

GREATHAM PARISH COUNCIL

Minutes of the Meeting held on 6th November 2006

PRESENT:

Mr D Jerrard (Chair)
Mr A Bridgman
Mr P Larnar
Mr A Booton

IN ATTENDANCE:

Mrs. J. Cheesman (Secretary)
8 members of the Public

06.001 Open Session

The Chairman opened the evening by saying the Mr. Macpherson (the acting Locum Clerk to the Council) was not able to present be and that Councillor Bridgman would act as Clerk to the Council with secretarial assistance from Mrs. J. Cheesman.

A fifteen minute period was allocated to questions from the public.

Mrs. H. Jenkinson asked the Chairman why information about the Chairman of the Parish Council was shown in the Community Magazine was shown as Councillor Evans instead of Councillor Jerrard. The Chairman replied that Carol Ashby (Editor of the Community Magazine) had been notified of the change of Chairmanship. Councillor Larnar volunteered to remind her again.

Mrs. Lane raised the state of the public footpath which runs through the field adjacent to Bakers Field. Councillor Booton volunteered to talk to Juliet Wrenn and David Redman to see what steps could be taken to resolve the problem.

Mrs. P. Flack asked why the agenda had not been placed on the website as had been promised at previous meetings. The Chairman replied that he had given the Locum Clerk to the Council instructions to do so and had been away so was unable to check that his instructions had been followed.

06.002 Apologies for Absence

Apologies for absence were presented on behalf of Councillors Davis and Chennell as well Councillor Michael Cartwright (HCC). An email from Councillor Davis was passed to the Councillors.

06.003 Minutes of previous meeting

The minutes of the meeting held on 2nd October 2006 were discussed and the following amendments and clarifications made:

05.217 The Chair referred to was the Chairman of GVEC, not the Chairman of the Village Hall Trustees.

05.220 (B) The suggestion that Mr M. Macpherson be employed as Clerk was incorrect. What had been agreed was that Mr. Macpherson should continue on an Ad Hoc basis and the Chairman should discuss possible terms of employment for submission to and discussion by the Parish Council.

05.220 (C) The decision had been that a draft job specification and advertisement for a new clerk be put before the Council in November.

It was proposed by Councillor Booton and seconded by Councillor Larner that the amended records be signed as an accurate record and that Councillor Larner amend them electronically before placing them on the Web.

06.004 Chairman's Announcements

The Chairman opened the meeting by saying that Councillor Larner would make the budget presentation and he would then open the meeting for discussion by all present, prior to closed discussion by the Council.

06.005 Matters Arising

There were no matters arising.

06.006 Review of Action Lists

The Action List was reviewed by the Council and Councillor Larner agreed to prepare a revised list.

06.007 Correspondence

The following correspondence was circulated and discussed:

- a) Email from EHDC dated 17th October requesting that new 'Register of Interest' forms be completed for all councillors. Forms were passed to individual Councillors for action and return to the Clerk. The chairman stated that there was no legal obligation to complete the forms but it would be considered 'good practice' to do so. Councillor Larner asked if it was possible to email the information direct to EHDC. The chairman thought it would be possible to do so.

- b) Councillor Jerrard had received a letter from Queensbury Shelters acknowledging the order for the polycarbonate panels and stating that the panels should be completed in early November. Councillor Booton said that he would liaise with Queensbury Shelters.

06.008 Financial Matters

Councillor Lerner reported that:

- a) He is now receiving Bank statements direct from the bank.
- b) The bank balance remained healthy and expenditure remained within budget. The reconciliations for the Current Account, Reserve Account and Old Church Reserve Account dated 2 October 2006 were signed by Councillors Booton and Bridgman
- c) Councillor Lerner requested that £2000.00 be transferred from the Reserve account to the Current Account. At present the mandate with the bank is such that only Councillor Evans can undertake transfers between the bank account. It was resolved that a new mandate be signed requiring a minimum of three signatories on cheques and that transfers can only be made by the Chairman following authorisation of the transfer by the council. The Chairman agreed to make the necessary new arrangements with the bank.
- d) The outstanding VAT return for 2004/05 and 2005/06 has been submitted and a repayment of £439.98 was received on the 25th October.
- e) The completed Internal Audit for 2005/06 was forwarded to the Audit Commission on the 23rd October.
- f) Payment of Accounts. The following payments were approved and signed:

Cheque	Payee	Details	Amount	VAT
461	Greatham Village Hall	Hire of Hall	£1,000.00	£0.00
462	Paul Ellis	Grass Cutting	£60.00	£0.00

The payment for Mr. M. Macpherson was discussed and then deferred for detailed discussion during the exempt session.

The payment for Paul Ellis was signed after Councillor Jerrard had explained the situation, including why one invoice had been addressed to Martin Macpherson, Clerk to Greatham Parish Council. Mrs. Ellis had asked if she could submit invoices electronically in future but the councillors decided they preferred to receive a hard copy of each invoice.

The cheque in respect of the Bus Service donation was not signed as nobody was sure to whom it should be made payable. It was decided that an invoice was needed

before the matter could be resolved. Councillor Chennell would be asked to obtain such an invoice.

06.009 Budget 2007/2008

Councillor Larner talked through the draft budget and the reasoning he had used in arriving at this years forecast figures and next year's budgeted expenditure. Councillor Larner also suggested that it was possible to write to EHDC to say the precept for Greatham Parish Council would not be submitted until after the December Council meeting. There was a good deal of discussion about draft budget with questions from the public. There were also questions about the Village Hall and whether it should be self financing after Councillor Larner had said he had made some provision for work that might be required. After the discussion, it was agreed that Councillor Larner put the updated version to be put on the village web site as a discussion document with any suggestions submitted to the Council.

06.010 Planning Matters

- a) Chairman Jerrard reported that EHDC (Tom Horwood) had acknowledged receipt of the Parish Council letter about planning applications for the Queens Car Park and the Silver Birch site. A resolution was passed that EHDC officially be asked to supply the details requested.
- b) Councillor Booton reported that Forge House (Application No. F.20082/007/FUL/LL) had resubmitted their application with a flat roof and this application had been granted.
- c) Councillor Booton said that he would ask that an application in respect of Manor House (Application No. F.21030/013/FUL/GC) be dealt with by Councillor Bridgman as he felt that might he be biased in view of his friendship with the residents of the dwelling.

06.011 Reports from County & District Councillors

There were no reports from either Councillor.

06.012 Old Church

Councillor Booton said that he had not received an agenda in respect of a meeting to be held by the Old Church Cttee. on Thursday the 9th November. Mrs. Jenkinson said that this was an informal meeting with no agenda to try and resolve some of the problems that had been caused by trustees undertaking work for the committee before they realised they were not eligible for payment because they were trustees.

06.013 Street Lighting

This item was deferred as Councillor Chennell was not present.

06.014 Playground

- a) The Chairman deferred discussion about the RoSPA Inspection until the December Meeting.
- b) The Chairman proposed the Playground Sub Committee be reinstated with three Councillors on the committee and up to three co-opted members. Councillor Booton seconded this suggestion. Councillors, Booton, Bridgman, and Lerner volunteered to serve on the sub committee, which was duly agreed with Councillor Bridgman as Chairman of the subcommittee.
- c) Drainage. Three quotations have been obtained to resolve the drainage problem. There remains some debate about whether a prudent course of action is to define an engineering solution first before seeking quotes for implementation. Chairman Jerrard suggested the first task for the new committee be to advise on the drainage problem. Councillor Booton seconded this suggestion.

06.015 Parking Restrictions.

Councillor Jerrard reported that a letter had been received from Greatham Junior School saying that the school would not be able to open the car park to parents or public as building work was due to commence in Mid November and continue until the middle of next year. Councillor Booton said that in an effort to ease the parking problem the owner of the Greatham Inn will try and ensure no deliveries take place during school opening and closing times.

06.016 Locum Clerk' contract

It was proposed by Councillor Jerrard and seconded by Councillor Booton that this be discussed during the exempt session.

06.017 Any Other Business

There being no other business the meeting closed at 22:30.

06.018 Date & Time of Next Meeting

The next meeting will take place in the Village Hall at 1930 on Monday 4th December 2006.