

SMEETON WESTERBY PARISH COUNCIL

www.smeetonwesterbypc.org.uk

A meeting of the Parish Council was held on Monday 23rd May 2016 at 7pm in the Village Hall.

Present: Cllr. Michael Shaw (outgoing Chairman)
Cllr. Anna Young
Cllr. Michael Vickers (incoming Chairman)
Cllr. Howard Taylor
Frances Webster (Clerk)

In attendance: Ann Clarke and Liz Collins.

1. APOLOGIES

Apologies were received and accepted from Cllr. Coltman.
Cllr. Shaw welcomed the new Clerk, Frances Webster and thanked the outgoing Clerk for her long service to the Parish Council.

2. DECLARATIONS OF INTEREST

None declared.
Cllr. Vickers announced interest in two current planning applications.

3. APPOINTMENT OF CHAIRMAN AND DECLARATIONS OF ACCEPTANCE.

It was proposed by Cllr. Shaw to elect Cllr. Vickers as Chair. This was seconded by Cllr. Young.

4. MINUTES OF THE LAST MEETING

It was proposed by Cllr. Shaw and seconded by Cllr. Young to accept the minutes of the Annual Parish meeting and the monthly Parish meeting on 15th March 2016.

5. COUNCIL VACANCIES

It was noted that Cllr. Shaw and Cllr. Taylor would be resigning. Cllr. Vickers thanked both Councillors for their time and commitment.

The Clerk agreed to send two Notice of Vacancy forms to Harborough District Council and advertise on the website with a view to enabling co-option of two Councillors at the next meeting.

MATTERS ARISING

6. TRAFFIC CALMING MEASURES

Cllr. Vickers read the email received from Matthew Hopkinson requesting investigations into a pedestrian crossing on Main Street. Councillors discussed measures including widening the road, lowering the speed limit and adding

white lines. It was agreed to request that the white lines and “dragons teeth” be re-painted and request that a representative from Leicestershire County Council be asked to assess the area.

7. VAS AND INSURANCE

Cllr. Shaw confirmed that the Vehicle Activated Signs need to be covered under the Council’s Public Liability Insurance. The Clerk agreed to follow this up with Fleckney Parish Council and confirm the procedure for approving suitable lampposts.

8. PAINTED LINES ON THE HIGHWAY

See item 6 above.

9. ALLOTMENT SUMMER INSPECTION AND RISK ASSESSMENT

It was agreed that this will take place on 3rd July at 11am.

10. INSURANCE POLICY RENEWAL

It was proposed by Cllr. Shaw and seconded by Cllr. Vickers to accept the quotation received from Zurich for the 2016-17 insurance policy renewal.

11. NEIGHBOURHOOD PLANNING

Ann Clarke confirmed that the members of public interested in this wish to hold this in abeyance due to fluidity of Council members.

Liz Collins confirmed that if nothing is done it could be a missed opportunity.

12. HARBOROUGH DISTRICT COUNCIL GREEN SPACES CONSULTATION

Correspondence has been received from HDC detailing a consultation opening on 3rd June 2016 asking Parish Councils to check information held about Open Space Sport and Recreation sites within the Parish. More information will be circulated in due course.

13. HARBOROUGH DISTRICT COUNCIL TRANSPARENCY FUND AND WEBSITE

It was noted that Smeeton Westerby Parish Council is eligible to apply to the 2016-17 Transparency Fund to meet the costs of setting up and populating a new website. The Clerk agreed to complete an application form to cover the costs of setting up the site and transferring data.

14. PARISH COUNCIL LAPTOP

Ann Clarke confirmed to the Council that she would be happy to purchase the Parish Council laptop for £50 as the new Clerk would not be requiring it.

AUDIT AND FINANCE

15. It was resolved to approve the 2015/16 Annual Governance Statement. Proposed Cllr. Shaw and seconded Cllr. Young.
16. It was resolved to approve and sign the 2015/16 Year End Accounts. Proposed Cllr. Shaw, seconded Cllr. Young.
17. It was resolved to approve and sign the 2015/16 Annual Return. Proposed Cllr. Cllr. Shaw seconded Cllr. Young.
18. The Clerk confirmed that an up-to-date set of accounts would be circulated in advance of the next meeting.
19. It was noted that Grant Thornton has written asking Smeeton Westerby Parish Council to comply with various intermediate audit requirements. The Clerk agreed to respond with the available information when the annual return is submitted.
20. It was resolved to approve resolutions 5.1 to 5.5 of the HSBC bank mandate, proposed Cllr. Shaw seconded Cllr. Young. These were duly signed by the Chair and Clerk and Councillors completed their details, as required.

PAYMENTS FOR APPROVAL

It was proposed by Cllr. Shaw and seconded by Cllr. Young that the following cheques be approved for payment:

F. Webster salary for April 2016 (100414): £132.35

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Ian Fraser - internal audit fee (100413): £45

4 counties: grounds maintenance (100411): £31.20

Zurich: insurance policy (100412): £309.11

PLANNING APPLICATIONS:

Staniforth: erection of detached dwelling on land by 17 Mill Lane.

Cllr. Vickers confirmed that this application has been withdrawn. No objections to any other applications have been noted.

ANY OTHER BUSINESS INCLUDING DATE AND TIME OF NEXT MEETING

1. A formal thanks was extended to Michael Shaw and Ann Clarke for their long-standing commitment and a photo was taken of the outgoing Chair for the Kibworth Chronicle.
2. The Clerk was asked to write a notice for the Chronicle summarising Council business.

3. The Clerk agreed to produce a contract of employment for signature at the next meeting.
4. It was agreed that the date and time of the next meeting would be scheduled on 3rd July 2016.

There being no further business the meeting was closed at 8.30pm.