

SILK WILLOUGHBY PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF SILK WILLOUGHBY PARISH COUNCIL HELD ON THURSDAY 16 MAY 2019 AT 7.40PM

Present: A Wilson, W Thakray, J Collinge, Mrs L Roberts, F Wright.

In Attendance: 3 members of the public, 1 press and Denise Gascoyne Parish Clerk

1.Election of Chairman: The Parish Clerk asked if anyone was willing to stand as Chairman.

It was proposed, seconded and

Resolved: that Councillor A Wilson be re-elected as Chairman of Silk Willoughby Parish Council. Cllr Wilson signed the formal Declaration of Acceptance of Office as Chairman. This was countersigned by the Clerk as Proper Officer of the Council. One copy would be sent to the Monitoring Officer and a copy put on the website.

2.Election of Vice-Chairman: The Chairman asked if anyone was willing to stand as Vice-Chairman.

It was proposed, seconded and

Resolved: that Cllr J Collinge be re-elected as Vice-Chairman of Silk Willoughby Parish Council. Cllr Collinge signed the formal Declaration of Acceptance of Office as Vice Chairman. This was countersigned by the Clerk as Proper Officer of the Council. One copy would be sent to the Monitoring Officer and a copy put on the website.

3.Declarations of Acceptance of Office and Members' Disclosable Pecuniary and Other Interests.

All Cllrs signed three Declarations of Acceptance of Office and Members' Disclosable Pecuniary Interests. A copy would be sent to the Monitoring Officer and a copy put on the website.

4.Apologies for Absence: There were none

5.To approve and accept the notes of the meeting of the Council held on 21 March 2019.

It was proposed, seconded and

Resolved: that the official minutes of the meeting held on 21 March 2019 be accepted as a true record and signed by the Chairman.

6.To review and adopt Standing Orders:

The Standing Orders had been circulated to all Cllrs. After a short discussion, it was proposed, seconded and

Resolved: that the Standing Orders be adopted, and a copy put on the website

Initialed

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7.To review and adopt Financial Regulations:

The Financial Regulations had been circulated to all Cllrs. After a short discussion, it was proposed, seconded and

Resolved: that the Financial Regulations be adopted, and a copy put on the website

8.General Power of Competence: It was confirmed that Silk Willoughby Parish Council met the criteria for the General Power of Competence (see attached)

It was proposed, seconded and

Resolved: that Silk Willoughby Parish Council declared its eligibility and adopted the General Power of Competence. This will be reviewed every Annual Meeting.

9.To approve and adopt: the following policies en-bloc:

- Code of Conduct (NKDC version adopted by NKDC 28.02.19)
- Safeguarding Public Money Policy

The above policies had been circulated to all Cllrs. It was proposed, seconded and

Resolved: these be accepted en-bloc and a copy put on the website.

10.To approve and accept: The Fixed Asset Register.

The Fixed Asset Register to 31 March 2019 had been circulated to all Cllrs. It was proposed, seconded and

Resolved: to approve and accept The Fixed Asset Register

11.To review and adopt: The Calendar of Meetings

The Calendar of meetings for financial year 2019/2020 had been circulated to all Cllrs. It was proposed, seconded and

Resolved: to adopt the Calendar of Meetings and place a copy on the website.

12.County Councillor/District Councillor Reports: There were none.

13.Parish Clerk Update:

a. The Clerk confirmed a request had been sent on 23 March 2019 to Cllr R Davis asking him to visit the parish. To date no reply had been received. It was proposed, seconded and

Resolved: to send a further request.

b. Cllr Wilson confirmed that any S106 money from Handley Chase had been distributed to Sleaford. There was none available for Silk Willoughby.

c. A meeting had been held in Silk Willoughby village hall re the proposed Conservation Area. After a short discussion, it was proposed, seconded and

Resolved: to make no comments on the proposed Conservation area.

d. Parish Councillors discussed the ownership of the graveyard in Greylees which is in the parish of Silk Willoughby. After a short discussion, it was proposed, seconded and

Resolved: not to pursue this issue any further.

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14.Finance:

a. The Approval List of cheque payments was passed to councillors. It was proposed, seconded and

Resolved: The Approval List be accepted, and the following cheques signed by Cllr J Wright and Cllr Thackray

100176	Selby's	Stationery	£32.28
100177	D Gascoyne	Fees	£408.00
100177	HMRC	PAYE	£21.60
100178	Mr Cooney	Plants for tubs	£27.26

b. Section 1 of the Annual Governance and Accountability Return (AGAR) 2018/2019 was read out by the Chairman. It was proposed seconded and

Resolved: that Section 1 of the Annual Governance and Accountability Return (AGAR) 2018/2019 be filled in and signed by the Chairman. This was recorded as Minute reference 14(b)

c. Section 2 Accounting Statements 2018/2019 of the AGAR had been circulated to all Cllrs. It was proposed, seconded and

Resolved: that Section 2 Accounting Statements 2018/2019 of the AGAR be signed by the Chairman and Responsible Finance Officer. This was recorded as Minute reference 14(c).

d. The Certificate of Exemption AGAR 2018/2019 Part 2 had been circulated to all Cllrs. It was proposed, seconded and

Resolved: that the Chairman and Responsible Finance Officer sign and date the Certificate of Exemption.

e. The Clerk confirmed the Precept of £4200.00 had been received.

f. The bank mandate needed updating. The Clerk would get the relevant form and present at the next parish council meeting.

g. The Clerk confirmed the Data Protection Fee was due for renewal on 12 June. As this was paid by DD no further action was required.

15.Planning:

a. 19/0441 A planning application to replace existing conservatory roof with hipped roof 18 Rowan Drive had been received. It was proposed, seconded and

Resolved: to make no comments on this application.

b. Planning permission had been received for Erection of Solar PV park land south of Gorse Lane. FOR INFORMATION ONLY.

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16. Correspondence:

- a. Changes to bus services 33, 36 and 44 – circulated to Cllr Wilson
- b. LALC Weekly Updates – circulated to Cllrs
- c. Notification of Village Hall Improvement Grant Fund Dr Caroline Johnson MP
- d. Danger zones for Councillors – circulated to Cllrs.

17. Training:

18. Date of Next Meeting:

- a. It was noted that the next parish council meeting would take place on 25 July 2019 at 7.30pm in the village hall.

There being no further business the meeting closed at 9.07pm

Signed
Chairman: Silk Willoughby Parish Council

25 July 2019

It is important to understand that the information given above represents notes of the meeting which took place and do not become Minutes of SILK WILLOUGHBY PARISH COUNCIL until accepted or otherwise at the following meeting.