

Wing Parish Council

MINUTES OF ANNUAL MEETING OF PARISH COUNCIL HELD ON WEDNESDAY 23 MAY 2018, IN WING VILLAGE HALL

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Ref. No.	MINUTE ITEM	Action
01/18	<u>Elections to Chair / Vic-Chair</u>	
01/18.1	Cllr Spooner accepted the nomination as Chair of the Council – proposed by Cllr Dejardin, seconded by Cllr Newsham	BS
01/18.2	Cllr Dejardin accepted the nomination as Deputy Chair of the Council – proposed by Cllr Newsham, seconded by Cllr Curley	JD
03/18	<u>Attendance Register</u>	
	Cllrs Spooner, Clark, Daw, Dejardin, Curley, Newsham, Parish Clerk, plus 6 members of the public.	
04/18	<u>Apologies</u>	
	Cllr Seviour	
05/18	<u>Declarations of Interests / Request for Dispensation</u>	
	None received.	
06/18	<u>Election of representatives to the Village Hall Management meetings</u>	
	It was agreed that Cllrs Newsham, Spooner / Seviour and Daw be the 2018-19 representatives.	Cllr New. Daw /
07/18	<u>Neigh Plan Steering Group</u>	
	It was agreed that Cllrs Seviour, Dejardin and Curley be the 2018-19 representatives on the Steering Group.	Cllr. Sev, Dej, Cur
08/18	<u>Cllr responsibilities</u>	
	The following 'lead responsibilities' were agreed for 2018-19: a. Media – Cllr Daw b. Tree warden - Cllr Dejardin c. Street Scene - Cllr Newsham d. Planning & Strategy – Cllr Seviour e. Planning Applications - Cllr Seviour	

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09/18	<p><u>2018-19 Meeting Dates</u></p> <p>A list of dates had been circulated and agreed and will be displayed on the notice board and website</p>	MF
<p>10/18</p> <p>10/18.1</p> <p>10/18.2</p>	<p><u>Minutes of the Parish Council Meeting 28th March 2018</u></p> <p>In the minutes of the meeting on 28 March 2018, it was noted that minute 129/17.1 should be reworded to state “as understood by the Parish Clerk”. With that amendment, the rest of the minutes were approved.</p> <p>The Clerk was asked to ensure the correct spelling of Cllr names.</p>	MF
<p>11/18</p> <p>11.18.1</p> <p>11.18.2</p> <p>11.18.3</p> <p>11.18.4</p> <p>11.18.5</p>	<p><u>Clerk and Councillors reports</u></p> <p>The Clerk noted that the required ‘risk assessment’ had commenced on the personal details contained in material held in the office. A request was made that LRALC be contacted to check whether a similar service / check is available through them.</p> <p>No clarified had been received from RCC on the planning requirements for the signs erected by the water treatments works – MF was asked to chase this up.</p> <p>MF reported on the information shared with the Council’s insurers on the incident at the bus shelter on Tope Street and the claim for personal accident compensation now lodged with RCC. Information is awaited on any development with this claim.</p> <p>Cllr Dej. had meet with Highways officers on-site and had then subsequently arranged for the fitting of a waste-height handrail across the change in levels. fitted. An invoice for £320+VAT (had been received which he would discuss with the fitters.</p> <p>It was agreed to contact LRALC to see if the postponed Code of Conduct training could take place prior to the September meeting.</p> <p>MF noted he had been offered and accepted a full-time position within the regional housing sector but would continue with his Clerk duties.</p>	<p>MF</p> <p>MF</p> <p>Cllr Dej</p> <p>MF</p> <p>MF</p>

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12/18	<u>Democratic ten minutes:</u>	
12/18.1	<p>The situation with problems of water on the road surface and the high kerbstones in Church Street had been aired at the Annual parish Meeting.</p> <p>There also appeared to have been no activity concerning the cone standing by the corner of Top Street / Church Street.</p> <p>MF was asked to chase up both these sets of issues with RCC.</p>	MF
12.18.	<p>A request was made that the damaged ground between sundial cottage & 2/4/6 Bottom Street be reinstated. Ownership of this land will be checked with Highways - Cllr Curley declared a family interest in adjoining land, but not the land in question.</p>	MF
13/18	<u>Wing Community Centre / Village Hall</u>	
13/18.1	<p>It was noted from the draft accounts of the Village Hall Committee that there is a need to raise more income to cover repairs and maintenance work. Associated information from S Cox will be circulated.</p>	MF
13/18.2	<p>Issues concerning the signing-off of the accounts, and other proposals for ongoing account supervision will require discussion by the Trustees at a future meeting of the Trustees body.</p>	All
14/18	<u>Report of Neighbourhood Plan Steering Group</u>	
14/18.1	<p>A short report had been circulated to members by Cllr Seviour. It was agreed to ask the Chair of the Neigh Plan group for a separate summary of the year's activity.</p>	MF
15/18	<u>Commencement of new Wing Parish Council website</u>	
15/18.1	<p>Information was provided on the new PC website and the access details will be copied into the village community website and the parish magazine.</p> <p>The new address is <i>www.wingrutland-pc.gov.uk</i></p>	To Jane Orr by 10 th
15/18.2	<p>A very useful meeting had been held with Wendy D on issues relating to Freedom of Information requests and environmental regulations. MF was instructed to check the time required to hold different kinds of record-keeping and requirements.</p>	MF

Draft minutes to be confirmed at Parish Council meeting, Wednesday 25th July 2018

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16/18	<u>2017-18 Annual Return / Statement of Accounts</u>	
16/18.1	A Statement of Accounts for the 2017-18 had been circulated. This will be placed on the website as soon as that goes live.	
16/18.2	Information was provided on evidence of approvals and items that had been routine expenditure. It was agreed to proceed with this format for audit, but to request invoices or donation requests for all expenditure to be incurred in 2018-19.	MF
16.18.3	Members requested an up-to-date statement of reserves and bank reconciliations.	MF
17/18	<u>2018-19 Budget : Invoices / payments to be agreed</u>	
17/18.1	The following cheques and invoices were agreed for payment: <ul style="list-style-type: none"> - A. Wigginton, removal of ivy and tree growth : £264.00 - NALC / LRALC fees : £153.74 - Leicestershire & Rutland Playing Field association fees : £30.00 - Wing PC website domain name registration (M Field) : £180.00 - Autela Group, payroll services : £75.72 - M Field salary : £666.70 (April £133.34 / May £133.34 + 17-18 adjustment £400.02)	MF
17/18.2	It was agreed to cover the costs or replacement parts and batteries for the village defibrillator, (£39.60 + £282.00) but to request new invoices made out to the Parish Council.	MF
17/18.3	It was agreed to contact Mark D to check on the status of the proposed work to repair the phone box, prior to paying the outstanding invoice for £71.02 .	MF
17/18.4	There was agreement to pay the cost of the handrail positioned at the bus shelter in Top Street, but Cllr Dej will check the appropriate amount.	Cllr Dej
17/18.5	It was noted that the P60 for 2017-18 had been given to MF.	
17/18.6	A copy of the 2018-19 budget and expenditure was circulated.	
18/18	<u>Insurance</u>	
18/18.1	The payment of the Parish Council's insurance cover for 2018-19 was agreed as proposed by Cllr Dej and Seconded by Cllr Clark.	MF

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19/18	Matters relating to the Village Environment	
19/18.1	MF noted the required tender for undertaking a survey and maintenance of PC trees had been issued and should receive responses by the end-June.	
19/18.2	The clearance of the overgrowth on the Tope Street bus shelter had revealed that some of the slate tiles are cracked and need replacement. MF was authorized to obtain 3 quotations to carry out the necessary repairs.	MF
20/18	<u>Planning Applications</u>	
20/18.1	Two recent decisions made by RCC were noted: (a) Approval of the proposed alterations to kitchen premises at Wing Hall. (b) Approval of alterations at 7 Top Street.	
21/18	<u>Correspondence</u>	
21/18.1	Correspondence had been received on the local responses to proposals for large-scale development at the St George's Barracks site. Cllr Dej agreed to liaise with Cllr S and then circulate a draft letter to RCC, using the Edith Weston statement as a starting point.	Cllr Dej, Sev
22/18	<u>Business for the next meeting</u>	
	a) A statement regarding the Council's financial reserves. b) Arrangements for future Code of Conduct training c) Timescales to complete data management checks and tasks	
	<u>Next meeting</u>	
	Wednesday 25 July 2018 at 7.30 pm in the Community Centre.	

Signed:

Chair of the Council

Date: