

Milburn Parish Council A.G.M. - 3rd May 2016

Present

Councillors D Richardson (Chair) R Healey, S Linsley and
P Moran Clerk J Connelly
Member of the Public Mr A Wood

Apologies

Councillor M Armstrong

16.05.1 Election of Chair

All Councillors agreed that Councillor Richardson be elected Chair. Councillor Richardson accepted and signed the Declaration of Acceptance of Office of Chair.

16.05.3 Register of Interests

Councillor Richardson registered an interest in Item 7 of the Agenda, the Planning application for an extension at Laurel House, Milburn.

16.05.7 Item 7 of the Agenda was brought forward, as Mr Wood was present.

Mr Wood gave a full explanation of the application and after discussion the Councillors resolved to forward a letter of support.

16.05.4 Minutes

The minutes of the meeting held on the 1st March 2016 had been circulated prior to this meeting. All agreed this was a true record and were signed and approved.

16.05.5 Matters Arising

No word as yet as to when the box will be installed to monitor the speed and amount of vehicles using the lane at the top of the village green. Mr R Clarke is contacting them to ascertain when they will be carrying out the re-painting of the "Slow" signs coming into the village and at the school.

16.05.6 Parish Council Website

Mr Martin Joyce is helping with the Parish Council website.

It was decided to obtain a photograph of the village green to use as the first page of the website, with a different section for each of the following headings, agendas, draft minutes, approved minutes, finance etc.

As Mr Joyce is setting up the website, it was agreed and Mr Joyce was asked to source a laptop to ensure that it is fit for purpose and able to carry out all that is required.

Clerk to contact CALC to ascertain if Councillors addresses and phone numbers have to be included.

Signed _____ Dated _____

16.05.8 Draft Contract of Employment

A draft copy a contract of employment was passed to all Councillors prior to the meeting. Complete with SLCC, NALC National salary Guidelines, NALC Model Contract of Employment and CALC Parish Council Clerks Job Description. A couple of points are to amend and email back to Councillors for approval at the next meeting.

16.05.9 Update Standing Order - Tenders

The Council will seek tenders for works costing over £2,000 excluding VAT and will review this figure annually.

16.05.10 Risk Assessment

The assessment has been updated. All items stating monthly on-going are to have 6 checks throughout the year.

16.05.11 Asset Register

The asset register for insurance purposes and the asset register for audit purposes has been discussed and approved by Councillors, the Chairman signed both.

16.05.12 Finance

Audit Form

Statement of Accounts - The Accounts were approved by the Parish Council and signed by the Chairman

Annual Governance Statement - The Statement was completed and approved by the Parish Council and signed by the Chairman

Internal Audit - All Councillors agreed that Mrs Aelwen Evans be asked to complete the internal audit.

The Receipts and Payments Account for the year ended 31st March 2016 was presented. All Councillors approved and it was resolved Councillor Richardson sign the Accounts Book.

The Estimated Receipts and Payments for the year ending 31st March 2017 was presented.

Copy of these Accounts in Minute Book

Payments

After discussion it was agreed that the following payments may be made :-

Mr Martin Joyce paid 123-REG for annual domain name etc for Website

CALC Annual Subscription £ 106.00

Signed _____ Dated _____

16.05.13 Correspondence

EDC - Contacting the Police during Appleby Fair

EDC - Police Crime Commissioner Elections

AON - Risk Solutions

Barclays - Business Saver A/c - Change of name to Business Premium A/c

Eden Community Fund Report & Leaflet

Clerks & Councils Direct May 2016

A list of all E-mails & correspondence received by Clerk and forwarded on to Councillors was passed around the Councillors.

16.05.14 Public Participation

No public in attendance

16.05.15 Parish Meeting Concerns following Annual Parish Meeting

None

16.05.16 Any Other Business

The garden waste skip has been not been delivered, the Clerk to telephone and chase.

The trees up Fell Lane are to be cut and/or trimmed when the birds have stopped nesting.

Councillor Healey reported a big drop outside his house from the green onto the road, the Councillors were in agreement for him to attempt to fill this as it is a hazard as it is.

Next Meeting Tuesday, 5th July 2016

The Chairman brought the meeting to a close at 8.40pm

Signed _____ Dated _____