



Minutes

Ordinary Meeting of Chadwick End Parish Council

Held on: Tuesday 3rd September 2019 at 6.30pm

Place: Chadwick End Village Hall

Present: Cllrs Rob Horsfield (Chair), Jeff Davies, Pat Burrows and Mike Playdon

In attendance: Kerry Finlayson (Parish Clerk)

Members of the public: 1

124/19 WELCOME and APOLOGIES

Councillors **received** and **accepted** apologies from Cllr Walsh who was on holiday.

125/19 DECLARATION OF INTEREST

There were no interests declared in any item of business on the agenda.

126/19 CONFIRMATION OF MINUTES and MATTERS ARISING

The minutes of the Ordinary Parish Council meeting held on 6th August 2019 were **confirmed** and **signed**.

There were no matters arising.

Proposed Cllr Horsfield Seconded Cllr Davies All in favour

127/19 OPEN FORUM

There was nothing discussed.

128/19 FINANCIAL MATTERS

Payments

Fortress	Waste Management	60.58
Waterplus	Water	169.04
opus	Electricity	74.92
M Walsh	Coffee Morning Expenses	34.62
D Kelly	Cleaning	30.00
K Finlayson	Salary	
	Office Costs	30.00
SMBC	TEN application	21.00
	Office Costs	22.99
	Office Costs	7.32
	Cooker & other cleaning items	429.77
NEST	Clerk Pension	
	Deposit Refund	50.00

Proposed Cllr Davies Seconded Cllr Horsfield All in favour

- Receipts - £1020 income from Hall Hire
- Bank balances at 29th August £17,668.73 - verified
- The Clerk was thanked by the Chair for the work she had input on finance

129/19

VILLAGE HALL

a) Risk Assessments

Cllr Playdon had updated this and would send the latest spreadsheet to the Clerk for onward distribution.

There had been a couple of additions: Loss of Parish Clerk and Asbestos Update

b) Defibrillator Clean & Check

First Responders from Central Fast Response would be in attendance at the Outdoor Cinema event and would undertake a check on the de-fibrillator.

Cllrs **agreed** to make a donation of £75 to the charity, from the proceeds of the event, as this was a voluntary organisation.

Proposed Cllr Horsfield Seconded Cllr Burrows All in favour

c) Refurbishment Update (AP1AUG)

The Chair had spent some time with a local contractor and they had made a list of the requirements. The contractor had sent in a quote for one piece of work to date. The Chair would put together a full proposal for the next meeting once all quotes received.

d) Flagpole

Cllrs agreed the purchase of the flagpole and flag that had previously been discussed at a cost of £205.80 incl. VAT.

The Clerk had spoken with a builder who had given a verbal quote of around £200 for installation so it was agreed to go ahead with a budget of up to £250 subject to a statement from the builder to confirm installation as per the instructions from the supplier on completion.

Proposed Cllr Horsfield Seconded Cllr Playdon All in favour

e) Outdoor Cinema Update

Looking at over 100 in sales to date so should break even. It was agreed that the funding would be a S137 payment as this was an event for the community.

f) Playground

Cllrs had previously approved a spend of £728.30 incl. VAT **70/19 vi)** for replacement swings and other items and the order had now been placed. The next stage of works would be to install new gates.

g) Hall Hire Agreement/ Inflatables

Following discussion Cllrs agreed that any request for the use of inflatables would be reviewed on an individual basis. There must always be prior agreement.

130/19

GENERAL

a) Velo

The PC was waiting to hear if their proposal to spread the disruption had been taken into account as they feared that if the same route was used there would be protests.

b) Internal Audit Action Plan

Cllr Davies had now written the report and would send it to the Clerk for onward distribution.

131/19 POLICIES

a) Parish Allowance

This was **agreed** with an annual stipend of £180 for the Chair and £120 for Cllrs to be paid pro rata in arrears at the end of each financial year.

This was not for expenses - this was for time spent doing work around the community
Cllr Burrows advised that he would not require a stipend.

Proposed Cllr Horsfield Seconded Cllr Burrows All in favour

b) Induction Guide

All Cllrs were asked to read through and provide the Clerk with suggested changes to personalise it specifically to Chadwick End.

132/19 ITEMS FOR FUTURE AGENDAS

- NDP Ballot Form
- Disabled toilet facilities
- Induction Guide

133/19 DATE OF THE NEXT MEETING

- Tuesday 1st October 2019 at 2.00pm
- Cllrs **approved** a request from the Clerk to move the November meeting from 5th to 12th
- It was **agreed** to move afternoon meetings on alternate months to 2pm

134/19 CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS

The meeting was closed at 19.30pm

Proposed Cllr Horsfield Seconded Cllr Davies All in favour

135/19 PERSONNEL and CONFIDENTIAL MATTERS

There were none.

Dated: 1 October 2019

Signed: