

EYDON PARISH COUNCIL

Minutes of the Annual General Meeting held on Tuesday 13<sup>th</sup> May 2014 at 7.30pm

Eydon Village Hall

**Item**

- 1. Present:** Councillors M Hawes (Chair), K Simmons (Vice Chair), R Collins, K Lodge, I Stewart (arrived at agenda item 3.6), N Stewart, Clerk Mr A Hartley in attendance.
- 2. Apologies:** Councillor C Henson.
- 3. Officer elections, appointments and procedural adoptions.**
  1. Election of Chairman for the period to the AGM of 2015 –  
Cllr Hawes: Proposed by Cllr Simmons  
Seconded by Cllr N Stewart.  
There being no further nominations Cllr Hawes was duly elected as Chairman.
  2. Election of Vice Chairman.  
Cllr Simmons: Proposed by Cllr Hawes.  
Seconded by Cllr Collins.  
There being no further nominations Cllr Simmons was duly elected as Vice Chairman.
  3. Appointment of Internal Control Officer: Cllr Henson appointed by Eydon Parish Council.
  4. Appointment of internal auditor: NCALC's appointment confirmed by Eydon Parish Council.
  5. Confirm signatories to bank accounts: Cllrs Collins, Hawes, Simmons and the Clerk confirmed as signatories by Eydon Parish Council.
  6. Appointment of Newsletter correspondent: Cllr Lodge appointed by Eydon Parish Council.

7. Appointment of Eydon Educational Trust Nominative Trustee:

Cllr Henson appointed by EPC.

8. Appointment of Eydon Community Sportsfield Committee representative:

Cllr Simmons appointed by EPC.

9. Appointment of Eydon Village Hall Committee representative:

Cllr Collins appointed by EPC.

10. Appointment of Eydon Tree Warden:

Mr Manton appointed by EPC.

11. Appointment of Eydon Rights of Way Warden:

Ms Klaes appointed by EPC.

12. Appointment of Litter Pick coordinator:

Cllr Collins appointed by EPC.

(This role is to also include monitoring grass cutting requirements within the village and reporting any issues to the Clerk.)

13. Confirm routine meetings' schedule for the period to the AGM of 2015:

Eydon Parish Council confirmed routine meetings would be held on the 2<sup>nd</sup> Tuesday of each month, commencing 7.30pm in Eydon Village Hall. There would be no routine meeting during the month of August.

14. Review and adopt the financial regulations, standing orders, risk assessment and burial ground regulations for 2014/15:

Eydon Parish Council approved and adopted the Financial Regulations, Financial Risk Assessment and Burial Ground Regulations that had been circulated prior to the meeting.

The proposed Standing Orders document, circulated prior to the meeting, was considered and it was agreed to be too restrictive as written. The Parish Council resolved to adopt the Standing Orders subject to the inclusion under section xviii, page 187 of the wording:

*The chairman may in exceptional circumstances, at his discretion, permit motions to be formulated for debate during a meeting, provided they are proposed and seconded. The wording must be approved by the proper Officer prior to any debate and the motion may then be formally moved, debated and resolved.*

The Clerk is to edit the text accordingly and obtain clarification from external authority as to the integrity of these document amendments and report this back to the Parish Council.

The Parish Council could not confirm if the remit of committees and subcommittees as described in the proposed Standing Orders would be beneficial/necessary to the its function. The Clerk is to obtain clarification concerning the defined roles of such bodies and advise the Parish Council prior to any discussion on the establishment of any committees/subcommittees.

**4. Open Meeting: Members of public present:**

Mrs S Lodge, Mrs C Turbett, Mr G Denby and Mr D Kench.

Mrs S Lodge confirmed the building survey report for the village hall, prepared by Lambeth, Smith, Hampton has been received.

Mr D Kench briefly outlined his opinion of the above report, a more conclusive written account had previously forwarded to the Parish Council.

**5. Declaration of Interests:** None declared.

**6. Resolution to sign and approve the Minutes of the meetings held on the 8<sup>th</sup> and 15<sup>th</sup> April 2014:** The Minutes were approved and signed by the Chair.

**7. Matters Arising:** No comments received.

**8. Issues raised during the Annual Parish Assembly 2014.**

1. **First Response Scheme:** Information about this scheme obtained from the East Midlands Ambulance Service had been circulated prior to the meeting, the Parish Council resolved to proceed with this initiative. Mr G Denby agreed to a request made by the PC during the meeting for him to assist with the scheme's development in Eydon. The Clerk is to enquire of the EMAS for more information and to establish whether a representative may be available to address interested residents directly.
2. **Vehicle speed warning signs:** The Parish Council is to consider this matter when more information is available. The Clerk is to source relevant material for the discussion including anticipated costs and advice from the Police on the effectiveness of the signs, the latter may also be supported by the outcome of a vehicle speed monitoring survey undertaken by the Police several years ago if available. The views of

neighbouring Parish Councils where these signs had been installed shall also be sought. The Parish Council was advised that correspondence had been received from a resident opposed to the sign installation.

**9. Reports:**

**1. Eydon Village Hall:**

The Parish Council considered the building survey report, previously circulated, and was uncertain whether the report would contain sufficient detail to be of significant benefit in future funding applications etc. Under the circumstances that the Village Hall Committee would be taking the lead role in the building's refurbishment process, the Clerk is to write to the VHC in advance of its next meeting to confirm this view. Councillors are to re-read the report and advise the Clerk of any further concerns by Friday 16<sup>th</sup> May 2014.

**2. Eydon Community Sports Field:**

The Clerk advised that correspondence had been received from the Honorary Secretary of the Eydon Community Sports Field Committee requesting that the aspect of formal right of way and access to the field, which is currently impeded by the main road, is raised at the meeting and also requests the ECSF Committee and Parish Council work jointly to explore how access can be improved. This being of increased relevance as ECSF had recently been awarded further funding from Sport England under which the increased use of facilities is stated as a major aim.

The Parish Council agreed for the Clerk to reply to the correspondence proposing that such joint effort may be worthwhile. The Clerk is also to advise NCC Highways dept, copying in Cllr Rosie Herring, of the above. It was noted that some discussion with NCC Highways dept about extending the existing pathway to the proposed gateway had taken place several years ago.

Cllr Simmons reported that the ECSF Committee has requested the Parish Council obtain additional anti dog-fouling signs for the field and also a recycling bin for use at the pavilion. The Clerk is to follow through with SNC.

**3. Eydon Educational Trust:**

The Chairman invited Mrs S Lodge to report from the floor. She advised the meeting that updated information packs were now available and the EET would be advertised further during the summer.

**10. Finance:**

1. Receipts The Parish Council noted the following receipts

i. SNC 1<sup>st</sup> half year precept £6510.00

2. Payments The Parish Council approved the following payments

i. Scott's Landscapes, village mowing,

£160.00 + £32 VAT (cheque 300072) £192.00

ii. Texprep EVN printing (cheque 300073) £54.70

iii. Scott's Landscapes, cemetery mowing x 2

£122.00 + £24.40 VAT (cheque 30074) £146.40

iv. Broker Network Ltd, Insurance premium, £545.67

(refer to minute 10.5 below)

3. Bank balances

Current account, end of April 2014, £1613.79

Deposit account, end of April 2014, £18486.65

4. Audit Commission Annual return for financial year ended 31<sup>st</sup> March 2014:

Section 1 of the Annual Return was completed by the Clerk and a copy circulated prior to the meeting, the original copy was presented at the meeting. The Parish Council approved and accepted Section 1 of the 2013/14 Annual Return.

Section 2 of the Annual Return was completed during the meeting. The Parish Council approved and accepted Section 2 of the 2013/14 Annual Return.

5. Insurance cover for 2014/15

The Clerk advised the meeting that the proposed insurance premium and cover details forwarded to the Clerk and circulated prior to the meeting had been incorrect and presented the meeting with the correct information sent by the agents that day. The premium and details were identical to those of the current year. The Parish Council approved the insurance cover for the period 1<sup>st</sup> June 2014 to 31<sup>st</sup> May 2015 on this basis.

6. Review of year end financial reserves

The Clerk presented the meeting with a summary of year end financial reserves from 2006 to date (appended). The Parish Council noted the fluctuation in reserves and the impact of exceptional items of income/expenditure.

**11. Planning.**

Applications received for consultation and comment:-

None received.

To note:

1. S/2014/0314/OUT.

Application for outline planning permission at The Bungalow and the former Woodford Road service Station, Eydon.

The application has been approved.

**12. Correspondence not covered above.**

Received via email, previously circulated and noted at the meeting:-

1. NCC advising of Wings of Life event road closures.
2. Red Bull regarding the Wings of Life event.
3. Northants Police – Ward updates.
4. NCALC advising of Public Sector Mapping Agreements.
5. NCALC advising of CPRE Northants Policy on Solar Power Farms.
6. NCALC - training course update.

7. SNC advising that Local Plan consultation responses are now available to view on the SNC website.
8. Company advert for bookmarks to commemorate the start of the Great War.

Received by post

9. NCC Highways Dept – confirmation that bridleways FN24 and AL7 shall remain closed until the repairs are completed.

**13. Councillors' Comments and items for the next agenda.**

1. Consideration of additional policies that may be required by the Parish Councils.

**14. Next meetings :**

Eydon Village Hall, Tuesday 10<sup>th</sup> June 2014.

**15. Meeting closed : 9.26pm**