

WORTON PARISH COUNCIL

PARISH COUNCIL MEETING 13 MAY 2013, 7.45PM

FIVE LANES SCHOOL, HIGH STREET, WORTON

MINUTES

ACTION

Present: Councillors: R Wilshire (Chairman); Mrs S Bonfield; Mr W Francis; Mr D Johnson;
Mr A Midgley; Mrs C Simpson; R Gamble [WC].

Apologies: there were none.

Also present: Mr P Baxter(Clerk).

13/14/013 Election of Chairman

Mrs Simpson proposed, and Mr Johnson seconded, with all **agreed** that Mr Wilshire be Chairman for the ensuing year.

13/14/014 Election of Vice Chairman

Mr Johnson proposed, and Mrs Simpson seconded, with all **agreed** that Mr Francis be Vice Chairman for the ensuing year.

13/14/015 Delivery of declarations of acceptance of office

The Clerk confirmed that all declarations had been properly made and received.

13/14/016 Declarations of interest

There were none.

13/14/017 Minutes of the last meeting

The revised Minutes of the meeting of 4 March 2013 and the Minutes of the last meeting were **agreed** and signed by the Chairman.

13/14/018 Chairman's announcements

The Chairman noted that the next meeting should discuss fencing around the Sandlease play area. The Clerk was asked to place the matter on the agenda.

13/14/019 Public participation

There was none.

13/14/020 Standing Orders and Financial Regulations

Mr Francis proposed, and Mr Johnson seconded, with all **agreed** that revised Standing Orders be adopted.

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Mr Johnson proposed, and Mrs Simpson seconded, with all **agreed** that revised Financial Regulations be adopted.

Copies of both were handed to each councillor.

13/14/021 Code of Conduct

The Clerk introduced proposed changes to the Code, last approved in July 2012. The Council deferred its decision until the next meeting to allow further consideration.

13/14/022 The General Power of Competence

The Clerk explained the power available from The Localism Act, 2011 and the provisions contained in the newly adopted Standing Orders. The Council noted that it was now an 'eligible council' under the set criteria, there being two-thirds of the available seats filled by election, and a qualified Clerk in post. It was proposed by Mr Johnson, and seconded by Mr Francis, with all **agreed**, that the Council adopts the General Power of Competence.

13/14/023 Delivery of summons by email

In accordance with Standing Order 3b, it was proposed by Mrs Bonfield, and seconded by Mr Midgely, with all **agreed**, that summons to councillors to attend meetings may be delivered by email.

13/14/024 Nominations to outside bodies

It was **agreed** that Mr Wilshire would attend meetings of the Worton and Marston Village Hall committee on behalf of the Council, and that councillors would attend the Area Board as availability permitted.

13/14/025 Review of assets and Asset Register

The Clerk reported revisions to the Asset Register during the year 2012/13 that would require noting in the External Audit Annual Return. A total valuation of £20,222 had been applied, in agreement with the Internal Auditor. It was **agreed** that at a future date the assets should be re-valued and restated as enquires permitted.

13/14/026 Review of insurances

The Clerk reported receipt of renewal terms from the Council's insurers, noting that the coming year would be the second in a three-year Long Term Agreement. It was **agreed** that the terms met the council's requirements and should be accepted.

13/14/027 Review of memberships of the Council and staff of other bodies

It was **agreed** that the Council's memberships of Community First and of the Wiltshire Association of Local Councils should continue. It was also **agreed** that the Council would support 50% of the Clerk's subscription to the Society of Local Council Clerks.

13/14/028 Health and Safety Policy Statement

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The Clerk introduced a draft Health and Safety Policy Statement, explaining the context for the Council as a provider of services and as an employer. It was proposed by Mr Johnson, and seconded by Mrs Simpson, with all **agreed** that the policy statement be adopted. The Chairman signed the Statement, and the Clerk was asked to publish it on the parish website.

13/14/029 Complaints Policy

The Clerk introduced a draft Complaints Policy noting that it was drawn from current good practice. It was proposed by Mr Francis, and seconded by Mrs Simpson, with all **agreed** that the Policy be adopted. The Clerk was asked to publish it on the parish website.

13/14/030 Freedom of Information Policy

The Clerk introduced the Model Policy provided by the Information Commissioner and as a statutory requirement for the Council. The proposed Policy had been adjusted where required and allowed for this Council's needs. It was proposed by Mr Johnson, and seconded by Mr Midgely, with all **agreed**, that the Policy be adopted. The Clerk was asked to publish it on the parish website.

13/14/031 Wiltshire Councillor's report

Taken at the Annual Parish Meeting

13/14/032 Reports from Lead Members

Taken at the Annual Parish Meeting

13/14/033 Accounts for 2012/13

The Responsible Financial Officer presented a summary of the accounts, which were **agreed**, and signed by the Chairman. The Council noted the move to electronic spreadsheet management.

13/14/034 Internal and External Audit 2012/13

The Responsible Financial Officer reported that the Internal Auditor had expressed his satisfaction. The Council reviewed its governance arrangements and replied positively to each of the statements offered in the External Audit Annual Return. The Chairman signed the return on behalf of the Council.

13/14/035 Setting times and dates of ordinary meetings of the Council

The Council **agreed** that it would continue to meet on the first Monday of the month, except in August, and on such other dates as may be fixed should a Bank Holiday fall.

13/14/036 Planning matters

No decisions had been notified. The following applications were considered:

13/00052/FUL The Grange, 145 High Street, Worton – Hard surface tennis court and fencing. The application was supported on the condition that "a Tree Protection Order be made on the very substantial Horse Chestnut tree that is not shown on the drawings, immediately to the SE corner of the proposed Court, which has a substantial canopy. The Order should also encompass other nearby mature trees

described as screening the Court (which are shown). The Council remains concerned that both the initial construction of the Court, and on-going maintenance that may be necessary, linked to growth of the trees, may prejudice the long term future of these specimens.”

13/00286/FUL Cloverleaze Farm, South Cross Lane, Worton – erection of barn. No objections were made.

13/14/037 Bank signature mandate alterations

It was **agreed** that Mrs Bonfield, Mr Midgley and Mr Baxter would become additional signatories, the latter only for the purposes of account administration, internal transfers, and correspondence with the bank. The Clerk was asked to make the appropriate arrangements.

13/14/038 Disbursements

The following payments were authorised:

Chq No.	£
606 Community First (membership)	36.00
607 WALC (subscription)	216.44
608 P Baxter (SLCC subscription 50%)	50.00
609 AlphaPrint.Me (copying)	31.95
610 Community First Trading (insurance)	624.56
611 P Baxter (stationery expenses)	9.75
612 Mark Goddard & Sons (grounds)	190.00

13/14/039 Correspondence and circulars received

The Chairman reported an exchange of letters between the Council and a local resident concerning an observation of dog fouling.

13/14/040 Date of next meeting

The next meeting was set for 3 June at 7.30pm. in the Five Lanes School.

13/14/041 Items of maintenance

A pothole at the junction of Sandleaze and High Street was reported. The Clerk was asked to notify ‘Clarence’.

The Bus Shelter roof requires maintenance and will be placed on the agenda of the next meeting for consideration.

13/14/042 Key messages

The Clerk was asked to provide an article in The Bridge magazine covering the achievements of the Council over the last year. Mr Johnson provided a draft summary to assist.

The meeting closed at 9.20pm

Signed Chairman, 3 June 2013