

EMNETH PARISH COUNCIL

Draft Minutes of the Annual General Meeting, Tuesday 24 May 2016 at Emneth Central Hall, 6.30pm

In attendance: Councillor Waterfield (Chair), Councillor Harper, Councillor Towler, Councillor Wiles, Councillor Graham, Councillor Curtis, Councillor Howard, Councillor Fleet, Councillor Green

Apologies: Cllr. McCourt, Councillor Oliver, Councillor White, County Councillor Humphrey

Parish Clerk: Kate Bennett

Public: None

MINUTES

All councillors present returned their signed *declarations of acceptance of office* before the meeting started.

1. Election of Chairman for the coming year and sign declaration of acceptance of office

Councillor Curtis proposed Councillor Waterfield for Chairman for the forthcoming year. This proposal was seconded by Councillor Graham with all in favour. Councillor Waterfield signed the declaration of acceptance of office for Chairman.

2. To consider apologies for absence

Apologies were given as listed above and accepted.

3. Election of Deputy Chairman for the coming year and sign declaration of acceptance of office

Councillor Curtis proposed Councillor Graham for Deputy Chairman for the forthcoming year. This proposal was seconded by Councillor Harper with all in favour. Councillor Graham signed the declaration of acceptance of office for Deputy Chairman.

4. Declaration of Pecuniary Interests forms to be completed by Councillors and to consider any requests for dispensations

Forms had been previously circulated and were handed back to the Clerk. Any remaining forms to be returned at the 28 June Ordinary Meeting.

5. To accept the Minutes of the last Ordinary Meeting of Tuesday 26 April and the Planning Meeting of Thursday 12 May 2016

It was resolved to accept the minutes of the last Ordinary Meeting of 26 April and the Planning Meeting of 12 May as true records of the meetings. All were in favour.

6. To review the current standing orders, financial regulations & asset register

- i. The *Standing Orders (2015)* had been previously circulated for consideration. It was resolved to adopt these for 2016 2017 with no revisions from last year other than the start time of the Ordinary Meetings now being 6.30pm.
- ii. *Financial Regulations 2015* had also been previously circulated for consideration. It was resolved that no amendments were needed at this time.
- iii. The *Asset Register* has been adjusted by £4313.00 to include the purchase of a SAM2 sign in 2015 2016. It was resolved to accept the revised *fixed asset* figure of £127,238.00 for 2016 2017 and the updated Asset Register accordingly.

7. To receive and consider Nominations for Working Parties

Finance Working Party – There are currently four members in this *working party* – Councillors Curtis, Graham, Waterfield and Wiles. It was resolved for these councillors to continue in this group, all were in favour.

Cemetery Working Party – The members for the past year have been Councillors Curtis, Graham and Waterfield. It was resolved for these councillors to continue in this *working party*, all were in favour.

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8. To receive and consider nominations for representatives on outside bodies

Emneth Central Hall Committee – Councillor Harper has been the representative for the past year. It was resolved for Councillor Harper to remain as the *Central Hall Committee Representative* from the parish council. All were in favour.

Emneth Playing Field Committee – To be held in abeyance for the time being.

9. To agree any payments since the last meeting

All were in favour to pay the outstanding payments for the month.

Payments - May 2016					
Payee	Goods/ Services	VAT	TOTAL	dd/chq	Supplier/Service
Kate Bennett*	913.00	0.00	913.00	d/d	Monthly salary
Kate Bennett Expenses	50.87	7.01	57.88	102681	Stamps, stationery, mileage, photocopying
Jean Eady*	0.00	0.00	0.00	102682	
Nicola Lane*	0.00	0.00	0.00	102683	
HM Revenue and Customs	121.00	0.00	121.00	102684	PAYE
Westcotec	87.66	17.53	105.19	102685	May maintenance
E.on	171.30	34.26	205.56	102686	April energy usage
British Telecom	136.50	27.30	163.80	102687	Line rental (£49.50) and one-off charge for BT Hub 3 (£87.00)
Maxey Grounds and Co.	250.00	50.00	300.00	102688	To issue Farm Business Tenancy
Glazewing	60.00	12.00	72.00	102689	Hire and empty of x2 trade refuse bins at cemetery (3 weeks, £10/bin per empty)
Emneth Design	22.50	0.00	22.50	102690	Website update service
HM Revenue and Customs	99.80	0.00	99.80	102691	PAYE
	1,912.63	148.10	2,060.73		

salaries shown together re data protection

10. Correspondence

Three pieces of correspondence were noted.

11. Planning

Planning application 16/00868/F Proposed single storey extension and internal alterations to existing property at Padjem, 45 Church Road, Emneth. It was resolved to *approve* the application.

Planning application 16/00575/O (amended) Outline application for the construction of a dwelling at Land South East of Pebble Cottage, 130 Church Road, Emneth. It was resolved to *refuse* the application based on an over-intensive and cramped form of development of the site.

Decisions

- 1) Planning application 16/00460/O Jubilee Bungalow, 93 Elmside, Outline application single building plot on land adjacent to existing dwelling. This application has now been *withdrawn*.

Enforcement

- 1) Clerk to make enquiries with Enforcement regarding the bricking up around a building to the rear of a property along Elm High Rod.

12. Pension auto enrolment

It was resolved to engage the services of a payroll provider, *Advanced Payroll Services* of Peterborough, to handle future payroll requirements and pension auto enrolment responsibilities for the parish council at a cost of £15.00 per payroll run. All were in favour.

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13. To complete the Statement of Governance

The *Statement of Governance* was read out by the Clerk and duly completed and signed by the Chairman for submission to the external auditors.

14. To accept the End of Year Accounts 2015 2016

The end of year accounts had been previously circulated for consideration. It was resolved to accept the 2015 2016 Accounts as prepared by the Clerk with all in favour.

15. Highways

- 1) Clerk to report a raised Anglian Water manhole cover outside the entrance to 56 Gaultree Square.
- 2) Clerk to report the breaking up of the middle of the road outside the *Gaultree Inn Public House*.

16. Items for the next agenda

- Future burial ground for the cemetery

17. The next meeting will be Tuesday 28 June 2016 at 6.30pm

Meeting closed at 7.20pm

Chairman's Signature _____