

# MINUTES OF MEETING OF SAXTEAD PARISH COUNCIL

**Tuesday 27<sup>th</sup> March 2018 at 7.30 pm**

1. **The Chairman welcomed everyone to the meeting.**

2. **There were no apologies for absence.**

**Present**

George Cullingford (Chair)

Kevin Davis

Graham Ward

Lisa Handley

Jonathan Sullivan

Lydia Kirk (Clerk)

3. **Declarations of interests & applications for dispensations**

KD declared an interest in item 11 as he owns this property.

4. **The minutes of the meeting on 15<sup>th</sup> February 2018 were approved as a true record of the meeting.**

5. **Matters arising**

None

*There were no members of public present so no public forum was held.*

6. **Chairman's report** The Chair reported that the Parish Council is running smoothly and thanked the clerk for her work to ensure PC matters are all in order.

7. **Clerk's report**

Saxtead Parish Council (SPC) has now been registered with the Information Commissioner's Office.

The clerk has started end-of-year accounts preparation, and will be able to progress this further when the bank starts sending statements to her. Trevor Brown has confirmed that he would be delighted to act as SPC's internal auditor this year.

The Highways Department has been contacted regarding entrance signs and traffic calming measures for the village but no response has been received as yet.

The new village website and requests for local companies to provide contact details for our business directory will be advertised in the next edition of *Framfare*.

Local district councillors have been informed of the change of clerk and given meeting dates for the year.

8. **Responsible Financial Officer's report**

a) The following payments were considered and, after some discussion, approved.

Reference Number	Amount	Payee	Details
E22 17-18	£134.56	B. Cable	Final Salary to 11 <sup>th</sup> November 2017
E23 17-18	£ 75.15	B. Cable	Expenses
E24 17-18	£ 78.06	L. Kirk	HWA- 16 <sup>th</sup> Jan-end of Jan & Feb. Envelope files, stamps, mileage
E25 17-18	£413.25	L. Kirk	Salary quarter ending 31/03/2018
E27 17-18	£103.20	HMRC	PAYE re L Kirk

In addition, two invoices from SALC for payroll services to 30.9.2017 (£54.00) and 31.03.2018 (£21.60) were approved in order to settle the account before the financial year-end. It was noted that the second invoice was for a smaller amount due to a) there being some months with no clerk, and b) the new clerk being paid quarterly rather than bi-monthly.

*Invoices with full details of the above items were on display at the meeting.*

b) The following approved payment made since the last meeting was noted.

Reference Number	Amount	Payee	Details
E26 17-18	£35.00	Information Services (ICO)	Data Registration

c) The following payments received since the last meeting were noted

Date	Amount	Payee	Details	Notes
26.01.2018	£42.50	C.A.S	Web hosting refund	
27.02.2018	£294.91	HM Revenue & Customs	VAT Repayment	Claim period 17.05.2016-31.01.2018

d) Bank statements and a bank reconciliation to 2<sup>nd</sup> January 2018, the date of the last bank statement, were reviewed and signed off by LH.

e) The quarterly report for payments and receipts was reviewed and all was in order.

9. **SPC's current risk assessment was considered.** At present the risk assessment in place only covers financial assets, but there are archived risk assessments for physical assets too. The clerk provided a draft risk assessment for SPC's physical assets based on previous ones which councillors discussed and amended.

10. **Council considered the quotations received for the mowing contract for the triangular green for 2018.** The tender was advertised on the website and local mowers were approached inviting them to quote for the tender. Neither of the companies who tendered wished to quote for more than 1 year. Council resolved to continue using the current mowing contractor, R. Gladwell, to cut the grass, based on price and a good working relationship with him.

11. **PLANNING**

Application DC/18/1125/TPO was discussed (felling 2 elm trees & 30% crown reduction of 3 ash trees at Barn Acre House, The Green, Saxtead). Council resolved to agree with the SCDC Tree Officer's recommendation regarding these works.

12. **Council considered correspondence received since the date of the last meeting.**

13. **It was suggested that GC and JS meet with the Community Support Officer at SCDC to discuss the application for registering *The Old Mill House* as an Asset of Community Value.** Two dates were suggested and the clerk will organise a meeting.

14. **GC has received replies from Bidwells regarding various ongoing issues.** Bidwells think that the Highways Department would be responsible for the upkeep of the layby and suggest we contact them directly. The fallen tree will be removed the next time Pembroke College have a tree contractor conducting works to the Green and Grass Solutions will be cutting the College's village green again this year.

15. **Matters to be raised at the next meeting**

Approval and adoption of final version of Assets Risk Assessment.

Discuss meeting regarding the ACV application regarding *The Old Mill House*.

Update re traffic calming signs

Review end of year accounts and internal auditor's report.

16. **The next meeting was confirmed as Thursday 10<sup>th</sup> May after the Annual Parish Meeting at 7.30pm.**

There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 8.45pm.

Signed:

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**G. Cullingford**  
**Chairman**

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**Date**