

LEIGHTON & EATON CONSTANTINE PARISH COUNCIL

Tuesday 3rd May 2015 at Eaton Constantine Village Hall

MINUTES

1. **Election of Chairman:** Councillor S Jones was proposed by Councillor J Hayter; seconded by Councillor E Parton and agreed by all members present.
2. **Declaration of Acceptance of Office:** This was signed by Councillor S Jones who then chaired the meeting.
3. **Election of Vice-Chairman:** Councillor J Hayter was proposed by Councillor S Jones; seconded by Councillor E Parton and agreed by all members present.
4. **Present;** Councillor S Jones- Chairman ; Councillor J Hayter – Vice-Chairman ; Councillor E Parton ; Councillor P Brewer ; Councillor R Harper
Apologies were received from Councillor M Corrie and Councillor G Godwin. These were approved by the Council.
5. **Declarations of any Disclosable Pecuniary Interests** There were none at this point
6. **REPORTS** from Shropshire Cllr &/or others
7. **To confirm the minutes of parish council meeting on 10th March 2015 & 12th April 2016;** It was agreed that these were a True & Accurate record of the meetings; Proposed by Councillor E Parton; seconded by Councillor R Harper and agreed by all members present.
8. **MATTERS ARISING FROM THOSE MINUTES**
9. **TO NOTE REPORT OF PUBLIC CONSULTATION MEETING ON 14TH APRIL 2015**
10. **To Review/Amend and adopt:**
 - (i) **The Council's Standing Orders:** It was agreed to adopt these proposed by Councillor P Brewer; seconded by Councillor J Hayter and agreed by all members present.
 - (ii) **Financial Regulations** It was agreed to adopt these proposed by Councillor P Brewer ; seconded by Councillor J Hayter and agreed by all members present
 - (iii) **FOI Publication Scheme** It was agreed to adopt these proposed by Councillor P Brewer; seconded by Councillor J Hayter and agreed by all members present.
 - (iv) **Complaints Policy** It was agreed to adopt these proposed by Councillor P Brewer; seconded by Councillor J Hayter and agreed by all members present
 - (v) **Grant Awarding Policy** It was agreed to adopt these proposed by Councillor P Brewer; seconded by Councillor J Hayter and agreed by all members present
 - (vi) Delegates to groups;
 - Wrekin Forest Trust Partnership;(WFTP) This would be councillor J Hayter
 - Area of Outstanding Natural Beauty (AONB); This would be Councillor J Hayter
 - Local Joint Committee; (LJC); This would be Councillor S Jones
11. **Assets Register.** After discussion it was agreed that the clerk would remove the External hard drive and the 2 obsolete Notice Boards from the register and the clerk would bring the amended Asset Register back to the July meeting for agreement.
12. **Risk Assessment Policy:** After discussion it was agreed to accept and adopt this for another year. Proposed By Councillor S Jones; seconded by Councillor E Parton and agreed by all members present. This was signed in the presence of the members by the Chairman
13. **Insurance Policy:** The Parish Council is tied into a three year contract with Came & Co. It was agreed to continue with the present arrangement; Proposed by Councillor R Harper; seconded by Councillor E Parton and agreed by all members present.
14. **To agree meeting dates for 2015/16 council year:** It was agreed to continue with holding the meetings on the First Tuesday of alternate months for the coming year.5th July2016:6th September 2016:1st November 1st 2016: 3rd January 2017; 7th March 2017; 2nd May 2017.
15. **PLANNING MATTERS**
 - (a) **Planning applications for consideration**
 - 16/00945/FUL; Garmston House; The Rudge, Leighton.SY5 6RL; Application withdrawn
 - 16/01052/FUL; Old Stable; White House Farm Barns, Leighton- No comments application past the consultation period date.

Leighton & Eaton Constantine
Minutes May 2016
L Pardoe
Clerk & RFO
Lecparishcouncil @gmail.com

Signed.....

Dated Tuesday 5th July 2016

16. HIGHWAYS MATTERS

There was nothing to report.

17. FINANCIAL MATTERS

- a) To agree and sign the end of year accounts, internal auditor's report, end of year bank reconciliation and budget report ; It was agreed to agree and sign the end of year accounts, Internal Auditors report and end of year bank reconciliation account.; proposed by Councillor S Jones; seconded by Councillor E Parton and agreed by all members present.
- b) To approve invoices for payment: It was agreed to pay the accounts as presented by the clerk for payment. It was agreed not to pay the invoice for the website to the former clerk until she had completed setting the website up. proposed by Councillor S Jones; seconded by Councillor E Parton and agreed by all members present

chq no	Payee	details	amount
610	SALC	Training	20.00
611	SALC	Affiliation fees	142.13
612	Came & Co	Insurance	164.25
613	SDH Accounting	Internal Audit	83.00
614	HMRC	PAYE April	37.40
615	R Turner	Salary & Exp	218.36
		Total for month	665.14

- c) To note payment received: It was noted that the precept notification had been received from Shropshire Council. However until the new clerk has amended the details for the statements at the bank it could not be verified that the money was in the account.
- d) The Balance at the Bank was Treasurers Account £ 7,174.13 pence; Instant Access Account £ 872.97 pence. Totalling £8,047.10 pence.
- e) The clerk asked if members were happy for her to have on line access to the bank accounts. It was agreed that she should have on line access to the Banking and also to put Councillor J Hayter on as a new signatory. Proposed by Councillor E Parton; seconded by Councillor P Brewer and agreed by all members present.

18. CORRESPONDENCE

This was noted

19. PARISH MATTERS

Councillor J Hayter reported that she had been approached by a few concerned residents about the recent cycle runs through the village. The cycle races are becoming quite large and cyclists are riding abreast through the village. There is also concern over their parking cars on the verges by the crossroads on the B4380 outside Eaton Constantine and not on the layby on the road. There has been no notification of these cycle events to the village. *Clerk to contact Shropshire Council and see what if anything we can do about this.*

- 20.** It was agreed that the next meeting would be held on Tuesday 5th July at Eaton Constantine Village Hall starting at 7.30pm.
- 21.** The Chairman thanked all for attending and closed the meeting at 9.30pm.