

# Harby Parish Council Minutes

## Annual Parish Council Meeting

Thursday 19th May 2015 at Harby Village Hall

Start: 19:00	Finish: 20:05	Reference: 104/16
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Councillors Present: John Howard (JH), Caroline Nolan (CN), Stuart Parkin (SP), Diane Quibell (DQ), Jayne Rose (JR) and Rachel Thursby (RT).

Clerk: Lydia Smithson

Members of the public: 5 members of the public were present.

Item	Title and Decision	Action Required
104/16/1	<b>Election of the Chairman and sign acceptance of office</b> It was <b>resolved</b> that CN would be Chairman and CN signed the Acceptance of Office Form.	-
104/16/2	<b>Election of Vice Chairman.</b> It was <b>resolved</b> that JH is to be Vice-Chairman.	-
104/16/3	<b>Apologies for Absence.</b> None.	-
104/16/4	<b>Declarations of Interest.</b> -	-
104/16/5	<i>Due to the confidential nature of the business to be transacted, the Council <b>resolved</b> to go into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for item <b>104/16/5</b></i> <b>Review applications for the vacant Councillor position and select new Councillor</b> The Council received two applications to consider for the co-option of a Councillor onto the Council. Following consideration it was <b>resolved</b> that Trevor Medley would be co-opted onto the Council for the remaining three year term. The Council expressed its appreciation for the applicants and discussed further opportunities that the applicants may be interested in such as the delivery of the Community Led Plan actions, through working groups.	LS organise paperwork CN and JH to thank and notify the candidates of the outcome.
104/16/6	<b>Finance</b> a. Feedback from Cllr Nolan was given on the bank reconciliation verification for the last quarter and end of year periods. It was noted that the final quarter postal banking statement from the Council's savings account was still pending; an online printed statement was available for the audit. The pending postal statement will be inspected at the next quarterly bank reconciliation verification. b. It was <b>resolved</b> to approve the end of year accounts. c. It was <b>resolved</b> to approve the end of year reconciliation. d. It was <b>resolved</b> to approve the Annual Return Annual Governance Statement (external audit document).	LS organise internal audit for the Annual

	<p>e. It was <b>resolved</b> to approve the Annual Return Accounting Statements (external audit document).</p> <p>f. The banking mandate and signatories for 2016/17 were reviewed and it was <b>resolved</b> that RT would be added as a signatory, SP would be removed and JR would remain as a signatory.</p> <p>g. The banking arrangements and interest levels on accounts were reviewed and it was <b>resolved</b> to remain with the current provider, after reviewing other banking providers and noting they were not offering significantly different rates. It was noted that in October the savings account which holds the capital from Medley's will was moved to a higher interest 95 day account.</p> <p>h. It was <b>resolved</b> to confirm the 're-stated' figures on 2013-14 and 2014-15 Annual Returns, as per external auditors statement and opinion (to move the £180 Council Tax grant figure from the Annual Precepts Box to the Total Other Receipts Box on the Annual Returns Forms) CN signed the audit paperwork accordingly.</p>	<p>Return.</p> <p>LS and RT complete and submit forms.</p> <p>-</p> <p>-</p>
104/16/7	<p><b>Insurance</b> It was <b>resolved</b> to approve the arrangements for insurance cover in respect of all insured risks and continue into year two of the three year agreement at a cost of £276.24</p>	LS.
104/16/8	<p><b>Review Council and employees membership of bodies</b> The membership of the National Association of Local Councils (NALC)/Notts ALC and the Society of Local Council Clerks (SLCC) was reviewed and it was <b>resolved</b> to continue membership.</p>	LS.
104/16/9	<p><b>Review and approve the following Policies and Procedures</b> Standing Orders, Financial Regulations, Asset Register including inventory of land (including disposal register), Complaints Procedure, Freedom of Information Publication Scheme, Risk Management Policy, Village Welcome Pack, Disciplinary Procedure, Grievance Procedure.  Defer to next meeting.</p>	LS add to agenda.
104/16/10	<p><b>Review Declarations of Interest and notify Clerk of any changes</b></p>	LS email councillors with current forms.
104/16/11	<p><b>Review progress against existing Aims and Objectives of the Council and agree next steps</b> See page 3</p>	
104/16/12	<p><i>Due to the confidential nature of the business to be transacted, the Council <b>resolved</b> to go into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for item 104/16/12</i> <b>Review conditions and performance of Clerk and set objectives for 2016/17</b> Deferred.</p>	LS arrange meeting with CN and report back at the July ordinary meeting.

Priority	Updated actions
<p>1a (broadband)</p> <p>1b (mobile signal)</p> <p>1c (more web content)</p>	<p>Richard Croft collated broadband speeds for Harby. The slowest download speed submitted was 0.10mb and the fastest 2.87mb.</p> <p>Latest information on the County Council website is the Parish is in contract 2 of the roll-out for superfast broadband and the Parish expected to be live between Oct 2016 and Jun 2017.</p> <p>On the BT Openreach website Harby is classed as being on the 'build' stage stating <i>'we're installing the new fibre cabinet and laying the fibre cables to serve your home or business. You can't order a fibre service today but typically it'll be available to your premises within the next five months.'</i></p> <p>No CLP working group has been organised to investigate options for residents. LS add an invite in the newsletter for local residents to be involved in a Better Communication Working Group and RT to be the Cllr lead. First meeting to be held by <i>Jul 2016</i>.</p> <p>The new Hugo Fox website has been released which includes additional content, including a planning tracker, and being able to sign up for email alerts for planning, news and events. JR has also been trained and will add events to the website.</p>
<p>2a (road and footpath conditions)</p> <p>2b (speeding and parking)</p> <p>2c (gritting)</p> <p>2d (crime)</p>	<p>A link has been added under the Council page on the website so residents can report defects and is to be included in the May Trio newsletter. All Cllrs and Clerk to continue to report any problems to the County Council.</p> <p>A sign is to be ordered in <i>May</i> and erected at the cycle track by <i>Jun 2016</i> entrance to inform visitors of where they can park. Cllrs to continue to leaflet cars parked inconsiderately.</p> <p>Progress hasn't been made in working with the police. An officer is to be invited again to the Council meeting to discuss community speed watch and use of the speed gun in <i>Jun 2016</i>.</p> <p>An article was included in the newsletter to encourage residents to use the grit bins. Further information will be added to the website by <i>Sep 2016</i> ready for winter.</p> <p>An article will be included in the <i>May 2016</i> Trio newsletter to encourage the reporting of all crime and ASB. Concerns regarding the investigation and outcome of reported crimes in the area are to be raised with the police at the next meeting.</p>
<p>3a (support CLP)</p> <p>3b (planning)</p>	<p>Offer support where possible to assist the CLP Steering group. <i>Ongoing</i>.</p> <p>Collate a summary of the CLP planning section to assist Councillors when being consulted on planning applications, by <i>Jun 2016</i>.</p>