

2017/1

## SMEETON WESTERBY PARISH COUNCIL

[www.smeetonwesterbypc.org.uk](http://www.smeetonwesterbypc.org.uk)

### **Minutes from the Annual Meeting of Smeeton Westerby Parish Council at 7.15 pm on Wednesday 10<sup>th</sup> May 2017 in the Village Hall, Smeeton Westerby**

#### **Councillors present:**

Cllr. Michael Vickers

Cllr. Anna Young

Cllr. David Brierley

Cllr. Richard Clarke

**Also in attendance:** Ann Clarke acting as Clerk.

**PUBLIC PARTICIPATION:** four members of the public were present but no comments were made.

#### **AGENDA**

**1. Election of Chairman and declaration of Acceptance of Office.**

It was proposed by Cllr. Clarke to re-elect Cllr. Vickers as Chair. This was seconded by Cllr. Brierley. The Chair signed the Declaration of Office.

**2. Election of Vice Chairman.**

It was proposed by Cllr. Young to elect Cllr. Clarke as Vice Chair. This was seconded by Cllr. Brierley.

**3. Apologies for absence.**

Apologies were received from the Clerk, Frances Webster.

**4. Declarations of disclosable pecuniary interests on items included in the agenda.**

None declared

**5. To approve the minutes of the meetings held on 21<sup>st</sup> March 2017.**

It was proposed by Cllr. Clarke and seconded by Cllr. Vickers to accept the minutes of the Annual Parish meeting and the monthly Parish meeting on 15<sup>th</sup> March 2016.

**6. Update on Community Speedwatch initiative.**

It was noted that the petition has nearly enough signatures to proceed and there are 6 willing volunteers to participate in the project. The signatures were passed to the Clerk for submission to the Community Speedwatch team.

**7. Data received from Vehicle Activated Sign**

Councillors reviewed the data from the Vehicle Activated Sign and noted that the fastest vehicle was driven at 65mph and there was an average speed of 40 to 45mph.

**8. Public footpath clearance.**

The Clerk confirmed that that footpaths A93 and Z90 have been reported to Leicestershire County Council as overgrown and excessively muddy. A response has been received confirming that action will be taken within 12 weeks.

**9. Dog fouling in the village.**

Councillors reported that there is an issue with dog fouling on Debdale Lane and Mill Lane. The Clerk was asked to investigate costings for the purchase of dog litter bins and dog fouling signs.

**10. Planning Application 17/00851/FUL.**

Councillors considered the above planning application for the erection of a detached dwelling and associated access, Land Off, Mill Lane Smeeton Westerby. No objections were raised.

**11. Finance and Administration**

**1. Review of recommendations from 2015-16 internal and external audit.**

It was noted that the external auditor's reported had commented on:

- The retention of Council audit records;
- The date of announcement for the commencement of the period for the exercise of public rights.

The Clerk has confirmed that both matters would be rectified ion the 2016-17 audits.

**2. Approval of 2016/17 year end accounts.**

It was resolved to approve and sign the 2016/17 year end accounts. This was proposed Cllr. Vickers, seconded Cllr. Clarke.

3. **Consideration, approval and signing of Annual Governance Statement.**  
It was resolved to approve the 2016/17 Annual Governance Statement. Proposed by Cllr. Vickers and seconded Cllr. Clarke.
4. **Consideration of 2016-17 Statement of Accounts.**  
It was resolved to approve the 2016/17 Statement of Accounts. Proposed Cllr. Vickers and seconded Cllr. Clarke.
5. **Update and approval of Asset Register.**  
It was proposed by Cllr. Vickers and seconded by Cllr. Clarke to approve the updated Asset Register for 2017-18.
6. **Adoption of Parish Council Standing Orders for 2017-18**  
It was proposed by Cllr. Clarke and seconded by Cllr. Vickers to adopt the Standing Orders for 2017-18.
7. **Adoption of Parish Council Financial Regulations for 2017-18.**  
It was proposed by Cllr. Young and seconded by Cllr. Brierley to adopt the Standing Financial Regulations for 2017-18.
8. **Approval of Risk Assessment and Risk Management System**  
It was proposed by Cllr. Young and seconded by Cllr. Brierley to adopt the Risk Assessment and Risk Management System for 2017-18 without amendment.
9. **Accounts and invoices for payment.**  
It was proposed by Cllr. Vickers and seconded by Cllr. Brierley that the following cheques be approved for payment:  
  
F Webster April salary (100451): £161.95  
LRALC membership (100452): £158.45  
R Capell - hedge and fence works at allotments (100454): £1345.00  
Zurich Insurance (100454): £311.56  
4 Counties mowing (100455): £31.20
10. **Renewal of Parish Council insurance for 2017/18.**  
Councillors considered the three quotations received and it was proposed by Cllr. Clarke and seconded by Cllr. Vickers to proceed with the policy schedule provided by Zurich.
11. **Allotment Summer Inspection.**  
Date to be confirmed.

12. **Consideration of proposal to purchase a parish council roof rack.**  
Cllr. Brierley presented the Councillors with three quotations for the purchase of a roof rack. It was agreed to purchase a rack for £65 with the Council's powers of expenditure under the Local Government Act part vii, s.111.
  
13. **Clerk's Overtime**  
It was proposed by Cllr. Clarke and seconded by Cllr. Vickers to award the Clerk three hours' overtime for additional time spent preparing the year end accounts, internal and external audit paperwork claim for overtime.
  
14. **Date and time of next meeting.**  
Wednesday 6<sup>th</sup> September

The Chair closed the meeting at 20.15.

Signed:

Dated: