

# Shilbottle Parish Council

Minutes of the meeting held on

**Wednesday 4 July 2018 at 7.00 p.m.**

In the Haven meeting room, Shilbottle

## Present

T.W.Scott – Chair, Councillors Burns, Elliott, Councillors Mrs Haddow, Hood, Lewis, Robertson and Robson

Apologies County Councillor Thorne.

## Public Speaking

Two members of the Public were in attendance asking questions with regard planning, siting of signage and extra notice boards. The Council would await planning applications and further information on notice boards. Proposed signage renewal is in Warkworth Parish and therefore not under jurisdiction of this Council.

The Chairman thanked the two members of the Public who attended and opened the Council meeting.

The Chairman notified Councillors that since the last meeting Councillor Mrs May Mills had sadly died. He asked for a short silence for Councillors to reflect on her commitment to the Community.

- Minutes of the last meeting held on 6 June 2018.
- Matters arising for discussion – all listed as Agenda items
- Correspondence
  - ⊕ NCC planning. – Refusal for building at Church Lea. This had been wrongly listed on the Agenda as refusal at Greenacres. Clerk would amend.
  - ⊕ Margaret Weaver re signposting. This was discussed in Public speaking time. The Council had answered Mrs. Weaver's queries and wished her success.
  - ⊕ Chris Lendrun had spoken to Mrs Haddow with regard Remembrance Sunday. The Council would discuss the format of the Civic Ceremony at their next meeting. In the mean-time Mrs Haddow would contact Mr. Lendrun with the possibility of a meeting.
  - ⊕ The Chair had received a letter from Don Aitchison, The Haven, Shilbottle expressing his interest in joining the Parish Council. This he read to all Councillors and it was unanimously agreed to co-opt Mr. Aitchison.
  - ⊕ Three Councillors had informed the Chair that they were writing to him, but had subsequently withdrawn their motion, prior to the meeting.

- Emails re notice boards in the village had been covered in Public speaking. The Council would await further information on the subject.
- Emails had been received from Mike Topping stonemason re erection of monuments for Evelyn Straker and Claud Pattinson. These had been passed by the Chair of the Council and the Vice Chair.
- Mike Evens Play Ground Inspection notes would be considered by Councillor Mrs Hood and reports made to the Council. In the case of dangerous equipment Mrs Hood would liaise with the Chair and Vice Chair.
- Following last month's Council meeting, Councillor Mrs Haddow wrote to Mr. Parnaby. Head Teacher, Shilbottle Primary about vandalism in the Play Park. He gave his full support to the Council and wrote to all parents.

- **Finance: The following accounts were presented for approval**

**July invoices**

- Daniel Metcalf wages/cemetery fees £596.30
- Greensite Services £255.43
- Mike Evens £110.00
- Mrs Haddow – Parish expenses – stamps £16.08

August Re-current Invoices

- Daniel Metcalf wages/cemetery fees £566.30
- Greensite Services £255.43
- Mike Evens £110.00

**Finances approved by Chair and Vice Chair following last meeting**

Zurich Insurance	£397.10
Community Hall	£40.00
Greensite Services – caretaking	£450.00
Arvato	£29.30
 INCOME – CEMETERY FEES	 £230.00

- **Audit statement**

The pre -audit statement was presented to Councillors and approved unanimously. The audit statement has been on display in the notice board. Once the statutory period is complete all relevant materials will be sent to internal accountant and subsequently to external Auditor.

- **Planning** for the month were submitted for inspection and comment.

Plans were received for 20 Grange Road - an extension to closure date was requested. Councillor Burns had looked at the plans and all seemed in accordance with guidance. The Council had no objections.

Land at Church Lea - Permission refused.

- **Co-option of Parish Councillor**

Councillors elected a new Councillor, Mr. Don Aitchison unanimously.

A new Notice of vacancy due to death of Councillor Mrs Mills would be displayed in the Notice Board with closing date and details of procedure.

### **Councillor Training**

To confirm date of 26 September for training session.

- **Vandalism/Inappropriate behaviour in Play areas**

Councillor Mrs Hood gave a report on obscene graffiti and the removal of Basket Swing. She would contact Mike Evens again over any outstanding issue once she had received his July report.

- **Feedback from Finance Committee** - Councillors Mrs Haddow, Lewis, Burns, Elliott and Councillor Scott. The Internal Auditors ( Greaves Grindle ) were preparing all the accounts for external audit. The Clerk would liaise with Accountants when any/if there were any issues to clarify.

The Finance Committee had approved the purchase of wreath and card for Councillor Mrs Mills who died after a short illness. However, the family wishes were for flowers from close relatives. It was therefore agreed after consulting her family to plant a dwarf magnolia tree in the Memorial Garden in her honour.

The question of extra notice boards was discussed following comments from the Public. The Council would consider siting these if cost and maintenance were the responsibility of those making the suggestion.

The Council asked for further information and to assess the cost to the Council.

- **Feedback on Welfare issues –** Councillors Burns and Mrs Haddow  
There were no issues at present. Litter and maintenance of Play Park seem under control at present.  
**Feedback on play areas -** Councillors Mrs Hood and Mrs Robson  
Mike Evans' discussions with Mrs Hood and Mrs Robson about inspections and essential work. The monthly report will be discussed and handed to Finance Committee.
- **Liaison with NCC** Councillor Mrs Haddow had continued to liaise with County Councillor Thorne. We are trying to progress bus shelter and path in Welfare. There will be a report at next meeting.
- **Update on involvement with police** - Councillor Mrs Robson agreed to fulfil this role until Councillor Mrs Mills returned.
- **Cemetery Records** - Councillors Burns, Elliott, Haddow, Hood, Lewis and Scott Councillors are at last breaking the back of these records. The hours spent co-ordinating years of records has been rewarding, but at times very frustrating. We will complete by the end of the year and have comprehensive and easily accessible records.  
Councillors Scott and Haddow have visited the cemeteries several times in recent weeks and will give a report at next meeting.
- **Bus Shelters** Councillor Mrs Robertson  
There is no development to date.
- **Dog Fouling / Litter** Still an issue, but with only one Dog Warden for County we are not making much progress. It was suggested we ask County for input.
- **WEBSITE**  
The Council have rejoined NALC and once a Committee has been appointed we will open a page on their website.

Additional Agenda items: Notified to Clerk or heard at the discretion of the Chair.

### **Councillor Training**

Councillors were asked to agree a date for training in September so that all Councillors can either be inducted or complete a refresher Course. It was agreed Mrs. Haddow contact NALC. To confirm 26 September 2018

The meeting ended at 8.20 p.m.

**THERE IS NO MEETING IN AUGUST. DATE of next meeting is Wednesday 5 September in The Haven at 7.00 p.m.**