

## **NORTHORPE PARISH COUNCIL**

### **Minutes of the Annual Parish Meeting held in St. John the Baptist Church on Wednesday 3<sup>rd</sup> June 2015 at 6 pm.**

**THESE MINUTES ARE IN DRAFT FORM UNTIL APPROVED AT THE NEXT PARISH MEETING**

**Present:** Councillor Christine Watson (Chairman) (CW)  
Councillor Dian Booth (DB)  
Councillor Alan Dunk (AD)  
Councillor Robert Dickinson (RD)  
Councillor Claire Heward (CH)  
Clerk Lynn Dunk

**In Attendance:** Guests – Rev. W. Keast, Councillor Lesley Rollings, PCSO Laura Fletcher; members of the public.

Following light refreshments the Chairman welcomed everyone to the meeting.

#### **Apologies for absence**

There were no apologies for absence.

#### **Approval of Minutes of the Last Annual Parish Meeting held on 27<sup>th</sup> March 2014**

Since there were no Councillors from the last Annual Parish Meeting serving on the current Council the minutes of that meeting were signed by the Chairman as read only.

**PCSO Laura Fletcher** informed the meeting that over the past year there were no major incidents reported for Northorpe. A Councillor told her that a ladder had been found under a hedge in the churchyard. On inspection it was found that no lead had been taken, and the ladder was removed from the churchyard. PCSO Fletcher agreed that removal of the ladder was a sensible precaution, and confirmed that overall lead thefts in the area had reduced.

#### **Chairman's report**

The Chairman told the meeting that the current Council was appointed by WLDC in December 2014. They were re-elected unopposed in May and had since co-opted one member. There are still two vacancies to fill. Their first task was to appoint a clerk. The position was advertised and interviews were held. Lynn Dunk was appointed as she was considered to have the relevant experience in administration and had been doing the job on a temporary basis during which time she had received ongoing training.

The Council consider ongoing training is vital and all Councillors will be attending training courses in the near future.

Tenders were invited for grass cutting and the contract for this season was awarded to Clive Williams.

There is an ongoing problem with dogs roaming and the Council established that the responsibility for tackling this lies with WLDC. Their contact details were published on the noticeboard.

The new Transparency Code for smaller Councils came into force on 1<sup>st</sup> April, and requires Councils to publish more information on their websites. The Northorpe website will continue to be updated over the next few weeks in order to comply with the Code. Information on the website is available free of charge for anyone who wishes to access this. Hard copy of the information is available for a small charge on written request to the Clerk.

The last RoSPA report on the play park was not favourable. There had been a lack of maintenance but remedial work is now ongoing. The cost of the work could be as much as 50% of the precept. If the work was done in one go it would mean increasing the precept by a substantial amount. The alternative was to do the work in separate sections according to need. The park was closed on 1<sup>st</sup> June for a period of approximately 6 weeks to enable the first phase to be completed. Councillor Rollings asked about the work already done and the possibility of obtaining grant funding to help with the cost. The Chairman explained that the park was set up in 2011 mainly due to grant funding. Since then the loose fill bark has worn and now does not come to the top of the retaining boards. This had been replaced by the previous Council but, although very expensive, did not last very long. The current Council is trying to save money in the long term by laying a more durable surface. The Council had obtained a Community Lincs. grant of £500. The work would be done a bit at a time. Loose fill removed from some of the swings will be used to top up beneath the zip wire. Money would be spent only on materials as the Councillors themselves will be doing the work (hopefully with the help of volunteers). There is some spare cash in the bank this year and this will be used for this project. A member of the public told the meeting that he had the adjusting key for the zip wire and was willing to help in the park if he had any spare time. The possibility of just cordoning off the area being worked on rather than the whole park was raised but the Council felt that this could impact on the insurance, and the dates chosen for closure were during school term time so as to minimise the impact on local children.

The review of the Asset register is ongoing.

### **Clerk's report**

The summary of receipts and payments for the year ended 31<sup>st</sup> March 2015.

PAYMENTS	ESTIMATE	ACTUAL	DIFFERENCE
Playing Field	120.00	110.40	9.60
Grass cutting & grounds maintenance	1055.00	781.69	273.31
Insurance	350.00	278.95	71.05
Training/subscriptions	75.00	88.00	-13.00
Clerk's pay & expenses	650.00	579.09	70.91
Election expenses	0.00	95.00	-95.00
Cemetery	15.00	0.00	15.00
Room hire	100.00	24.00	76.00
Audit fees	300.00	30.00	270.00
Donations	35.00	30.00	5.00
Miscellaneous	50.00	0.00	50.00
TOTALS	£2750.00	£2017.13	£732.87

RECEIPTS	ESTIMATE	ACTUAL	DIFFERENCE
Precept	2709.00	2709.00	0.00
Playing Field	8.00	9.15	1.15
Cemetery	100.00	230.00	130.00
Election expenses	0.00	95.00	95.00
Interest	6.31	6.22	-0.09
TOTALS	£2823.31	£3049.37	£226.06

The Clerk told the meeting that overall the Council spent less and received more than estimated during the year. This was mainly due to the Council being inactive for almost half of the year.

The estimate had been made by the previous Council.

There were no payments for a clerk from March to December. The payment of £579.09 relates to the previous year. The work the current clerk did from April to December 2014 was free of charge. The payment due from December until the end of March 2015 was not made until April and will show up in next year's figures.

The £95 election expenses was a payment received in error from WLDC and was refunded.

Audit fees were very much less than had been estimated.

Since this Council did not become active until December 2014 it was too late to prepare a budget for 2015-2016, and so the figure submitted for the precept was the previous year's prepared by the previous Council. The Council will therefore expect some differences between the estimate and actuals at the end of this financial year.

The meeting was closed at 6.55 pm.

Minutes prepared by Lynn Dunk, Clerk to Northorpe Parish Council.

**SIGNED:**..... **(Chairman)** **DATED** .....