

Wolverton Parish Council
Minutes of AGM on 25 May 2016 at 6.30pm
Venue: Wolverton Church Hall

1. **Present and apologies** Cllrs Stone, Payne, Rowley; Easterbrook and Tunbridge; clerk; and Mr Anthony, as chair of the Action Group.
Apologies from CC Horner and DC Richards
2. **Election of chair and vice chair.** Cllr Easterbrook proposed Cllr Stone as chair, seconded by Cllr Payne. Cllr Payne proposed Cllr Easterbrook as vice chair, seconded by Cllr Stone.
3. **Disclosure of interests** – none.
4. **Minutes.** The meeting agreed the minutes from 9th March 2016 as an accurate record. The minutes were signed by Cllr Stone.
5. **Clerking arrangements.** The clerk confirmed this would be her final meeting. Councillors expressed their appreciation for her contribution over the last few years. *Cllr Stone to place the clerk advert in the parish magazine.*
6. **Matters arising**
 - a. **WPC website and email addresses** - Cllr Tunbridge reported that other parish councils had indicated they were satisfied with the service given by Hugo Fox and the meeting agreed to proceed. Cllr Easterbrook indicated that Mrs Easterbrook would be happy to assist Cllr Tunbridge, if required. *Cllr Tunbridge undertook to effect the change in service provider by the July meeting.*
 - b. **Councillor training** – Cllr Easterbrook provided feedback on the induction course he had attended. He will attend three further training / induction sessions.
 - c. **Councillor vacancy.** Cllr Payne resigned from the Council, given his intended move from the parish, with effect from the closure of today's Annual Parish Meeting. Cllr Stone thanked him for his great contribution to WPC, especially in his position as vice chair and during Cllr Stone's recent absence. *Notification to be publicised using standard form.*
 - d. **Lengthsman Scheme** Cllr Easterbrook reported that, whilst awaiting further information and a possible meeting with WPC, initial enquiries suggest no obvious benefit for this council in joining the scheme.
 - e. **Bench at crossroads.** Cllr Payne reported that three quotes had been received for mending the bench, in the region of £92 to £192 plus VAT. The bench is currently a potential health and safety hazard, Cllr Stone

proposed commissioning the repairs ahead of the next meeting, seconded by Cllr Payne, *who will progress the matter, based on the lowest quote.*

7. Review of Standing Orders. No changes proposed. *Cllr Stone to provide Cllr Easterbrook with a copy of the Standing Orders.*

8. Parish Plan Action Group Report - Mr Anthony. Mr Anthony thanked councillors for their support in delivering the Action Plan. Given the progress made, Mr Anthony suggested that the plan now be 'handed back' to WPC, for maintenance and oversight, to which councillors agreed. He raised a number of areas where nominated individuals would continue work in progress:

- Broadband – Mr Anthony and Mr Barnes. The village is unlikely to obtain high speed broadband for two to three years. He presented an alternative DIY solution, contingent upon the sign up of sufficient parishioners. *Mr Anthony will canvass opinion and report to the next WPC meeting.*
- Church Hall as a community asset – Mr Wilton. Mr Anthony reported that WPC would have six months to raise the funds to buy it, should the hall be put up for sale; it may also help with leverage in getting grants. The meeting agreed with his proposal that Mr Wilton make further enquiries, including discussing the matter with the owners. The question of the lawn in front of the new vicarage was deferred to the next meeting.
- Conservation area status – there are pros and cons, Cllr Stone to lead further enquiries.

9. Report from CCHorner - to be given verbally at the APM

10. Report from DC Richards - previously circulated

11. Planning applications

- a. 161/00521/FUL Lower Blacon Farm** – withdrawn, planning officers unhappy with aspects of the plans, which have been re-issued awaiting further comment.
- b. 16/01155/FUL Lower Blacon Farm** - Garage extension to Bothy – no objection from WPC.
- c. 16/00920/FUL Blacon Farm Barn** – change of use from agricultural to residential agreed.
- d. 16/0097/FUL Brensham** – withdrawn, new application expected to take account of concerns about access and proposal being out of keeping with the street scene.

12. Finance

- a. **WPC had a balance of £4,168.90 as of 31 March 2016**, (not allowing for an unpresented £150 cheque – if cashed the balance would be £4,053; *clerk to follow this up with Mr Sagrott*). The meeting noted the increase in precept for 2016-17, to £2,500.
- b. **Financial return to Grant Thornton**. The meeting reviewed the financial return and annual governance statement for the annual audit and noted explanations of variance, with additional income and planned expenditure this year, to cover, for example, defibrillator and new noticeboard costs. Fixed assets are still listed as nil – *Cllr Stone to complete asset register, to include the defibrillator, repaired bench and new noticeboards*. The financial return was agreed by councillors and signed by the Chair. *Clerk to forward, with relevant documentation, to Mr Broad for internal audit and thence to external auditors*.
- c. **Unaudited accounts 2015-16** - presented and agreed.
- d. **Model financial regulations** Cllr Tunbridge proposed adoption of the previously circulated Model Financial Regulations, seconded by Cllr Payne. The meeting decided to look at moving to a three year budget cycle; to strengthen financial safeguards by formally reviewing the accounts quarterly; and agreed Cllr Easterbrook would check the bank reconciliation quarterly (as a non-signatory to the cheque book).
- e. **Notice board costs – estimated £1800** - proposed by Cllr Rowley, seconded by Cllr Easterbrook
- f. **Councillor training costs - £120** - proposed by Cllr Tunbridge, seconded by Cllr Rowley
- g. **Financial contribution to the upkeep of the churchyard** – deferred to a future meeting, after any new parish plan or clerking costs are identified.

13. Future meetings – at 7.30pm

Annual Parish Meeting – 25th May

27th July at 7.30pm

14th September at 7.30pm

16th November at 7.30pm