

NEWTON in the ISLE PARISH COUNCIL

Minutes of the Newton in the Isle Parish Council meeting was held in the Village Hall on Monday 9th May 2016 commenced at 7.00pm.

Present

Cllr's D Fullbrook (Chairman), D Gibbs, (Vice Chairman), D Smith, A Sloan, S.Clark, Cllr A Lay (CCC), P Wilkinson (Clerk) and David Vincent Emergency Planning Officer FDC.

1. Nomination for Chairman

Cllr D Fulbrook was proposed to continue as Chairman by Cllr D Smith and seconded by Cllr Clark approved by all Cllrs present

Cllr Fullbrook then asked for Nomination of Vice Chair

Cllr Clark proposed Cllr Gibbs this was seconded by Cllr Sloan approved by all Cllr's present

2. Apologies

Cllr's , J Kooreman, J Hoyles, Cllr C Seaton, Cllr M Humphrey and Cllr S King

3 Declaration of Interests with regard to terms of the Agenda

Cllr Clark agenda item 11 Planning

4. Public Forum No residents attended

5 Emergency Planning

David Vincent explained the importance of having a plan of action in place to help the community manage better in an emergency with input of local skills..He circulated and discussed information on Preparing For Emergencies and a Community Emergency Plan Toolkit to assist with details of setting up an emergency plan. A Group Coordinator would be required to take the lead and to liaise with other volunteers. The Councillors decided further discussion was required before a Coordinator could be found to take on the role . David Vincent stated that he was willing to help with any queries. Cllr D Gibbs and S Clark would look into the procedure. Cllr Clark would liaise with David Vincent. This would be included as an agenda item for the July council meeting. Chairman thanked David Vincent for attending the meeting

6 Minutes of the last meeting were approved and signed as a true record.

a) Matter arising

The village signs could only be removed and replaced by FDC.

7. Action Review

Training programme for Speedwatch volunteers and procurement and placement of Speedwatch warning signs ongoing

Proposed wildflower area in the playing field, Cllr Clark stated that Street Pride wished to take on this project. A plan and costing for this venture to be put together by Cllr Clark (PC Street Pride representative) for discussion at the July Parish Council meeting before any further action would be considered for approval.

A letter was approved to be circulated to residents inviting support for the fund raising campaign for a defibrillator.

Village Notice board approval granted to site a new notice board near seat on corner of High Road /Fen Road junction

Cllr Fullbrook would require help to replace the roundabout bearing ongoing

Restoration of ditch western boundary playing field, a further letter to be sent to residents on the playing field boundary as a reminder to remove any obstacles within the dyke .

Cllr Gibbs to prepare draft contract of employment for post of Clerk for July meeting

Cat Two street lighting programme still ongoing, awaiting five quotes.

Councillors responses to the Village Plan be considered at July meeting

8. Highways Report

Cllr Clark stated that the all pot holes had been repaired but monitoring was still ongoing.

New building work had caused considerable damage to the footpath on High Road near Hill Cottages, this was the only access to the building site. The footpath would be resurfaced by contractors when building work was completed. The council were aware of the state of the footpath and this was being monitored.

9. Finance

Approval of End of Year Accounts

Copies circulated prior to the meeting for end of year accounts

Community Account £9150.09

Business Saver a/c £1692.68

Carry forward larger than normal due to outstanding invoices not received until after year end.

Total carry forward of £10842.77

- *1 Resolved to approve the statutory accounts Councillors formally approved and authorised the accounts for year ending March 2016 Chairman signed accounts.*

INTERNAL AUDIT

Copies of the report circulated prior to meeting Five Recommendations given by the Auditor these were discussed with the council

R1 Timescale for draft minutes to be within one month of meeting for publication on line and on the notice board. This was to be instigated along with publishing the responsibilities and details of councillors including telephone and email addresses along with the council assets as referred to in the Transparency Code . This information would be included in the annual report

R2 All invoices and cheque stubs initialled with two signatures

R3 Vat claim of £20 , clerical error would be claimed on the next VAT refund in July.

R4 Allotment rents to be reviewed each year agenda item for September

R5 Formal contract for clerk required, to be implemented and approved at the next council meeting- agenda item for July 2016

- *2. Resolved to ensure that these five recommendations were implemented as soon as possible, approved by councillors*

Annual Return section one / two and page 5 along with explanation of variance circulated prior to meeting. Variances discussed at meeting no queries .

This Annual return would be published on the website and notice board by June 5th

- *3 Resolved to confirm that the council has formally approved and adopted the statutory accounts including the Annual return (section 2) and also the Annual Governance Statement (section1) Councillors all approved duly signed by Chair.*

Confirmation of date Public Rights notice of accounts -June 6th to 15 July 2016

- *4 Resolved to accept the dates of public rights. Agreed by councillors*

SAVINGS ACCOUNT £1692.68

COMMUNITY A/C

Income – Allotment rents received £21.60 and £86.40

Precept ½ yr £3885 plus Council Tax Grant ½ year of £ 365 **Total income £4358 to May**

Cheques for approval retrospectively due to payment

Rob Horspool Design £37.50 + Vat £7.50 =£45 for playing field signs cheque no 100527

Village Plan - Printing final reports £100 and Admin costs including paper and printing final copies £120= £220 leaving £14 Village Plan Grant which has now been approved by the Lottery Grant cheque no 100528

Acre final payroll charge for 2015/16 £30 + vat £6. =£36 cheque no100529

North Level Drainage rates £38.33 cheque no 100530

Balfour Beatty Street lights five payments of £619.43 + VAT £123.89 Total £3716.60 cheque no 100532 This payment had been approved at a previous meeting

- *5 Resolved to approve payments of above five invoices retrospectively Councillors agreed*

Auditing Solutions Internal audit fee £155 + vat £31 = £186.cheque no 100533

CAPALC Affiliation Fee for 2016/17 £251.28 cheque no 100534

FDC Election Recharge £850.32 cheque no 100535

- *6 Resolved to approve payments of above three invoices Councillors agreed*

Councillors agreed to a report being published this to be completed by Clerk and Cllr Gibbs.to keep within Transparency Code Regulations.

- *Resolved to approve publication of Report. Councillors agreed*

Cllr Gibbs has obtained a quote for insurance from Zurich £660.97, for three year contract £614.34 this was considerably cheaper than Aon at £1345.04 and offered the same or more cover. It was recommended that the council change to Zurich.

- *7 Resolved to approve Zurich for insurance over a three year period agreed by councillors*

10 . Allotments

Cllr Sloan was dealing with an allotment enquiry .Rents would be reviewed in September

11. Planning

Cllr Clark declared an interest and temporarily left the meeting .Plans for an extension to 13 Karrow Meadows were discussed and approval with no objections

12 Village Hall

Report circulated .Operating costs to be reduced. Increase in hall rents seemed likely-under investigation. New caretaker appointed. Fun raising endeavours continued.

13. Playing field

Cllr Fullbrook had completed weekly Inspections over a two month period no faults recorded. Cllr Gibbs to complete the next two month period with another Cllr taking this on at next council meeting

Moles were still a problem, Cllr Fullbrook to investigate

14. Correspondence

Emails previously circulated

Cambridgeshire County Council newsletter

A number of Public Sector Executive Information documents

Rural Services Network News documents

NHS documentation on procurement

Transparency Fund application deadline May 13th for funding bid

Councillors approved a bid for funding for a parish council computer and software for clerks use, Cllr Gibbs to complete forms

Cambs Community Fair June 7th

Updates from PCSO Helen Norton Smith and *Ecops*

No police presence at meetings clerk to write on behalf of councillors requesting a more detailed breakdown of crimes committed within the parish

Correspondence

Kings Lynn West Norfolk Community Planning and Environment Infrastructure Levy Draft, Charging Schedule, formal consultation 14th March to 25th April

Fenland Twinning Association visit

East Anglian Childrens Hospice and MAGPAS Air Ambulance requesting help.

Ms Memory Dengu contacted again re signage Poppy Close to reduced speeding awaiting reply

Barclays Bank notified change of name for account awaiting reply.

Cat Two lighting awaiting quote for outstanding 5 lights,

Letter from resident requesting measures be considered to improve pedestrian safety along the High Road to Rectory Road junction.

15. Any Other Business

Parish Plan to be discussed at the next meeting

Cllr D Smith appointed Tree officer

Unveiling of the new village signs (Newton in the Isle) on 26th May at Tydd St Giles end of village. Mrs Audrey Frost to officiate

Bus shelter completed

Date of next meeting Monday July 11th at 7pm

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