

HUNTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON THURSDAY 14th MAY 2009 AT HUNTON PARISH HALL

PRESENT : Cllr R Sawtell in the Chair, Cllrs K Eatwell, D Heaton, L Leonard, R Porter, G Thomas (from Item 10.4), M Walter and Mrs V Stancombe, Clerk

IN ATTENDANCE: County Cllr P Stockell, Borough Cllrs B Mortimer, C Parr, J Wilson, PCSO Joanna Watts and four parishioners were present until Item 10. Four further parishioners were in attendance from Item 7.2.1 to Item 10.

1. APOLOGIES

Apologies had been received and accepted from Cllr Thomas who subsequently joined the meeting from Item 10.4.

2 ELECTION OF OFFICERS

2.1 Chairman

Cllr Sawtell was nominated by Cllr Walter and seconded by Cllr Eatwell. There being no other nominations and all Members being in agreement, Cllr Sawtell was duly elected as Chairman for the forthcoming year and completed the Declaration of Acceptance of Office.

2.2 Vice-Chairman

Cllr Thomas was nominated by Cllr Sawtell and seconded by Cllr Heaton. There being no other nominations and all Members being in agreement, Cllr Thomas was duly elected as Vice Chairman for the forthcoming year.

3. COUNCILLOR DECLARATIONS

There were no declarations made.

4. MINUTES of the FULL COUNCIL MEETING held on 12TH MARCH 2009

The Minutes of the meeting had been previously distributed and were unanimously **Agreed** to be an accurate record. The Chairman signed off the official copy.

5. APPOINTMENT of Committees and Council Representatives

5.1 Structure of Committees

It was **Agreed** to the following Committee arrangements for the forthcoming year:
Planning Committee – A minimum of three Councillors as available.

5.2 Appointment of Representatives

The following appointments were made for the forthcoming year:
TRAMP & KCC Highways – Cllrs Thomas and Walter
KALC Area Committee - Cllr Sawtell
KCC Local Committee – Cllr Leonard
CAB Governing Body – Cllr Sawtell
Policing matters – as available
Hunton Primary School – Ms J Leach
Custodial Trustees of the King George V Playing Field – Cllrs Eatwell and Sawtell.

6.. THE POWER OF WELL BEING

It was **Agreed** to defer this item until the training sessions have been organised by KALC.

7. HIGHWAY AND FOOTWAY MATTERS

7.1 Footpath – Benstead Close to Village Hall

The project was discussed and Members **Noted** Ben Hilden of KHS is willing to be involved with the Scheme. It was **Agreed** Cllr Sawtell would have a site meeting with Ben Hilden to discuss the proposals and obtain costings for the project. There followed discussion regarding the problem with the blocked ditches and Cllr Sawtell reported attempts to contact the landowner in order to get the obstructing trees removed so that the ditches can be cleared had so far failed but he would continue to endeavour to make contact. The cutting of the hedgerow was also discussed and a Manager from Amsbury Farm offered labour resources to carry out the work.

ACTION:CLERK/CLLR SAWTELL

7.2 Traffic Issues

7.2.1 West Street

The recent Speed Survey had shown that 85% of vehicles were travelling over the speed limit. Members discussed the options available including Speedwatch and it was **Noted** that until six trained volunteers were available Speedwatch could not be implemented. It was **Agreed** to contact KHS to establish what could be done in West Street. Members **Noted** the Police had agreed to look at the problem.

ACTION: CLERK

7.2.2 East Street

It was Agreed that a barrier could be installed at the location of Stonewall Oasthouse on East Street. The Manager of Amsbury Farm offered to look at the site with the possibility of installing a barrier. Members to consider the salt bin request from the owner of Stonewall and decided no action was required at the present time and the matter will be reviewed again later in the year.

ACTION: CLERK

7.2.3 Triangle George Street/Redwall Lane

Members considered the requests from a resident in George Street regarding installing wooden posts at the triangle at the junction of George Street and Redwall Lane and **Agreed** to have a site meeting to assess the problems.

ACTION: CLERK/CLLRS

8. RESOURCES AND ENVIRONMENT MATTERS

8.1 King George's Field Charity

Cllr Eatwell reported at the last Committee meeting on 15th April, that was well attended by all three Clubs, it was agreed to contact Savages who had offered to assist with the re-siting of the ditch and hedge adjacent to the Field; water meters have been installed to control the use of the water for the three Clubs; the Fete planned for 26th June has been cancelled this year due to clashes with other local events; a quote has been obtained for the repair and replacement of the fencing adjacent to the play area.

8.2 Football Club Repairs

Members Noted Allianz has confirmed that the cost of replacing the boiler is not covered under the insurance and deferred a decision to contribute towards the costs incurred by the Football Club.

9. PARISH PLAN

Members **Noted** the person who was going to lead the Plan is no longer available and the project requires parishioners who would be willing to be involved in the process.

The meeting was adjourned at 7.55 pm and reconvened at 9.25 pm following the Annual Parish Meeting.

10. MATTERS OF REPORT

Reports were received from:

10.1 County and Borough Councillors

County and Borough Councillors reported at the Annual Parish Meeting which followed immediately after the close of the meeting.

10.2 Chairman

The Chairman had nothing specific report.

10.3 Individual Councillors

Councillors had nothing specific to report.

10.4 Clerk

10.4.1 CiLCA

Members **Noted** the Clerk has submitted and passed the section on The Power of Well Being and has now received a full Pass and Certificate for the Certificate in Local Council Administration.

10.4.2 Police

Members **Noted** Inspector Sandwell has advised that PC Lee Tallon has been appointed to cover the Parish of Hunton and while he is currently attached to another department PC Tallon is expected to commence his neighbourhood role in early June 2009.

11. FINANCE

11.1 Annual Review of Effectiveness of Internal Audit

In carrying out its Annual Review, the Council **Agreed** that the system of internal audit currently in place is effective.

11.2 Statement of Internal Control

In carrying out its Annual Review, it was proposed by Cllr Heaton, seconded by Cllr Leonard **“that the Council approves the Statement of Internal Control”**. This was **Agreed** and the Chairman signed the official document.

11.3 Annual Return of Accounts and Audit 2008/09

11.3.1 Council’s Accounts

It was proposed by Cllr Porter, seconded by Cllr Walter **“that the Council’s Statement of Accounts should be Approved”**. This was **Agreed**.

11.3.2 Annual Return – Statement of Accounts

It was proposed by Cllr Porter, seconded by Cllr Walter **“that the Statement of Accounts contained on Page 2 of the Annual Return to the Audit Commission should be Approved.”** This was **Agreed**.

11.3.3 Annual Return – Statement of Assurance

Members considered the Statement of Assurance contained on page 3 of the Annual Return, determined that the statements numbered 1 to 8 can all be answered “Yes” and statement number 9 should be answered “N/A” then it was proposed by Cllr Leonard, seconded by Cllr Walter **“that the Statement is Approved”**. This was **Agreed**.

11.4 Budget 2009/2010 Setting and Monitoring

Members **Noted** a report showing the 2008/2009 budget and actuals, the preliminary budget for 2009/2010 as previously agreed, the recommended change and receipts and payments for April. This was **Agreed** with the changes as follows: Increase in the donation to King George’s Field to £5,800 to take into account irrecoverable VAT.

11.5 Income received since the last meeting

Cllr Porter perused the records and was satisfied that the balances in hand agreed with the Clerk’s records. Actual payments received since the last meeting were:-

MBC – Devolved Budget Grant – New Salt Bin (Received in March)	£300.00
HMRC – VAT Refund (received in March)	£177.78
NatWest Capital Deposit Account Interest (March)	£0.55

11.6 Confirmation of payments already made

It was proposed by Cllr Porter, seconded by Cllr Walter **“that the following payments made since the last Meeting are approved”**. This was **Agreed**.

S/O - Mrs V Stancombe – Net salary for March	£281.16
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11.7 Cheques for signature

It was proposed by Cllr Leonard, seconded by Cllr Thomas **“that the Council approve the following payments”**. This was **Agreed** and the cheques were signed:-

941 - ACRK – Annual Subscription	£35.00
942 – KALC – Annual Subscription	£248.33
943 – NALC – Annual Subscription LCR	£13.50
944 – Ringway Infrastructure Services Ltd – Street Light Maintenance Contract	£55.00
945 – MBC – Litterpicking April & May	119.60
946 – V Stancombe – Reimbursement of Expenses	£114.64
947 – M Carpenter – KGF Expenses	£28.88

11.8 King George’s Field Charity

Members **Noted** the Audit Commission has confirmed the Council is required to Approve one donation per annum to the Charity, retain the funds and thereafter authorise and Minute expenditure to be deducted from this amount during the year. It was proposed by Cllr Heaton, seconded by Cllr Porter **“to approve a donation to the Charity of £5,800 for the financial year 2009-10”**. This was **Agreed**.

11.9 Review of Clerk's Salary

It was proposed by Cllr Porter, seconded by Cllr Walter “**that Clerk's salary is increased by two points to Spinal Column Point 26 (to include a one point rise in recognition of achievement of CiLCA) with a review again May 2010**”. This was **Agreed**.

11.10 Annual Renewal of Insurance Cover

Members **Noted** receipt of the insurance renewal from Allianz. It was proposed by Cllr Heaton, seconded by Cllr Eatwell “**that the renewal from Allianz at 2292.46 is accepted**”. This was **Agreed** and cheque no. 949 was signed.

11.11 Hunton Flower Festival

Members **Noted** a total of £200.00 had been received from Borough Councillors Mortimer and Parr from their Devolved Budget for the Flower Festival and this amount will be forwarded by cheque no. 948 to The Friends of St Mary's, Hunton.

12. DATE OF NEXT MEETING

The next full Council Meeting is on Thursday 9th July 2009 at 8.00 pm at Hunton Parish Hall.

There being no further business the meeting closed at 9.45 pm.