

# Meeting Minutes of the Parish Council held on Tuesday 16<sup>th</sup> April 2019 at Great Wood Hall at 7.15pm

**Attendees:** Councillors – Cllr Pearce (Chair), Cllr Akerman (Vice-Chair), Cllr P Wilkinson, Cllr Hulme, Cllr Flunder, Cllr Stubbs & Cllr Trigger – S Morgan-Owen (Clerk) and 6 members of the public.

**1. Chairman’s Welcome:** Councillor Pearce welcomes everyone and thanks Cllr Akerman for chairing the previous month’s meeting. Cllr Pearce advising all that Checkley Parish Council will not be going to election this year as we have 10 nominated candidates and 11 seats. All nominated candidates receive a seat and the Council will look into co-option in May. The Council acknowledges enthusiasm for the new Councillors. However, the Council also recognises the impact of losing Councillors Trigger, Ball, A Wilkinson and T Wilkinson, and would like to thank them for their support and dedication whilst being a member of the council. The knowledge and experience the council will be losing is immeasurable, but we wish them well and all the best for the future.

**2. Apologies Received From:** Cllr Ball, Cllr McCormack, Cllr A Wilkinson & Cllr T Wilkinson.

**3. Declaration of Interest:** In addition to the normal:

|                  |          |  |
|------------------|----------|--|
| Cllr Pearce      | Item 8   | Member of SMDC Planning Committee        |
| Cllr Akerman     | Item 13  | Member of GWH Committee                  |
| Cllr P Wilkinson | Item 5   | St Thomas 7                              |
| Cllr Flunder     | Item 15  | Chairman of NDP Steering Group           |
| Cllr Hulme       | Item 16  | Chairman of Events Committee             |
| Cllr Stubbs      | Item 18a | Works being carried out by family member |
| Cllr Trigger     | Item 15  | Member of SMDC Local Plan Committee      |

**4. Minutes of Previous Meeting:** The minutes of the monthly meeting of the council held on 19<sup>th</sup> March 2019, have been circulated. They have been confirmed as an accurate and true record:

Signed by the chairman and **Proposed: Cllr Stubbs – Second: Cllr Hulme – All in Favour**

**All in favour of suspending standing orders**

**5. Public Participation (for a maximum of 30 minutes):**

*3 Pupils from Great Wood Primary School*

Cllr Akerman presented 3 students with a Community Recognition certificate in acknowledgement for works carried out in the community. The students have organised a weekly litterpicking group and have been litterpicking around the village. A further certificate has been posted to another GWP pupil.

*Day & Rushton – St Thomas 7*

Janine advised that she was handing over the organisation of this event to Keith. They are looking for financial support again. They are looking into a junior route. Cllrs asked if Parish name could be mentioned in the event title. Amount to be put onto the next agenda. Also asked for representatives to come back to next month’s meeting with a breakdown of accounts.

**Standing orders re-instated**

**6. Actions and Updates from the Previous Meetings:**

- a) **Police Drop-in Surgery:** Cllr Stubbs will try and attend 11<sup>th</sup> May.
- b) **Floral Display Update:** Clerk advised that new tubs have been delivered to floral contractors.
- c) **Wentlows Boundary Issue:** Clerk provided an update from Your Housing. Clerk to write (CPC/2019/004) to no 6 and ask to remove the gate and inform Your Housing that bunding was removed when fences were moved. Once fences are back in correct place then bunding will be reinstated.
- d) **Website:** Clerk provided an update to advise website has a virus and current hosts are trying to rectify. Domain name is now with the clerk directly and not via a 3<sup>rd</sup> party.

## 7. Correspondence:

| Date                     | From                     | Subject                         | Outcome  |
|--------------------------|--------------------------|---------------------------------|--|
| <b>For Information</b>   |                          |                                 |  |
| a) 24/3/19               | Gaming Potion            | Thank You                       |  |
| b) 21/3/19               | Fulford First Responders | Thank You                       |  |
| <b>For Consideration</b> |                          |                                 |  |
| c) 27/3/19               | Churches Together        | Annual Donation - £300          | Clerk to invite them in to show copy of accounts.  |
| d) 31/03/19              | Upper Tean Resident      | Wentlows Complaint              | Clerk advised this had been mentioned to the football team when the annual invoice was sent 02/04/2019.                                    |
| e) 14/4/19               | Local Resident           | Pavement Issues – Furlong Drive | Clerk responded 14/4 advising resident that this was a SCC issue and forwarded issue to Cllr Deaville. Council happy to leave it with him. |

## 8. Planning Applications: \*Paperwork not received in time from SMDC

Cllr Pearce declares an interest and hands over to Cllr Akerman for this section only.

| <b>Applications for Consideration</b>  |                            |                                |  |
|--|----------------------------|--------------------------------|--|
| SMDC No<br>* P/work not rec'd from SMDC in time for CPC meeting  | End of Consultation Period | Address                        | Proposed Application Details   |
| a) SMD/2019/0103   | 24/4/19                    | 7 Church Lane, Checkley        | Proposed kitchen ext with bedroom over   |
| b) SMD/2019/0152   | 19/4/19                    | 27 Furlong Ave, Tean           | Grd flr ext to dwelling  |
| c) SMD/2019/0186   | 28/4/19                    | Fir Grove, Fir Bob, Hollington | Proposed ext to enlarge bedroom & provide en-suite facilities. Also replace existing flat roof dormers with pitched roofs. |
| Proposal made to support all applications - <b>Proposed: Cllr Wilkinson – Second: Cllr Flunder – All in Favour</b> |                            |                                |  |

- d) **Daisy Bank Development:** Cllr Flunder updates and advised an issue with allocating developments to the wrong village, which means planning department refer to the wrong policies. Proposal for Cllr Wilkinson to draft a letter to Dai Larnar and send to the clerk (CPC/2019/003) to be Parish Councillor and sent.

**Proposed: Cllr Wilkinson – Second: Cllr Stubbs – All in Favour**

Cllr Akerman hands back to Cllr Pearce

## 9. Financial Matters:

- a) Internal Auditor – Cllr S Akerman

| Payee                        | Goods/Service                            | VAT      | Total Amount | Cheque No |
|------------------------------|--|----------|--------------|-----------|
| SPCA                         | Annual Fee                               | -        | £557.00      | 3452      |
| Gaming Potion                | Agreed Donation                          | -        | £500.00      | 3453      |
| Tailored Floors (Staffs) Ltd | Checkley Com Centre Floor (contribution) | £2400.00 | £14400.00    | 3454      |
| So Marketing                 | Website Annual Hosting & SSL             | £29.00   | £174.00      | 3455      |

|                  |                           |       |           |      |
|------------------|---------------------------|-------|-----------|------|
| Great Wood Hall  | Meeting Room Hire         | -     | £30.00    | 3456 |
| HMRC             | Repay of VAT over payment | -     | £1,218.53 | 3457 |
| EON              | High St Electricity       | £1.19 | £25.07    | 3458 |
| Zurich Muncipal  | Annual Parish Insurance   | -     | £1,624.33 | 3459 |
| Malcolm Price    | Litterpicking Hrs         | -     | £291.31   | 3460 |
| Steve Clarke     | Lengthsman Fee            | -     | £614.25   | 3461 |
| Siân Morgan-Owen | Clerk Fees                | -     | £735.75   | 3462 |
| Siân Morgan-Owen | Clerk Expenses            | -     | £39.19    | 3462 |

**Proposed: Cllr Wilkinson – Second: Cllr Hulme – All in favour**

**b) Copy of latest bank reconciliation and current account statement to be signed by Internal Auditor.**

Both latest bank reconciliation (all accounts), precept spend to date, GWH payments and earmarked funds will be in the Councillors meeting packs for their information.

**c) Review of Council Insurance Policy:** Copy of details passed to Councillors, proposal made to continue for the next year.

**Proposed: Cllr Flunder – Second: Cllr Wilkinson – All in favour**

**d) HMRC VAT Over Payment:** Clerk explained that HMRC paid twice last April & May for 2017/2018 VAT claim. Clerk has worked out 2018/19 VAT claim deducted this from what is owed and will include a cheque for the difference of £1,218.53.

**e) Policies New and Reviews:**

Standing Orders – still to brought in line with NALC model.

Financial Regulations – Reviewed

Code of Conduct – Reviewed and still in congruent with SMDC Monitoring Office

Social & Electronic Communication Policy – Instated

**Proposed: Cllr Hulme – Second: Cllr Akerman – All in favour**

**10. District Councillor's Announcements:** Cllr Pearce gave an overview regarding the refusal of a planning application in Winnothdale.

Cllr Trigger thanked everyone for their kind words and advised it had been a privilege to represent the ward at district level. He regrets not getting a resolution on the Travellers site and not being able to push back speculative development within the parish. All council agreed and thanks Cllr Trigger and Pearce for their dedication at district level.

**11. County Councillor's Announcements:** Nothing to Report

**12. Highways Issues (hedges, footpaths etc) –** If an issue needs reporting then Councillors must provide a full location address including postcode.

**a) Wall Issue:** Crack in garden wall of bungalow next to Great Wood Avenue footpath is dangerous. Clerk to report to SCC and Cllr Deaville (Pictures provided by Cllr Akeman).

**13. GWH Recommendations from Great Wood Working Group:**

Meeting scheduled 11<sup>th</sup> June 2019, 6.30pm.

**14. Checkley & Tean Sports Club Recommendations from Working Group:**

Clerk advised that neither clubs have paid. Clerk to come back to next meeting with a cost charged by other councils for recreational facility.

**15. Neighbourhood Plan Recommendation from Steering Group:**

Cllr Flunder gave an overview of issues with AECOM. Proposal he has drafted a letter and will get that to the clerk.

**Proposed: Cllr Wilkinson – Second: Cllr Hulme – 5 in favour, 2 abstain (see agenda item 3)**

**16. Community Events Team Recommendations from Working Group:**

Meeting arranged for 6<sup>th</sup> June 7pm. Cllr Hulme will pop and see The Venue prior to this meeting.

**17. Lengthsman's Brief:**

Nothing to report, tree cutting is next week.

Cllr Stubbs brought up that he would like to propose that the water tap at the cemetery is turned off beginning of October to end of March as there was a leak last winter and we need a sign.

**Proposed: Cllr Stubbs – Second: Cllr Flunder – 3 for, 3 against, 1 abstain**

**Amendment to Proposal:** Cllrs Wilkinson and Akerman feel that it should be end of October to beginning of March due to Mothers Day and a sign.

**Proposed: Cllr Wilkinson – Second: Cllr Akerman – 3 for, 3 against, 1 abstain**

**Chair has deciding vote and original proposal carried.**

Clerk to price up signage – Cemetery water will be switched off end of October to end of March.

**18. Annual Governance and Accountability Return 2018/19:**

Councillors were sent a copy of the complete return paperwork for their review prior to the meeting.

- a) 04.2019/18a – Clerk advised that Exercise of Public Rights notice will be posted this week and will start 3<sup>rd</sup> June 2019.

Clerk also recapped some of the issues raised in the last review. Asset box (9) has been restated but the clerk feels this box may be an ongoing issue with asset values changing. It was again brought to the Councils attention that the Council pays a number of self-employed contractors to undertake work in the parish including the clerk. The Council have been advised again that this is not in line with NALC or HMRC guidance. The Council are aware of this and proposed to continue with self-employed contractors.

**Proposed: Cllr P Wilkinson - Second: Cllr A Hulme – All in favour**

- b) 04.2019/18b - The clerk went through the Annual Governance Statement for 31st March 2019 and recommend YES to all with the exception of boxes 3 and 7 due to the self-employed contractors continuing to work for the parish. The councillors again disagreed and requested YES to all boxes as they feel they have taken reasonable steps to ensure proper practices and they have acted on matters raised previously.

Annual Governance Statement 2018/19 was therefore signed by the Chair Cllr C Pearce.

**Proposed: Cllr D Trigger - Second: Cllr Wilkinson – All in favour**

- c) 04.2019/18c – The clerk went through the Account Statements 2018/19.

Account Statements was then signed by the Chair Cllr C Pearce.

**Proposed: Cllr C Pearce (Chair) - Second: Cllr S Akerman (Vice Chair) – All in favour**

- d) 04.2019/18d – Clerk gave an overview on variances, earmarked reserves and Chair Cllr C Pearce signed the annual bank reconciliation for 2018/19.

**19. Recreational Ground Updates:**

- a) **CCTV Update** – Cllr Stubbs says all in hand.  
b) **Checkley Picnic Benches** – In Cllr McCormack absence moved to next agenda.

**20. Litterpicking Equipment:** Moved to next agenda.

**21. Co-option:** Clerk advised that council need to co-opt at the next meeting and gave a brief overview of process.

**22. Photography:** Clerk to contact photographer and asked them to come along to June 2019 meeting to photograph councillors for the website. Council agreed to £50 request.

**Proposed: Cllr Wilkinson - Second: Cllr Flunder – All in favour**

**23. Matters Pertaining to Issues in the Parish or for the Next Meeting (21<sup>st</sup> May 2019):**

- Cllr Pearce                      Costs of a 'Chain of Office'.  
   Pavement Parking  
   Planning Coordinator

**Meeting was closed 21.42**

|  |            |
|--|------------|
| I hereby state this is a correct account of the monthly meeting held by Checkley Parish Council. |            |
| Signed: (Chair)  | Councillor |
| Date:  |            |
|  |            |