

Northlew Parish Council

Minutes: of Parish Council meeting held in the Victory Hall on Monday 18th March 2019 at 7.30 pm

Present: Councillors Joanna Wilson (Chair), Celia Rundle (Vice Chair), Bryan Dufty, Mark Rundle, Terry Hatt, Jane Colbourne and James McInnes (WDBC)

Public Question Time

No members of the public present

- 1. Apologies for Absence:** Simon Dufty, Kate Hawkins, Janet Millership (clerk) and Patrick Kimber (WDBC)
- 2. Minutes of last meeting:** These were signed correct from the meeting held on 18th February 2019
- 3. Declaration of interest**
None applicable
- 4. Matters arising:** None
- 5. Planning**
North Higher Gorhuish, 0660/19/FUL agricultural building. The council were in support of this application.
- 6. Parish Council Website**
Ms C Rundle reported there that is still some outstanding information to be uploaded to the website before launch. Ms J Colborne had forwarded some additional archive material to Vision ICT.
It was agreed to delay the launch of the website until after the forthcoming elections to ensure that the information relating to councillors is correct. Training on how to update and maintain the website will be organised once the new clerk has been recruited.
Action Ms C Rundle to follow up with Vision ICT and supply further information as required.
- 7. Dog Bins in the Village**
It would appear that the council had missed 1 or 2 bins on the first collections, this had now been addressed and should not occur again. Feedback on the additional dog waste bins has been positive.
- 8. Finance**
Payments agreed
 - I. Cleaner £80
 - II. Clerk half yearly salary
 - III. PAYE £59.60
 - IV. Victory Hall rent for year £120
 - V. Bunzl £31.59 Toilet Rolls
 - VI. Grass / Hedgecutting £244.80**Money Received**
 - I. Donation from parishioner £80 towards Newsletter costs
 - II. Mrs Wilson reported that outstanding invoices for 2018/19 need to be followed up and the invoices for 2019/2020 will be sent out shortly. Action: Mrs WilsonIt was questioned whether the clerk's salary and the Victory Hall rent was retrospective or in advance. Post meeting note: both the clerk's salary and the Victory Hall rent payments were retrospective.

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9. Election Details

The Chair gave a brief account of the election training day she had attended. Key points included:

- The importance of the election process and the need to advertise it
- The election timeline
- How to complete the nomination process and the deadline for hand delivery of the nomination packs by 4 pm on Wednesday 3rd April
- If more than 9 nominations for parish council candidates are received by WDBC then the election will be contested
- If the election is contested then all candidates will have equal opportunity to be elected whether or not they have previously been a parish councillor
- If contested the election of the new parish councillors will be decided on 2nd May

Mrs Wilson handed out nomination packs to all current councillors

10. Parish Clerk Vacancy

The Chair has drafted a job description and advert for the role. The advert will be published on the notice board and in Northlew News. The closing date for applications was as agreed 30th April 2019. Post meeting: note the deadline for the closing date for applications has been extended to 31st May

11. Correspondence

There was no correspondence

12. Northern Links Meeting

Ms J Colborne gave an account of the recent Northern Links meeting

13. Matters brought forward by the Chair or Councillors

Mr T Hatt mentioned the damage caused to the equipment in the playing field when the hedges were cut recently and queried whether it had been repaired effectively. It was agreed that this should be followed up with the contractor who caused the damage. Post meeting note: Mrs Wilson followed up with the clerk and it was noted on the invoice that the contractor thought that he had repaired the damage. The invoice has already been paid. Mrs Wilson agreed to contact the contractor to have further discussions about the repairs. Mr T Hatt also mentioned the damage to the slide. He would disable the slide for the time being until the correct contractor could come and attend to it. Post meeting note: Mr Hatt has agreed to get the contact details for the contractor from the clerk and follow up to organise the repairs to the slide.

Action: Mr Hatt

14. Next meeting:

All councillors agreed to re-schedule the meeting to the 24th April, 7:30 pm at the Victory Hall, Northlew. Post meeting note: this meeting had to be rescheduled to Wednesday 1st May.

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Mrs J Wilson
Chair