

Northlew Parish Council

Chair: Mrs Joanna Wilson
Telephone 01409 220254

Minutes of Parish Council meeting held in the Victory Hall on 1st May 2019 at 19.30

Present: Councillors Joanna Wilson, Chair, Celia Rundle, Vice Chair, Bryan Dufty, Jane Colbourne, Mark Rundle, Terry Hatt, Simon Dufty, Patrick Kimber.

Member of Public, Janet Millership

1. Apologies: James McInnes

2. Minutes: The minutes of the last meeting were signed as correct.

3. Declarations of Interest: None

4. Matters arising: None

5. Election Update

- I. The Chair gave thanks to Councillor Jane Colborne for her dedication to the council since her election in May 2003 and to Councillor Simon Dufty for his dedication since his election in April 2009.
- II. The 2019 election was uncontested. Five existing councillors and two parishioners applied for the role of parish councillor and all were duly appointed. Mr Steve Smith and Mrs Holly Dancer will join the council at the May meeting.
- III. Following various comments on social media about the election campaign and councillor recruitment process, Mrs Wilson had checked procedures with the outgoing clerk against the due processes advised by DALC and was able to report that the council had provided adequate public notification of the election process. Mrs Wilson had also conducted a visit to one of the parishioners who had been involved in the online discussion to discuss their interest in election and Parish Council. As a result of the meeting, the parishioner expressed interest in one of the councillor vacancies. **ACTION** Mrs Wilson to double check the process for recruiting new councillors after an uncontested election and action accordingly. **Post meeting note:** The Parish Council may co-opt suitable candidates to the council within a 35 day window following the election.

6. Clerk Vacancy Update

- I. Thanks were given to Janet Millership for her 42 years' service as Clerk to the Council.
- II. Plans were made for a retirement tea party in honour of Mrs Millership, the end of June was suggested in the Victory Hall, with an extended invitation to the whole of the village. There was a unanimous decision for the council to fund this. **ACTION** Mrs Wilson to organise
- III. Mrs Wilson and Mrs Millership to work together to organise and execute the handover of duties and other physical items. **ACTION** Mrs Wilson to liaise with Mrs Millership
- IV. There are two people who have declared an interest in the vacancy and Mrs Wilson has met with them both informally to discuss the role and the expectations of the council with regards the evolving role of Clerk. A parishioner has suggested one more person might be interested and they have been advised how to register their interest.
- V. A working group was suggested for the recruitment process, Mrs Wilson and Ms Rundle volunteered. **ACTION** Mrs Wilson and Ms Rundle to liaise regarding job descriptions, person specifications and interview processes.

7. Planning:

- I. 1000/19/FUL no objections **ACTION** Ms Rundle to comment on WDBC website
- II. 0751/19/FUL No objections subject to Highways checks **ACTION** Ms Rundle to comment on WDBC website

8. Playing Field Land Registry:

The council had been advised by their lawyers that it would be prudent to register the field properly to safeguard future issues, this is an action that had been overlooked since the field was given to the Council in 1989. Mrs Wilson reported that the Playing Fields are now fully registered as being owned by the Parish Council. The invoice for this, £743, was passed to Mrs Millership for payment.

There was a discussion about the parking in the access lane to the field, and the impact parked vehicles could have on the use of the field for vehicles assisting the Air Ambulance in its duties. It was agreed to get prices for a sign stating no parking, access required for Air Ambulance and associated traffic. **ACTION** Mrs Wilson to approach the existing signage supplier for a quote.

9. Football Club

A former parishioner had contacted a councillor to discuss the funds left in the Northlew AFC accounts. The parishioner suggested the Parish Council might be able to hold the funds until such time as a suitable project or club starts or requests funding assistance. **ACTION** Mr Hatt and Mrs Colbourne to discuss matter with 4 relevant parishioners' who were key in the now disbanded football club.

10. Parish Council Website

Ms Rundle reported that the website is very close to being launched, and simply needed a few more gaps of data filled in in order to be complete and up to date. The launch date has been set for May 31st 2019. **ACTION** Mrs Wilson and Ms Rundle to check website for missing data and liaise with Mrs Millership what else needs to be forwarded to VisionICT.

11. Finance

- I. **Audit Process for 2018/2019**
 1. The review with the retiring clerk is almost completed
 2. The internal audit may not be completed for the next Parish Council meeting on May 20th, the cut-off date is July 1st 2019, so it can be approved during the June meeting.
- II. **Payments due**

£515.55	WDBC Council Tax for toilets <i>Paid</i>
£94.80	RoSPA Playing Field inspection <i>Paid</i>
£146.00	Inkprint April 2019 <i>Paid</i>
£18.00	Inkprint alterations to advert formatting <i>Paid</i>
£132.00	Inkprint March 2019 <i>Paid</i>
£143.00	Inkprint May 2019 <i>Paid</i>
£36.00	DALC Training <i>Paid</i>
£743.00	Trowers & Hamlin <i>agreed to pay</i>
£80	Cleaners Salary <i>agreed to pay</i>
- III. **Money received**

No monies were received this month. The clerk had been notified that VAT repayments were running late, and the council should receive theirs 'soon'. Mrs Wilson advised the council she would get the Northlew News invoices out. It was also agreed to review the cleaner's salary in the May meeting.

I2. Correspondence:

There was no correspondence to discuss.

I3. Matters brought forward by Chair or Councillors

Mrs Wilson expressed her gratitude that new road markings and signage had appeared near the playing field following a concern of a parishioner from the June 2018 meeting. **ACTION** Mrs Wilson to write to Daryl at DCC to thank him for the new signage

I4. Next meeting: Monday 20th May at 1930 in the Victory Hall

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Mrs J Wilson, Chair