

Weekley Parish Council

Clerk - Claire Tilley
01536 791893
clerkweekleypc@gmail.com
www.weekleypc.wordpress.com



Draft minutes of the Annual Meeting of Weekley Parish Council to be held at The Village Hall, Weekley on Tuesday 16th May 2017 (following the Annual Parish meeting at 7pm)

Present

Cllrs Peter Chew, Brian Peel and Matt Tartaglia
KBCllr Mark Rowley Clerk- Claire Tilley
3 residents

1. **Election of Chairman-** Toni Wilkin was nominated *in abstentia* and had informed councillors she was willing to stand again. Councillors **resolved to elect Toni as Chairman** and Matt as Vice-Chairman (Matt to Chair this meeting)
2. **Declaration of Acceptance of Office-** Will be signed by Toni prior to the next meeting
3. **Apologies-** received and accepted from Toni (annual holiday) and Rachel (domestic reasons)
4. **Co-option of new councillors-** the proposed resident was unable to attend the meeting
5. **Declaration of Interests** –none relevant
6. **Minutes of last meeting-** 22nd February 2017- Resolved to approve and Matt signed
7. **Policies-** members had the opportunity to review polices and **resolved to adopt** –
 - Standing Orders
 - Code of Conduct
 - Financial Regulations-
 - Asset register
 - Risk assessment
 - Complaints procedure
 - Procedure for dealing with Freedom of Information Act requests
 - Data Protection policy
 - Review of bank signatories- To keep on Toni, Claire and Peter- Matt to be added **Clerk to get paperwork**
8. **Insurance cover** – members resolved to go with Aon quote of £168 over Zurich of £167.44 as cover was substantially higher on several sections.
9. **Finance-**
 - a) **AUDIT/Annual return-** members completed and approve the Annual Governance statement and Accounting records
 - b) **Clerk-** All members pleased with Clerk performance over the year- and resolved to increase pay by 10p an hour in line with SCP point 19 – April 2017. To be paid as of May as salary paid in arrears. This will equate to £10.80 extra a year so should not impact budget
 - c) **Payments approved-** in accordance with relevant legislation

C.Tilley	Clerk salary	£207.94	Chq 100420	LGA 1972 s112
HMRC	PAYE	£51.80	Chq 100421	LGA 1972 s112
Insurance	Aon Ltd	£168.00	Chq 100422	LGA 1972 s140
Information commission	Register as Data Controller	£35.00	Chq 100423	LGA 1972 s111
NCALC	Internal Audit	£90.00	Chq 100424	LGA 1972 s111
Peter Chew	Noticeboard materials	£10.72	Chq 100425	LGA 1972 s144

10. **Dates for next meetings-** agreed as Sep 19th 2017, Dec 19th 2017, Feb 20th 2018, May 15th 2018

Ordinary meeting items to note-

10. **Public session** -residents made the following points

- Rockingham pony event- A resident car parked over entrance to park. Participants shouldn't use main street as access- asked for council to let Boughton know. Suggested better sign posting and reinforcing access with the pony club-

11. **Action Points-** arising from minutes of last meeting

- Weekley & Warkton cricket club- revised license granted- circulated and on website
- Street lamp at Weekley Wood lane- KBCllr Rowley spoke of street lighting issue still ongoing over ownership- County Council are replacing LED around towns, but stopping at village boundaries, as Parish Council would have to pay at least £1000 for installation of new one. Refer to next meeting
- Members to discuss website visibility and usability- see point 14

13. **Reports-** Chairman and Police report made and included in Annual Parish Meeting notes.

KBCllr Rowley- updated members on Broadband rollout. He and another councillor spoke to NCC about missing monies for rollout- now on track to complete this year's work as planned. Weekley on track for superfast broadband by end of 2017. Also, a Mobile phone signal booster post going in at new development in Warkton Lane.

14. **Internal Audit report-** report circulated. Recommendations taken on board regarding minuting Internal control process, improving website to ensure compliance with Transparency Code and ensuring records kept of Annual Parish Meeting. **Members resolved that Clerk should upgrade current WordPress site using Transparency Code monies**

15. **Transparency Code for Smaller authorities (2014)** -members discussed and decided to certify the council as an 'exempt authority' so removing the need to submit the Annual Return to an external auditor. An external auditor will still be available through the Sector Led Body should any residents wish to exercise their rights.

16. **Definitive Map and Rights of Way-** new copies received with a request for completion of a questionnaire regarding popular usage of pathways

17. **Items for next meeting-** Suggestion from NCALC to join it and consideration of clustering of the three parishes of Grafton Underwood, Weekley and Warkton
-street light at Weekley Wood Lane

Meeting closed 9pm