

# CARLTON LE MOORLAND PARISH COUNCIL

## Minutes of the Annual General Meeting of the Parish Council held on Wednesday 8<sup>th</sup> May 2019 in the Village Hall, Norton Disney

Minute		Action
	<p>The parishioners were welcomed to the Annual General meeting of the Parish Council.</p> <p><b><u>PUBLIC TIME</u></b></p> <p>There were no questions from the public in attendance.</p> <p><b>THE COUNCIL THEN MOVED INTO FORMAL SESSION</b></p>	

# CARLTON LE MOORLAND PARISH COUNCIL

8<sup>th</sup> May 2019

Minute		Action
20/8/19	<p><b><u>PRESENT AT THE MEETING</u></b>                      Cllrs. J. Hutchinson, J. Clarke, A. Sceeny, R. Garlant, District Cllr. Chris Spray, five members of the public and the Clerk.</p>	
21/8/19	<p><b><u>APOLOGIES FOR ABSENCE</u></b>                      There were apologies from Cllr. E. Surphlis which were accepted by the members.</p>	
22/8/19	<p><b><u>ELECTION TO COUNCIL POSITIONS</u></b>                      1.1 <u>Election of Chairman</u>                      Cllr. J. Hutchinson was nominated by Cllr. A. Sceeny and Cllr J. Clarke and agreed to act as Chairman for the forthcoming year.                      1.2 <u>Election of Vice -Chairman</u>                      Cllr. R. Garlant was nominated by Cllr. J. Hutchinson and Cllr. J. Clarke and agreed to act as Vice-Chairman for the forthcoming year.</p>	
23/8/19	<p><b><u>DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND OUTLINED IN THE COUNCILS CODE OF CONDUCT</u></b>                      The following declarations were made: - Cllr. J. Hutchinson declared an interest at item 8 – Pond and surrounding area and item 10 – Allotments, Cllr. Clarke declared an interest at item 10 – Allotments and Cllr. A. Sceeny declared an interest at items 7 – Village Hall and item 10 – Allotments.</p>	
24/8/19	<p><b><u>CONSIDERATION OF ITEMS FOR DISCUSSION IN CLOSED SESSION</u></b>                      It was resolved that the following items would be discussed in closed session: Item 7.3.1 Village Hall – Cleaning and to consider this item under Standing Order 11 (b).</p>	
25/8/19	<p><b><u>TO APPROVE THE NOTES OF THE PREVIOUS MEETINGS</u></b>                      The minutes of the last parish council meeting on 10<sup>th</sup> April 2019 were proposed by Cllr. Garlant seconded by Cllr. Clarke, and agreed by the members to be a true record.</p>	
26/8/19	<p><b><u>MATTERS ARISING FROM THE MINUTES</u></b>                      Item 17/5/19 i) Cluster Meeting – unfortunately no one was able to attend but a report was sent to the clerk.</p>	
27/8/19	<p><b><u>ACCEPTANCE OF OFFICE AND CO-OPTION OF NEW MEMBERS</u></b>                      All councillors present completed and signed the acceptance of office forms. As a result of advertising for the two councillor vacancies, one applicant applied. It was proposed by Cllr. Clarke seconded by Cllr. Sceeny and agreed by the members to co-opt Mr Fred Jacques to the council. The clerk would notify Mr Jacques and ensure that the documentation was forwarded and completed. A further advert would be placed on the noticeboard for the remaining vacancy plus an item in the newsletter.</p>	
28/8/19	<p><b><u>VILLAGE HALL DEVELOPMENT AND OTHER MATTERS</u></b>                      i) <u>Funding</u>                      Cllr. Sceeny confirmed that following delays, the first grant funding payment would be made within the next 7 days. All claims had to be submitted to WREN by the end of May 2019 for payment by the end of June. Cllr. Clarke was awaiting invoice documentation from Carmalor in respect of the WREN items so that this could be submitted as part of the claim. The grant officer for WREN had indicated that they could pay the contractor directly within the terms of the contract – however this would need to be investigated further in respect of re-claiming the VAT. There was a discussion by members regarding the possibility of seeking a loan if required.</p>	

# CARLTON LE MOORLAND PARISH COUNCIL

8<sup>th</sup> May 2019

Minute		Action
28/9/19	<p><b><u>VILLAGE HALL DEVELOPMENT AND OTHER MATTERS (Continued)</u></b></p> <p>ii) <u>Development information</u></p> <p>a) Cllr. Clarke indicated that the hand-over date would be on 15<sup>th</sup> May 2019 after the 'snagging list' had been completed. At this time we would receive a certificate from the architect, and utility meter readings would be taken. A visit from the Lottery Officers would take place on 22<sup>nd</sup> May and it was agreed that the hall would be opened to hirers from 1<sup>st</sup> June.</p> <p>b) The Working Group had continued to meet to finalise internal aspects of the hall and equipment requirements. Orders had been placed with items being delivered from 20<sup>th</sup> May.</p> <p>c) The clerk gave a report of the accounts relating to the development project for which a request for capital funding would be issued. We were awaiting the final valuation from the contractor and once received on 17<sup>th</sup> May the claim would be sent to the Lottery. The members agreed that all accounts should be paid. See minute: 38/11/19 (3) Payment of accounts</p> <p>iii) <u>Other Village Hall Matters</u></p> <p>a) Hire Arrangements – a notice identifying responsible persons for hirers to contact would be placed at the hall. All councillors, clerk and bookings clerk would be included on the notice.</p> <p>b) Hall Opening – there would be a residents' Open Day at the hall on Saturday 1<sup>st</sup> June from 11am to 4pm. A meeting of the fundraising group would take place on 15<sup>th</sup> May to agree the organisation of the open day. It was agreed that the fundraising group would be invited in the evening of 31<sup>st</sup> May to see the hall ahead of the open day – a glass of wine and nibbles would be provided.</p> <p>c) Other items - Newsletter – this would be a special issue about the Village Hall and would be printed and delivered ahead of the open day. Village Hall Lights – there had been a number of comments from neighbours regarding the excessive brightness of the outside lights. The lights had been switched off while alternative options to deal with the intensity of the lights was being looked into.</p>	JH
	<p><b>THE COUNCIL'S FORMAL SESSION WAS HALTED TO RECEIVE A REPORT FROM CLLR OVERTON</b></p> <p>Cllr. Overton reported that on the recent elections which had resulted in an increased number of Independent councillors, in particular in our ward. Using 'Fix My Street' to report highways faults was effective and information on the European Elections was provided.</p> <p><b>THE COUNCIL MEETING RETURNED TO FORMAL SESSION</b></p>	
29/9/19	<p><b><u>POND AND SURROUNDING AREA</u></b></p> <p>There was a discussion on the management of the Sands Area and Cllr. Hutchinson would find the plan relating to this which was undertaken during the 1990's.</p>	
30/9/19	<p><b><u>PLAYING FIELD</u></b></p> <p>There was nothing to report.</p>	
31/9/19	<p><b><u>ALLOTMENTS</u></b></p> <p>Cllr. Hutchinson would look at the Wheatley Lane allotment 9 with a view to strimming it as it was overgrown.</p>	JH

# CARLTON LE MOORLAND PARISH COUNCIL

8<sup>th</sup> May 2019

Minute		Action																																
32/10/19	<b><u>HIGHWAYS AND FOOTWAYS</u></b> There was nothing to report on this matter.																																	
33/10/19	<b><u>GRASS CUTTING AND MOLE WORK</u></b> There was nothing to report on this matter.																																	
34/10/19	<b><u>COUNCILLOR RESPONSIBILITIES</u></b> It was agreed by members that this item would be discussed at the next meeting.																																	
35/10/19	<b><u>NEWSLETTER</u></b> This had been discussed previously.																																	
36/10/19	<b><u>PLANNING</u></b> 19/0539/RESM Land Adjacent To Carholme 27 High Street – this had been circulated to councillors for their comments. These would be collated and forwarded to NKDC planning.																																	
37/10/19	<b><u>CORRESPONDENCE</u></b> All correspondence had been circulated to all councillors.																																	
38/10/19	<p><b><u>FINANCE</u></b></p> <p>1. <u>Audit of Accounts – 2018-19</u> The internal audit had not been completed at the time of the meeting. The documentation was circulated to councillors and would be approved at the next meeting.</p> <p>2. <u>Finance Report and Bank Reconciliation May 2019</u> The Income and Expenditure Accounts had been circulated and the Finance report summary presented was accepted. The balances on the accounts at 1<sup>st</sup> May 2019 were as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Treasurer's Account</td> <td style="text-align: right;">£1,690.27</td> </tr> <tr> <td>Village Hall Account</td> <td style="text-align: right;">£6,764.20</td> </tr> <tr> <td>Village Hall Development Fund</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>Village Hall Development Treasurer's Account</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>Savings Account</td> <td style="text-align: right;">£42,973.84</td> </tr> <tr> <td>Defibrillator Fund</td> <td style="text-align: right;">£1,617.61</td> </tr> <tr> <td>Lottery Account – Village Hall Development</td> <td style="text-align: right;">£1.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>£53,046.92</b></td> </tr> </tbody> </table> <p>3. <u>Payment of Accounts</u> The following accounts were noted for approval at the meeting: -</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Allied Westminster Insurance – Village Hall</td> <td style="text-align: right;">£686.83</td> </tr> <tr> <td>Clerk's Admin Expenses – April 2019</td> <td style="text-align: right;">£27.94</td> </tr> <tr> <td>C. B Grounds Maintenance – April 2019</td> <td style="text-align: right;">£103.44</td> </tr> <tr> <td>M. Harwood – Handyperson April 2019</td> <td style="text-align: right;">£30.00</td> </tr> <tr> <td>Amazon.co.uk – Black Ink Cartridge for printer</td> <td style="text-align: right;">£23.73</td> </tr> <tr> <td>Norton Disney Village Hall – Hall Hire</td> <td style="text-align: right;">£16.00</td> </tr> <tr> <td>Came &amp; Company Insurance – General Parish</td> <td style="text-align: right;">£1084.68</td> </tr> <tr> <td>Clerk's Salary</td> <td style="text-align: right;">£280.08</td> </tr> </tbody> </table>	Treasurer's Account	£1,690.27	Village Hall Account	£6,764.20	Village Hall Development Fund	£0.00	Village Hall Development Treasurer's Account	£0.00	Savings Account	£42,973.84	Defibrillator Fund	£1,617.61	Lottery Account – Village Hall Development	£1.00	<b>TOTAL</b>	<b>£53,046.92</b>	Allied Westminster Insurance – Village Hall	£686.83	Clerk's Admin Expenses – April 2019	£27.94	C. B Grounds Maintenance – April 2019	£103.44	M. Harwood – Handyperson April 2019	£30.00	Amazon.co.uk – Black Ink Cartridge for printer	£23.73	Norton Disney Village Hall – Hall Hire	£16.00	Came & Company Insurance – General Parish	£1084.68	Clerk's Salary	£280.08	
Treasurer's Account	£1,690.27																																	
Village Hall Account	£6,764.20																																	
Village Hall Development Fund	£0.00																																	
Village Hall Development Treasurer's Account	£0.00																																	
Savings Account	£42,973.84																																	
Defibrillator Fund	£1,617.61																																	
Lottery Account – Village Hall Development	£1.00																																	
<b>TOTAL</b>	<b>£53,046.92</b>																																	
Allied Westminster Insurance – Village Hall	£686.83																																	
Clerk's Admin Expenses – April 2019	£27.94																																	
C. B Grounds Maintenance – April 2019	£103.44																																	
M. Harwood – Handyperson April 2019	£30.00																																	
Amazon.co.uk – Black Ink Cartridge for printer	£23.73																																	
Norton Disney Village Hall – Hall Hire	£16.00																																	
Came & Company Insurance – General Parish	£1084.68																																	
Clerk's Salary	£280.08																																	

# CARLTON LE MOORLAND PARISH COUNCIL

8<sup>th</sup> May 2019

Minute		Action												
38/11/19	<p>3. <u>Payment of Accounts (Continued)</u>                      The following accounts relating to the Village Hall Development were approved for payment after the capital funding had been claimed and received:</p> <table border="1" style="margin-left: 40px;"> <tbody> <tr> <td>Spotted Penguin Office Co – 100 Chairs</td> <td style="text-align: right;">£3,780.80</td> </tr> <tr> <td>Nisbets – Banquet Chair Trolleys</td> <td style="text-align: right;">£295.17</td> </tr> <tr> <td>Gopak – Tables</td> <td style="text-align: right;">£638.54</td> </tr> <tr> <td>AJ Products – Round Tables</td> <td style="text-align: right;">£2,788.80</td> </tr> <tr> <td>Evolution Design – Fees for Project Management</td> <td style="text-align: right;">£1,654.79</td> </tr> <tr> <td>Carmalor Construction – Valuation</td> <td style="text-align: right;">£89,890.78</td> </tr> </tbody> </table> <p>Cllr. Garland audited and signed the bank statements which agreed with the balances on the Finance report summary.                      The Finance statements and payments were proposed by Cllr. Sceeny seconded by Cllr. Clarke and agreed by all the Council.</p>	Spotted Penguin Office Co – 100 Chairs	£3,780.80	Nisbets – Banquet Chair Trolleys	£295.17	Gopak – Tables	£638.54	AJ Products – Round Tables	£2,788.80	Evolution Design – Fees for Project Management	£1,654.79	Carmalor Construction – Valuation	£89,890.78	
Spotted Penguin Office Co – 100 Chairs	£3,780.80													
Nisbets – Banquet Chair Trolleys	£295.17													
Gopak – Tables	£638.54													
AJ Products – Round Tables	£2,788.80													
Evolution Design – Fees for Project Management	£1,654.79													
Carmalor Construction – Valuation	£89,890.78													
39/11/19	<p><b><u>ANY OTHER BUSINESS</u></b>                      The Chairman reported that a parishioner had offered a map for display in the hall. The members decided not to accept the map.</p>													
40/11/19	<p><b><u>DATE AND TIME OF THE NEXT MEETING</u></b>                      The next Parish Council meeting would take place on Wednesday 12th June 2019 to be held at the Village Hall in Carlton Le Moorland.                      The meeting closed at 9.05pm.</p>													