

OLD HURST PARISH COUNCIL

Minutes of the Annual Meeting of Old Hurst Parish Council
held in The Church of St. Peter on Tuesday 16th May 2017.

Councillors present: Mr. G. Bull, Mrs. C. Bussetil, Mrs. J. Mackenzie, Mr. M. Fox, Mrs. J. Pearce, Mrs. L. Sawyer (Chairman) & Mrs. E. Taylor.

Also present: County Cllr. S. Criswell, Mrs. D. Benham (Clerk) & 1 parishioner.

1. **Apologies for absence:** Cllr. S. Criswell – apologies given for late arrival due to attendance at another meeting. Cllr. E. Taylor – apologies given for late arrival due to personal reasons.

2. **Election of Chairman & Vice-Chairman:** Cllr. Mackenzie proposed Cllr. Sawyer for Chairman. Seconded by Cllr. Pearce and unanimously agreed. There being no other nominations, Cllr. Sawyer was duly elected Chairman and signed a Declaration of Acceptance of Office, witnessed by the Clerk. Cllr. Pearce proposed Cllr. Bull for Vice-Chairman. Seconded by Cllr. Mackenzie and unanimously agreed. There being no other nominations, Cllr. Bull was duly elected Vice-Chairman.

3. **Declarations of interest:** Cllr. Sawyer declared a Disposable Pecuniary Interest in item 8c. being a close relative of the person quoting for provision of a bus shelter.

4. **Review of Standing Orders:** Councillors reviewed Standing Orders and agreed that no amendments were necessary.

5. **Review of Financial Regulations:** Councillors reviewed Financial Regulations and agreed that no amendments were necessary.

6. **Results of the County Council and Mayoral Elections:** Steve Criswell was re-elected as County Councillor and James Palmer was elected Mayor of Cambridgeshire & Peterborough.

7. **Minutes of the previous meetings held on 15th March 2017 & 12th April 2017:** Unanimously approved and signed by the Chairman.

8. **Matters arising from the minutes:**

- a) Roads and footpaths – The Clerk will check whether the overhanging tree opposite the phone box has been cut back. Cllr. Bussetil reported that several of the new cat's eyes on the bend by the Stag & Hounds were now missing - Clerk to contact Highways. Clerk to contact Luminus regarding the muddy footway outside the house next to the Village Hall site and the car that is frequently parked on the grass verge.
- b) Speedwatch – Report given at the Annual Parish Meeting.
- c) Update on the proposed bus shelter – The Clerk reported that she had been unable to get any of the approved contractors to quote for the base. Councillors agreed that Cllr. Sawyer should ask Mr. Bullen to quote for the installation work required.

9. **Finance.**

- a) Result of the internal audit - Completed by Brian Cox & Co. on 10/4/17 with no issues raised.

- b) To approve and sign the accounts for year ending 31st March 2017 - A copy of the accounts, receipts and payments and bank reconciliation was sent to all councillors prior to the meeting. Cllr. Pearce proposed that the accounts be accepted and signed by the Chairman and Clerk. Seconded by Cllr. Mackenzie and unanimously agreed. Chairman and Clerk signed the accounts.
- c) To complete and sign the Annual Return for 2016/17 - A copy of the completed Annual Return had been sent to all councillors prior to the meeting. Cllr. Bull proposed that Old Hurst Parish Council had reviewed the effectiveness of the system of internal control and approved the Annual Governance Statement for 2016/17. Seconded by Cllr. Mackenzie and unanimously agreed. Cllr. Bussetil proposed that Old Hurst Parish Council has considered and approved the Accounting Statement for 2016/17. Seconded by Cllr. Fox and unanimously agreed.
- d) Risk Assessment – Completed by the Clerk on 16/5/17. A copy will be attached to the minutes and copied to councillors by email.
- e) Payment of outstanding debts -Cllr. Fox proposed retrospective approval of payment of items (1) to (10). Seconded by Cllr. Mackenzie and unanimously agreed.
 - (1) Cq. No. 000503 - £142.57, Mrs. D. Benham, wages & expenses for March.
 - (2) Cq. No. 000504 - £23.40, HMRC, PAYE/NI for March.
 - (3) Cq. No. 000505 - £60.00, SR Howell & Co., payroll services 1/10/16 – 31/3/17.
 - (4) Cq. No. 000506 - £50.00, St. Peter’s Church, donation for use for Parish Council meetings.
 - (5) Cq. No. 000507 - £104.70, Mrs. D. Benham, wages & expenses for April.
 - (6) Cq. No. 000508 - £23.40, HMRC, PAYE/NI for April.
 - (7) Cq. No. 000509 – £72.00, Brian Cox & Co., internal audit fee.
 - (8) Cq. No. 000510 - £501.92, E-ON, electricity for street lights.
 - (9) Cq. No. 000511 - £154.77, CAPALC, affiliation fees.
 - (10) Cq. No. 000512 - £69.13, K & M Lighting Services, quarterly street light maintenance charge.
- f) Current position - A copy of the receipts and payments was handed to each councillor.

10. **Police matters:** The police crime report for January showed 1 reported crime. The February & March reports showed no reported crimes in the village.

11. **Correspondence.**

- a) NHS Cambridgeshire & Peterborough CCG Newsletter.
- b) CCC & Mayoral Election notices – to the noticeboard.
- c) Local Validation List consultation.
- d) Houghton & Wyton Neighbourhood Plan consultation.
- e) Consultation on proposed changes to future provision of Specialist Fertility Treatment in the Cambridgeshire & Peterborough Clinical Commissioning Group area – public meetings postponed.

12. **Reports from Councillors.**

County Cllr. Criswell said that he was pleased to be elected County Councillor for four more years. County Cllr. Criswell advised that the white lines would not now be reinstated on The Lane as it was classed as a “c” road. Clerk to ask the police to carry out speed checks on The Lane and to take a look at the parking issues on Church Street. Councillors agreed that the Clerk should get a quote for repainting the phone box. Cllr. Bussetil will look into raising the height of the lower shelves inside the phone box.

13. **Date of the next meeting:** Wed.19th July 2017 starting at 7.30pm in St. Peter’s Church.

Signed.....

Date.....