

# Wing Parish Council

## MINUTES OF MEETING OF PARISH COUNCIL HELD ON WEDNESDAY 25 JULY 2018, IN WING VILLAGE HALL

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Ref. No.	MINUTE ITEM	Action
<b>30/18</b>	<p><b><u>Attendance Register</u></b></p> <p>Cllrs Spooner, Clark, Curley, Daw and Seviour, plus the Parish Clerk.</p> <p>Also present RCC Cllr Baines.</p>	
<b>31/18</b>	<p><b><u>Apologies</u></b></p> <p>Cllr Dejardin and Cllr Newsham</p>	
<b>32/18</b>	<p><b><u>Declarations of interest</u></b></p> <p>None.</p>	
<b>33/18</b>	<p><b><u>Minutes of PC Meetings held 23 May and 14 June</u></b></p> <p>The minutes of the Annual Meeting of the Parish Council held on 23 May, and the additional meeting of the Parish Council held on 14 June were both agreed (with corrected typos).</p>	
<b>34/18</b>	<p><b><u>Clerk and Councillors reports</u></b></p> <p>It was noted that limitations on the Clerk's time had yet to permit contact to be followed up with RCC Planning on previous items.</p> <p>All other items of note were already included on the agenda.</p>	MF
<b>35/18</b>	<p><b><u>Democratic ten minutes – public participation</u></b></p> <p>No members of the public were present at the meeting.</p>	
<b>36 /18</b>	<p><b><u>Report on Internal and External Audit 2017-18</u></b></p> <p>36.18.1 The Clerk summarised the action that had been taken since the 14 June and on the report prepared by the Internal Auditor.</p> <p>It was noted that a series of reporting and information-related items have been highlighted for action - these will be successively addressed and brought to future PC meetings.</p>	

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	<p>These actions include the following issues in italics :</p> <ul style="list-style-type: none"> <li>- Role of Trustees / Councillors regarding Wing Community Centre Trust (<i>advice awaited from LRALC</i>)</li> <li>- Transparency Code and 2017-18 information (<i>information published on the PC website</i>)</li> <li>- Minutes and Agendas on PC website (<i>copies of 2017-18 meetings to be recreated on the new website; a web-link error to an outside Parish Council will be reported to the web-provider</i>)</li> <li>- Copies of PC policies / Financial Regulations (<i>to be placed on a new section on the PC website</i>)</li> <li>- Risk Assessment (<i>to be brought to the November meeting, and to include consideration of the Community Centre</i>)</li> <li>- Registration with Pension Regulator (<i>undertaken in the past - to be followed up for MF's employment</i>)</li> <li>- 2016-17 External Audit report (<i>no final copy of the 2016-17 report has been available – Cllr Seviour to look for a copy</i>)</li> <li>- Bank Reconciliations (<i>circulated prior to the meeting, and to be repeated at bi-monthly meetings</i>)</li> <li>- Amendments to Accounting Statement 'brought forward' figure (<i>revised figure reported to Auditors and supported by report</i>)</li> <li>- VAT claims (<i>to be undertaken ASAP</i>)</li> <li>- Valuation of Assets (<i>request for formal advice to be sought from LRALC associates</i>)</li> </ul>	<p>MF all</p>
<p>36.18.2</p>	<p>Councillors noted that, the above points notwithstanding, the Internal Audit report had been confident that the Council had applied 'sound policies and procedures...' for the year's formal operations and requirements.</p>	
<p>36.18.3</p>	<p>It was noted that Standing orders state copies of meeting minutes should be published within one calendar month of each meeting: draft copies of the minutes will be agreed by the Clerk and the Chair, posted on the website for public use, and then confirmed at the next meeting of the PC.</p>	<p>MF/BS</p>

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<p><b>37/18</b></p> <p>37.18.1</p> <p>37.18.2</p> <p>37.18.3</p>	<p><b><u>Matters regarding Wing Community Centre / Village Hall</u></b></p> <p>It was noted that advice is being sought from LRALC regarding the Community Centre bank accounting procedures.</p> <p>It was agreed to seek further help from LRALC (with payment of a fee if required) on an up-to-date valuation of the PC's assets.</p> <p>A set of proposed amendments on the Village Hall Standard Conditions of Hire had been received from the V H Management committee. As not all Councillors were present it was agreed to exchange views and comments on these through e-mails.</p>	<p>All</p>
<p><b>38/18</b></p> <p>38.18.1</p> <p>38.18.2</p> <p>38.18.3</p>	<p><b><u>Wing Neighbourhood Plan</u></b></p> <p>A report from the Chair of the N P Group had been provided prior to the meeting – it was agreed to attach this to the minutes on the PC's website.</p> <p>DS noted that a local 'Listed Buildings' directory was being compiled - a draft will be circulated. Accompanying photo references for these and other views are close to finalisation.</p> <p>A new 'History of Wing' should be available for the forthcoming Wing Festival, and other local history sources were suggested by Cllr Baines.</p> <p>It was noted that the N P grant had been received and banked. A copy of the proposed NP budget will be circulated from the original application. MF will clarify invoice procedures with the N P Group.</p>	<p>MF</p> <p>DS</p> <p>MF</p>
<p><b>39/18</b></p>	<p><b><u>Wing Parish Council website</u></b></p> <p>Material regarding PC policies and a full set of 2017-18 Agenda / Minutes will be placed on the site.</p>	<p>MF</p>
<p><b>40/18</b></p>	<p><b><u>Tender returns for P C Tree Survey and works</u></b></p> <p>It was noted that only two tender quotations had been received for the proposed initial survey of tree conditions. It was agreed to procure a third quote and instruct the contractor providing the lowest figure to undertake just the tree survey. The need and cost for other work will be reviewed thereafter.</p>	<p>MF</p>

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41/18	<p><b><u>Bank Reconciliation July 2018 for 2018-19 Accounts</u></b></p> <p>A copy of the details circulated will be placed on the website.</p>	MF
42/18 42.18.1  42.18.2	<p><b><u>Invoices and payments</u></b></p> <p><b><i>The following items were agreed for payment:</i></b></p> <ul style="list-style-type: none"> <li>- LRALC (Cost of Internal Audit 2017-18) : <b>£170.00</b></li> <li>- Payroll Services Autela Group (Inv.13816) : <b>£46.80</b></li> <li>- Parish Clerk (salary June 2018) : <b>£133.34</b></li> <li>- Parish Clerk (salary July 2018) : <b>£133.34</b></li> <li>- Neighbourhood Plan (printing of flyer) : <b>£56.00</b></li> <li>- Neighbourhood Plan : (stationery) : <b>£19.48</b></li> </ul> <p><b><i>Other items considered:</i></b></p> <ul style="list-style-type: none"> <li>- An invoice from Manor Fabrication (Bus Shelter Railing) for <b>£384.00</b> : it was agreed to ask Cllr Dejardin to check this.</li> <li>- Invoices presented through the Community Centre for 'WingRutland.uk' Domain Name renewal (i.e. for the Community website) for <b>£11.99</b> and for WingRutland.uk' e-mail account renewal (i.e. for the Community website) <b>£43.06</b> : it was agreed to suggest that the Community website submit a request for a community grant application. MF will issue a form.</li> </ul>	MF all  Cllr D  MF
43/18	<p><b><u>Planning applications</u></b></p> <p>None received prior to the meeting.</p>	
44/18 44.18.1  44.18.2  44.18.3  44.18.4	<p><b><u>St Georges Barracks</u></b></p> <p>It was noted that a clerical error had omitted information coming to the PC on the meeting with Alan Duncan.</p> <p>A copy of Wing PC's letter to the RCC will be forwarded to Cllr B.</p> <p>Cllr B. noted that a bid from RCC for 'infrastructure funds' had been submitted although a final estimation of housing numbers (between 1500 – 3000) and mineral extractions remains unclear. There is currently little clarity on the impact of the proposed plans for St Georges and the RCC Local Plan. It was acknowledged that public perception of the 'project board' is that it seems 'officer-weighted' and unaccountable to local opinion.</p> <p>RCC's Communications news issued 25/07/8 will be circulated.</p>	MF     MF

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<b>[Cllr Clark and Cllr Curley left the meeting at this point....]</b>		
<b>45/18</b>	<b><u>Correspondence</u></b>	
45.18.1	A copy of planning rejection certificate will be circulated.	MF
45.18.2	RCC has informed PCs that the costs of 2019 elections will rise.	
45.18.3	Rutland Voluntary Sector conference will be held 21 Sep 2018.	
<b>46/18</b>	<b><u>Wing Trustees of Wing Community Centre</u></b> It was noted that advice has been sought from LRALC on the respective roles and liaison between Trustees and the Community Centre.	
<b>47/18</b>	<b><u>Business for the next meeting</u></b> Councillors requested that all papers and additional information for the next agenda items are circulated within a single e-mail.	MF
<b>48/18</b>	<b><u>Confidential Item</u></b> (discussion by Parish Councillors)  <i>This item relates to concern raised on persistent communications from outside the parish and attempts to interfere with the Council's records and procedures.</i>  <i>It was agreed that the clerk not respond to any further communications from the source noted, and to seek advice from RCC on dealing with increasingly 'vexatious' communications.</i>  <i>The matter will be returned to all members of the PC.</i>	MF
	<b><u>Next meeting</u></b> Wednesday 26 September 2018 at 7.30 pm in Wing Community Centre.	

Signed:

Chair of the Council

Date: