

Shirley Parish Council

DRAFT 2/06

Minutes of Meeting held In the Community Space of St Michael's Church, Shirley

on 31 May 2016 at 7.30pm

Present

Councillors: A Baker, I Crabtree (Chair), A Taylor, S Walker

Acting Clerk: Cllr H Tyler

Parishioners: 5

16/27 Apologies for absence

County Cllr S Bull, District Cllr A Shirley, PCSO Jo Dales

16/28 Public Participation

1. A parishioner advised the meeting the Defibrillator had been installed in the Telephone Box. A total of £1200 had been raised. Purchase price of Defibrillator and keyed container was £1095. The balance of £105 would be handed over to the Parish Council who had now assumed the responsibility of maintaining the equipment.

Action: Clerk to write letter of thanks to all donors.

2. Speeding on Park Lane. A parishioner reported he had received letter from the PC requesting SS&SA to approach Sports Field users to be more careful whilst driving on Park Lane. An SS&SA rep would speak to the teams concerned.

3. A parishioner requested that frequency of PC meetings would remain at 6 per year. Matter would be discussed later in the meeting.

4. A request was made to increase the frequency of churchyard mowings due to the speed the grass was growing. The Chair said there was no additional money in the budget. Matter would be discussed later in the meeting.

16/29 Declaration of Member's Interests

None

16/30 Approval of the Minutes of 14 March 2016

There were no amendments. The proposal to approve the minutes was made by A Taylor and seconded by S Walker and carried unanimously.

16/31 Appointment of Acting Clerk/RFO

In order for Annual Governance & Accounting Statement to be signed at this meeting DALC had advised that an Acting Clerk/RFO be appointed. The motion to appoint H Tyler to act as Clerk/RFO was proposed by A Baker and seconded by A Taylor and carried unanimously.

16/32 Acting RFO's report.

Copies of the General & Burial Accounts for the year ending 31 March 2016 were circulated.

1. A proposal to approve the Annual Governance Statement 2015/16 was made by A Taylor and seconded by S Walker and carried unanimously. The Form was duly signed by the Chairman and acting Clerk.

2. A proposal to approve the Accounting Statement 2015/16 was made by S Walker and seconded by A Baker and carried unanimously. The Form was duly signed by The acting RFO and the Chairman.
3. The internal audit report was presented and signed by the internal auditor Mr K Alsop
- Matters arising.
- a. RFO had discontinued the traditional ledger books and maintains the records electronically. It was noted that a back-up system needs to be put in place. Ideally this needs to be held in a separate location and be accessible to members of the PC. **Action** To be discussed with Bill Ellis the Clerk.
 - b. A transfer of £500 from the Burial to the General A/C was not minuted. The reason was to cover a possible shortfall of funds in the general A/C. **Action** future transfers must be minuted.
 - c. Burial fees totalling £135 were incorrectly credited to General Fund. **Action** £135 to be returned to the Burial Fund.
 - d. A credit of £80 in the Burial A/C has no supporting documents. **Action** A Taylor and H Tyler to meet and review the Burial Documentation procedures and resolve the £80 issue.
 - e. The Web hosting invoice from Lythgo for £310 was over paid by .06p. The bill included a £10 cheque payment charge. **Action** The overpayment be corrected and a method of payment to Lythgo avoiding the £10 charge to be found. The Clerk to suggest alternative.
 - f. Insurance policy documents found. Payment of £211.65 is correct
 - g. DALC Internal Audit check list.
 - (1) Risk Assessment. Assessments had been carried out for 'Clean for the Queen' and Burial Ground during the year but not correctly recorded. **Action** Risk Assessment to be carried out this financial year.
 - (2) Section 137 of The Local Government Act 1972. Acting RFO said that after reviewing payments made over the past 3 years only one had been made under Section 137. Essentially such payments are only those made as a result of applications from 'groups' seeking help to fund activities benefitting parishioners. Anyone wishing to see the details may access them at www.nalc.gov.uk under Legal Topic Note LTN31
 - h. No contract is in place for the Clerk or RFO as required by DALC and legislation. S Walker has prepared a contract, which requires 'tweaking'. **Action** S Walker and H Tyler to meet and complete contract(s?) for approval by the PC.
 - i. The internal auditor noted that after adjustments and payments the balances on hand, before receipt of the 2016 precept, would be for General A/C £825 and Burial A/C 797. Clerk's salary/expenses had still to be paid. To be discussed under 16/34.
 - j. VAT repayment noted. There is a Minimum claim amount of £100 and 3 year invoice validity. No action required.

16/33

Acting Clerk's Report

1. Speeding complaint on Park Lane received. Action at 16/28/2
2. Letter from Digital Derbyshire received outlining how to assess high speed broadband. Go to: <https://www.btwholesale.com/includes/adsl/main.html> and follow instructions to find whether you will be able to receive this service.
3. PC Insurance. Present insurance contract has run out and this year's renewal bill is £218.

If we take out a new 3 year contract the cost will be reduced to £209 per year. A proposal to sign a 3 year contract was proposed by A Taylor and seconded by A Baker and carried unanimously. **Action.** Contract to be signed and premium paid by RFO.

4. Message received from Mr Andrew Heath, the owner of The Old Thatched Cottage on Mill Lane, apologising to residents for any inconvenience caused by the building programme due to end approximately October 2107. He has offered to make a contribution to the village as a way of compensating for the inconvenience. He has been contacted and thanked for his message. **Action** Acting Clerk to write letter of thanks with suggestions as to the project he might wish to support.

5. Letter received from Nikita Murray, Derbyshire Constabulary Corporate Communications, asking that parishioners be informed of the annual Ashbourne Neighbourhood Policing Governance meeting due to take place at 10.30 am on Thur 9 June 2016 in the Town Hall, Ashbourne. The new Police & Crime Commissioner, Hardyal Dhindsa will be present. Those unable to attend but wishing to raise issues may call 101 or email details to www.derbyshirepolice.uk/Contact-Us

16/34

Authorisation of payments

£120 C Smith Churchyard mowing

£60 a 50% reimbursement to PCC for gravestone repair see minute 16/11

£2500 grant to Community Space

£250 grant to Shirley Sports & Social Association

£50.76 Clerk's expenses Jul 15- Mar 16 inclusive

The above payments were unanimously authorised

£1007 Clerk's salary Jul 15-Mar 16 inclusive.

The precept allowed £700 which means we require an additional £307. It was noted that within the 16/17 precept there are 2 items which might be used to help towards the shortfall. One for External Audit of £120, which will not be needed as our total expenditure will not incur an audit fee, and one for £120 for reserves, which could be utilised. This leaves an amount of £67, which we could find from existing funds.

After a discussion it was decided that the full salary should be paid. Proposed by A Baker and seconded by S Walker and agreed unanimously.

In order to avoid future over expenditure it was agreed that the Clerk's contract must stipulate that he should regularly report the hours he has worked and he must seek authority from the PC to incur expenditure over the amount budgeted in the precept.

16/35

Risk Assessment

The Chairman informed the meeting that Mrs Ruth Crabtree had agreed to carry out the risk Assessment for 2016/17. It was noted that the assessment must include finance in addition to the facilities for which the PC is responsible i.e. Burial Ground, Telephone Box & Defibrillator.

16/36

Burial Ground fees review

Last review was in Sept 2014. The proposal to increase all fees by 20% with immediate effect was made by A Baker and seconded by A Taylor and carried unanimously.

Action Website fees to be altered and new notices to be placed on the Notice Boards

16/37 **Burial Ground wall repairs**

It was agreed that DDDC be approached and their advice sought on what work was required. Depending on their response 3 quotations are sought for the repair of the boundary walls. Consideration is given to offering voluntary help to the successful contractor for the raking out of old mortar in order to reduce the cost.

16/38 **Mowing of the Churchyard**

After discussion it was agreed that no further money would be found on top of the money in the precept. In order to increase the number of mowings it was necessary to reduce the area mown. Selected areas will be left unmown most of the year. These areas will be carefully managed to allow local flora and fauna to establish. Mown pathways will allow access through these areas. This will enhance the churchyard and save money. I Crabtree and A Taylor would inspect the churchyard with C Smith and decide the areas to be mown.

16/39 **Policy on PC Meeting frequency**

After discussion it was agreed by a majority decision that quarterly meetings would be sufficient. Urgent PC business can always be conducted at an extraordinary meeting. This would be on a trial basis and reviewed at the next AGM. The proposal was made by A Baker and seconded by S Walker.

A Taylor voted against the motion

16/40 **Date of next Meeting**

Monday 5 September 2016 at 7.30 pm

Monday 12 December 2016 at 7.30 pm at which the precept must be set

Monday 13 March 2017 at 7.30 pm

Monday 8 May 2017 at 7.30 pm followed by the general meeting

There being no further business the meeting closed at 9.24pm.