants received but not yet spent.

Assets continue to consist of the Village Hall with an insurable value of £110000 and the Village Green at a nominal £1.00

The precept received amounted to £890 whilst total spending totalled £906.12 Bank reconciliations and reviews of spending continue to be undertaken on a quarterly basis at each Parish Council Meeting.

The Clerk advised that the internal audit has been arranged for 10am on Friday 27<sup>th</sup> May 2016 for which this year there would be a charge of £150.00

The Clerk advised that the Annual Return for the year ended 31<sup>st</sup> March 2016 has

been completed with the Council unanimously approving the statements made in Section 1 of the Return together with the Accounting Statements in Section 2, the Bank Reconciliation and the Explanations of Significant Variances.

Adoption of the Annual Financial Report was proposed by Councillor Roome, seconded by Councillor Waterhouse and unanimously approved by the Parish Council

A copy of the accounts will be published on the Council's website on Friday 27<sup>th</sup> May 2017 with a supporting warning notice of their current unaudited status.

The Clerk advised that the Notice of Appointment of Date for the Exercise of Electors' Rights would be posted on the village noticeboard on 13<sup>th</sup> June and that the accounts would be available for inspection from 1<sup>st</sup> July 2016 to 31<sup>st</sup> July 2016 by appointment.

The Clerk sought agreement to pay two invoices; one to Zurich Municipality for the renewal of the Parish Council's annual insurance (£251.85) and the other to LRALC for membership renewal (£109.77). Agreement was unanimously given.

The Clerk also advised that payments had now been made to the following:

D. Johnson £389.98 for the purchase of the Council's own laptop and scanner

T G Simpson £200 grant towards the costs of the WW1 memorial stone on the playing fields, and

C J Lees, £180 for Clerk's annual expenses

These three items had all been approved at previous Council meetings and were provided for in the budget.

The Chairman advised that the contract operated by 2Commune for the Parish Council's website hosted on the Leicestershire and Rutland website would not be renewed at the end of August. This despite us being advised to the contrary at the time we agreed with 2Commune to create the Ridlington site. A new site is being created but we are told we are not able to automatically transfer any of our data across from the existing site. This essentially means starting again. A further grant is available from the Transparency Fund but the costs have increased considerably to £250 plus VAT for set-up together with an annual fee of another £250 plus VAT.

Before any further decisions are considered, it was agreed to investigate the possibility of creating our own independent website and to this end Councillors Johnson and Harvey agreed to undertake this review and report to Councillors as soon as possible **Action: Councillors Johnson and Harvey**

## 10 Planning

Planning applications received since the last Parish Council meeting are:

- 2016/0180/CAT: Holygate House, Holygate Lane; 2 Horse Chestnuts, 1 Lime tree and 1 Ash tree to have crown reductions and 1 Horse Chestnut to be felled
- 2016/0237/CAT: Holygate House, Holygate Lane: crown reductions, removal of deadwood and ivy, pruning and general tidying of 7 trees at the property
- 2016/0312/CAT: Hillside Farmhouse, 3 Main Street; removal of Cherry tree to front of property due to disease and decline

All the above applications unanimously approved.

## 11 Outstanding Items:

- Undergrowth on Whiteø corner with Brook Road: Councillor Townsend agreed to complete this work by the end of May. **Action: Councillor Townsend**
- Councilø Data Protection Policy: Clerk advised that this had been drafted and would be loaded to the website shortly. It will be brought to the Sept Council meeting for review **Action: The Clerk**
- Renovation of the Village Notice Board: The Chairman has this in hand. **Action: Councillor Johnson**
- Street Lighting and Highways: The Chairman thanked Councillors Waterhouse and Roome for their comprehensive reports. The Clerk advised that he had received two responses in regard to streetlights. Both indicated no desire to increase the number of existing lights, all of which are due to be changed to LEDs in due course by RCC whose Contractors are undertaking this work on a rota basis throughout the County. Councillor Roome was asked to select from his survey of the village footpaths and highways the five most important jobs requiring attention in priority order and the Clerk would submit these to Highways at RCC. **Action: Councillor Roome**
- Legal Entity of the Playing Fields: The investigation in this matter remains inconclusive. The Chairman of the Playing Field Trustees to provide the Parish Council with another copy of the founding trust deed.
- The Clerk advised that following the recent request published in the Parish Magazine, he had received only 6 email addresses from villagers. The intention is to build an up to date email address list to ensure villagers are updated on activities especially when published on the Parish Council website. Efforts will continue

## 12. Any Other Business:

None

13. **Dates of future meetings;**

The following meeting dates were agreed for the 2016/17 year:

2016: Weds 7<sup>th</sup> September and Weds 9th November

2017: Weds 15th February and Weds 17th May

All meetings to be in the Village Hall commencing at 7.30pm

**Please ensure your availability at these meetings**

There being no further business, the meeting closed at 8.35pm

C J Lees

Clerk

Ridlington Parish Council

26th May 2016.

Approved í í í í í í í í í í ..

Chairman

Date í í í í í í í í