**WOOD DALLING PARISH COUNCIL**

***Draft Minutes of the Annual Parish Council Meeting Held on Wednesday 20th May 2015 at 7.30pm in the Village Hall, Wood Dalling.***

**Present:** Kerry Oldfield (Chairman) (KO), Jonathan Rodwell (Vice–chairman) (JRod), Rory Harrold (RH), Helen Dixon (HD), John Child (JC), John Rawlinson (JRaw), Alex Clark-Rudd (ACR), Kirsty Cotgrove (clerk) (KC)

4 members of the public

**15/28. (i) Election of Chair & Declaration of Office**

KO was nominated by JRod & seconded by RH, all agreed. Declaration of Office signed by KO

**(ii) Election of Vice Chair and Declaration of Office**

JRod was nominated by RH & seconded by ACR, all agreed. Declaration of Office signed by JRod.

**15/29. Apologies**

None

**15/30 Declarations of Interest**

JRod – Church.

**15/31. Minutes of the Meeting held on Tuesday 3rd March 2015.**

These were signed as a true record of the meeting. All agreed. KO welcomed the new & re-elected Councillors.

**15/32. Members of the public register a desire to speak**

Jeff Topp – Asked if the voting numbers are public. KO confirmed that they are on the BDC website, she also has the numbers.

**15/33. Committee reports and recommendations**:

KO confirmed that most reports were given at the APM on 12th May.

**Newsletter**

Jeff Topp said he is aware that there are many people in the Village who may not know all the Councillors. He would like to give all Councillors an opportunity to write a little about themselves to publish in the next newsletter. All agreed to write a short biography and email to Jeff at jeffreytopp@hotmail.com, by 30th May. If Councillors are happy for their contact numbers to be published, they will pass these to Jeff. **All**

*James Joyce (County Councillor) arrived at 7:40pm*

**15/34. Matters for report**

Training Kit from British Heart Foundation

JRod has been in touch with Simeon Tomlinson, who is a paramedic in the Village to see if he would be happy to get involved in the training. He is happy to come, but advised that current emergency medical advice is that CPR should be used in conjunction with a defibrillator. A discussion was held regarding recommended CPR techniques. KO asked if JRod could invite Mr Tomlinson to the next PC meeting. J Rod will invite him and let the Clerk know. **JRod**

**15/35 Highways / potholes / hedgecutting**

The Highway Rangers are due to come mid June. KO has marked potholes on a map and passed to the Clerk. She asked all Councillors to report items to the Clerk. It was agreed that the Clerk will email a map to all Councillors, so they can mark potholes etc when they see them and pass them to the Clerk to report to Highways. **KC**

**15/36 Allocation of the New Homes Bonus**

KO advised that we need to allocate the New Homes Bonus and inform BDC what it is allocate to. Councillors discussed allocating to the Village Hall towards blinds or towards a defibrillator. It was agreed for JRaw to contact the Village Hall to see if they have got a quote for blinds, and JRod to ask Simeon Tomlinson for information on defibrillators and to discuss and agree at the next PC meeting. **JRod, JRaw**

**15/37 Caravan on land at Red Pits**

KO said that a caravan has appeared on the land next to Grove Lodge. A discussion was held as to whether the people were there permanently or only at weekends. KO asked if the situation needs monitoring or nipping in the bud? It was agreed to contact BDC to report and gain further advice. **KC**

**15/38 Correspondence**

The PC has received correspondence regarding a consultation of the proposed change to the Post Office opening hours. James Joyce confirmed that the changes have already taken place, despite the consultation end date being 11th June.

**15/39 Grass cutting**

HD reported that the first two cuts have been satisfactory, but the April cut was not finished, due to a broken belt on the ride-on. HD has been chasing Mow & Grow, and they have told her they will catch up this week. They have invoiced for three cuts. JRod confirmed they cut the churchyard today, but not other areas. He advised that there is a funeral on 28th May, and some people will be camping on the paddock, so it needs to be cut. It was agreed that HD will try and ascertain if Mow & Grow will be able to cut the meadow before 27th, otherwise JRod will do it himself. In addition, the pond and the Millenium bench has not been cut. It was agreed that a cheque will be issued for two cuts only at this stage, until the third cut has been completed successfully. **HD**

**15/40 Financial Regulations etc**

KO advised that the new Transparency code requires accounts, minutes and agendas to be displayed electronically. The Clerk can attend a training course to set up and administer a website as the PC do not have one. The course is £40, but Sustead PC have offered to split the cost, as KC is Clerk for them and they also have no website. All agreed that the Clerk should attend the course.

The following documents were adopted and/or signed:

(i) Financial Regulations

(ii) Standing Orders

(iii) Financial Risk Assessment

(iv) Annual Review of the Effectiveness of Internal Control

(v) Annual Review of the Effectiveness of Internal Audit.

**15/41. Planning**

None.

**15/42. Finance/Payments for approval**

Copies of the current financial position were given to all councillors and payments were approved for

a. B. McMaster (key cutting) £12.00

b. NALC (annual sub) £88.40

c. Mow & Grow (2 cuts only) £397.99

The Mazars accounts were agreed and signed. It was agreed that the Clerk will contact the Internal Auditor she uses for Edgefield PC.

Receipts were noted for:

a. BDC precept payment £1888.00

b. P. Seaman standing order £595.00

**15/43 Matters for further discussion**

KO requested that Town House improvements be added to the next agenda, as the financial position of the council is stable. KO asked Councillors to consider what improvements could be carried out, and advised that the roof will possibly need attention

**15/44. Date of next meetings**

Tuesday 14th July 2015 at 7:30pm

Tuesday 15th September 2015 at 7:30pm

Tuesday 10th November 2015 at 7:30pm

Tuesday 12th January 2016 at 7:30pm

Tuesday 8th March 2016 at 7:30pm

Tuesday 10th May 2016 at 7:30pm

**The Chairman closed the meeting at 8.21 pm**

**Approved as a correct record Date**

**Chairman**