

## **NORTHORPE PARISH COUNCIL**

### **Minutes of the Parish Council Meeting held in St. John the Baptist Church on Tuesday 24<sup>th</sup> May 2016 at 6.30pm.**

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

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

The meeting was opened to the public at 6.30pm. No members of the public were present and the meeting was therefore closed to public participation.

#### **1/5/16 To Appoint Chair and Vice Chair**

Councillor Watson was re-elected Chairman unanimously. It was proposed and accepted that due to the reduced size of the Council a Vice Chairman was no longer required. (Proposed RD, seconded CH and accepted)

#### **2/5/16 Apologies for absence**

Apologies for absence were received from Councillor G Heward and accepted.

#### **3/5/16 Approval of Minutes of the Last Meeting**

The Minutes of the last meeting were circulated to all Councillors. They were approved and signed. (Proposed by RD, seconded by DB and accepted).

#### **4/5/16 Declarations of Interest**

There were no declarations of interest.

#### **5/6/16 To Note Correspondence Received and Sent**

Permission for Memorial for Parishioner

Parish Council Vacancy

Boundary Commission Consultation

Bank Statement

Insurance Invoice

Wind Farm Withdrawal

Lincolnshire Central Heating fund

Referendum Information

PCC voting information

#### **Sent**

Letter of thanks to Clerk

Contract to WLDC for Grass Cutting Contract

#### **6/6/16 To receive report on Annual Parish Assembly**

The draft minutes of the Parish Assembly were distributed to all Councillors present.

#### **7/6/16 To receive Chairman's report**

The Chairman read out her report detailing what the Parish Council had done during the previous year.

**8/6/16 To approve signatories for bank account**

It was proposed and accepted that Councillor R Dickinson become a signatory for the Parish Council bank account. (Proposed CH, seconded CW and accepted).

**9/6/16 To decide future bank provider**

It was proposed to stay with current provider for the time being, try changing the statement dates, go online and look at alternatives at a later date. (Proposed RD, seconded CH and accepted)

**10/6/16 To approve and sign off annual accounts for auditing**

Proposed CH, seconded RD and accepted.

**11/6/16 To set dates for public access to accounts**

The dates proposed were 19.6.16 to 31.07.16. (Proposed DB, seconded CW and accepted)

**12/6/16 To confirm future arrangements for the position of Parish Clerk**

Various options were discussed. The proposal for DB to take up the position for a period of 6 months to give time for alternative options to be explored was accepted. (Proposed RD, seconded CH and accepted)

**13/6/16 Financial Statement and Payments**

The Financial Statement was circulated and accepted and the following payments were presented for approval:

Cheque Number	Payee	Reason for payment	Amount	Date of payment
300121	Came & Company	Annual Insurance	£299.03	24/05/16

(Proposed by RD, seconded by CH and accepted).

**14/6/16 To confirm dates of meeting for the rest of 2016.**

The dates agreed are 03/08/16, 05/10/16 and 07/12/16 at 6.30pm in St John the Baptist Church, Northorpe.

The meeting was closed at 1020.

Minutes prepared by Dian Booth, Clerk to Northorpe Parish Council.

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