

DEAN & SHELTON PARISH COUNCIL

Minutes of the Annual Meeting held in Dalton Hall, High Street, Upper Dean on Wednesday 7 May 2014

Present at the Meeting

Councillors: Cllr A Phillips (Chair), Cllr J Gamblen, Cllr N Macarte, Cllr S Morrow, Cllr C Riggs, Cllr K Wells

In Attendance: Mr R Grasmeder (Clerk);

1. Election of the Chair:

On a proposal from Cllr Macarte seconded by Cllr Riggs **it was resolved** unanimously to elect Cllr A Phillips as the Chair. Cllr Phillips completed the declaration of acceptance of office in the prescribed form and assumed the Chair.

2. Apologies for Absence:

Apologies were received from Ward Cllr Clifton due to a meeting of the Borough Council. Apologies were received from Cllr Brummell.

3. Disclosures of interest by members (and employees) in items on the agenda:

There were no disclosures of interest.

4. Minutes of Meeting 9 April 2014:

The minutes were confirmed as a correct record and signed by the Chairman.

5. Appointment of a Highways Representative:

It was resolved that Cllr Gamblen be appointed as Highways Representative.

6. Appointment a Rights of Way Representative:

It was resolved that Cllr Wells be appointed as Rights of Way Representative.

7. Appointment Representatives to the Dalton Charity:

It was resolved that Cllrs Riggs, Morrow and Wells be appointed to represent the Parish Council on the Dalton Charity.

Standing Orders were suspended for Requests for Information

Queries were raised as to the clarity of procedures for appointing Trustees. The Council was criticised for unclear drafting of the original flyer advertising the positions of Trustees and the lack of closing dates for applications. A question was raised as to whether Trustee appointments made by other parishes to the Chelveston Wind Farm Community Trust complied with Paragraph 29 of the Trust Deed.

Concern was voiced about the way that the grass cutting was being carried out.

Standing Orders were re-instated

8. Chelveston Wind Farm Community Trust:

- a) **It was resolved** to ratify the appointment of David Butter and Charlotte Goodson as Trustees. The former to serve until the Annual Meeting of the Parish Council in 2015 and the latter until the Annual Meeting of the Parish Council in 2017. The term thereafter will be four years.
- b) **It was resolved** that procedures and criteria for the selection of future Trustees in accordance with Paragraph 7/2/a of the Trust Deed would be discussed and drafted at a future meeting. These would be put in place as soon as practicable and a resolution to adopt placed on the agenda for a future meeting.
- c) **It was resolved** that the Council would seek confirmation from CWFCT that future Trustee appointments would comply with Paragraph 29 of the Trust Deed.

- d) **It was resolved** that the Parish Council unreservedly apologises to all applicants for the post of Trustee, whether appointed or not, for any confusion and misunderstanding surrounding the communication of procedures surrounding the selection and appointment of Trustees and any embarrassment that this may have caused.

9. Finance:

- a) **Internal Auditor's Report** - The report was tabled and explained by the Responsible Financial Officer and was approved by all those present.
- b) **Annual Accounts** - The annual accounts were tabled and explained by the Responsible Financial Officer and were approved by all those present and signed by the Chair and Responsible Financial Officer.
- c) **The Annual Return for the Year Ended 31 March 2014** was tabled and considered and with the approval of all those present the Annual Statement (Section 1) and the Annual Governance Statement (Section 2) were signed by the Chair and Responsible Financial Officer/Clerk.
- d) **The Annual Grass Cutting Agreement 2014** was discussed and **it was resolved** that the Parish Council would not renew this agreement.
- e) Insurance renewal quotations from Aviva and Hiscox were discussed. It was noted that both had the same level of cover and excess. **It was resolved** to accept the Hiscox quotation and enter a three year agreement.
- f) A quotation in the sum of £16.99 including vat from Bedford Borough Council for leaflet printing for the Community Benefit Fund was approved.
- g) **Accounts for Payment:**

The payment of the following accounts was approved by all those present:

- i. Barnicoat Ltd– internal audit 2013/2014 - £90.00 (including vat) (*LGA 1972 s111*)
- ii. Bedford Borough Council invoice 14231976 – printing flyers as f) above - £16.99 (*LGA1972s112*)
- iii. Broker Network Ltd (Came & Co) – Insurance renewal 2014 - £265.00 (*LGA1972 s111&114*)

10. Planning:

- a) **Application 14/00021/CCDFUL (Northants Borough Council)** - for a two storey portable building to provide office, lecture room, changing and kitchen facilities was discussed and **it was resolved** that the Council had no objection.
- b) It was noted that a non-material alteration to **Application13/01604/FUL** – had been granted by Bedford Borough Council. The Planning Enforcement Officer has asked to be kept informed if the land is used for the keeping of horses.

11. Speeding and Police Matters:

- a) Cllr Wells is still pursuing the matter of speed limit enforcement.
- b) Cllrs were asked to seek information on the nature of Heavy Goods traffic in the parish from residents so that this could be collated and placed before Bedford Highways team.

12. Items for information:

- a) The Clerk was asked to place an item to commence discussions on the budget on the agenda for the September meeting.
- b) The Clerk was asked to make a standing agenda item to discuss highway and drainage problems.
- c) Available dates for autumn litter picks are:- **September 13th or 20th; October 5th, 12th or 26th.** Cllrs were asked to decide which they wished to book.
- d) Date for next meeting 9 July 2014 at Dalton Hall, Upper Dean commencing at 7.30pm unless any urgent business is received in which case a meeting will be held on 11 June 2014 at the same time and location.
- e) The Chairman closed the meeting at 22.00

Signed by Councillor A Phillips

(Chair)

at the meeting held on 9 July 2014