

Minutes of the Annual Meeting held in Dalton Hall,
High Street, Upper Dean on Wednesday 13 May 2015

Present at the Meeting:

Councillors: Cllr R Neale (Chair), Cllr A Brooks Cllr J Gamblen, Cllr S Morrow,

In Attendance: Mr R Grasmeder (Clerk);

1. **Election of Chair:-** Due to the fact that the outgoing Chair was not present Cllr Gamblen was unanimously elected (proposed Cllr Morrow, seconded Cllr Neale) as Chair for the first item.
2. **Election of the Chair:**
On a proposal from Cllr Morrow seconded by Cllr Brookes **it was resolved** unanimously to elect Cllr R Neale as the Chair. Cllr Neale completed the declaration of acceptance of office in the prescribed form and assumed the Chair from Cllr Gamblen.
3. **Apologies for Absence:**
Apologies were received from Cllr Riggs due to holiday and Cllr Wells due to work commitments.
4. **Disclosures of interest by members (and employees) in items on the agenda:**
There were no disclosures of interest.
5. **Minutes of Meeting 8 April 2015:**
With the agreement of all those present the minutes were confirmed as a correct record and signed by the Chair.
6. **Election of Vice Chair:**
It was resolved that a vice chair would be elected from time to time as required.
7. **Appointment of a Highways Representative:**
It was resolved that Cllr Gamblen be appointed as Highways Representative.
8. **Appointment of a Rights of Way Representative:**
This item was deferred.
9. **Appointment of Representatives to the Dalton Charity:**
This item was deferred
10. **Appointment of Cheque Signatories:**
It was resolved that a banking relationship be maintained with Barclays PLC in accordance with the mandate and that Cllrs A Brooks, J Gamblen and R Neale be appointed as authorised signatories to the bank accounts and may give other instructions or requests for information to the bank in accordance with the mandate.

Standing Orders were suspended for Requests for Information

There were no requests

Standing Orders were re-instated

11. **Chelveston Wind Farm Community Trust:**
 - a) **It was resolved** that Mr Paul Crewe was appointed as a Trustee for a period of four years.
 - b) The minutes of the 5th CBF Trustees meeting were received and noted.
12. **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 2015** 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.
 - d) A grant application from The Dalton Charity for the payment of a grant in the sum of £6032.86 from the Mayor's Rural Grant Fund for refurbishment of the play equipment at Dalton Hall was discussed and **it was resolved** that it was approved.
 - e) **Accounts for Payment:**
The payment of the following accounts was approved by all those present:
 - i. Barnicoat Ltd– internal audit 2014/2015 - £90.00 (including vat) (*LGA 1972 s111*)
 - ii. Broker Network Ltd (Came & Co) – Insurance renewal 2015 - £265.00 (*LGA1972 s111&114*)
 - iii. Dalton Charity – payment of grant as (d) above - £6032.86 (Local Gov (Misc. Provisions) Act 1976 s19)
13. **Planning: Application 15/00947/FUL** – Single storey side extension to link conservatory to outbuilding – Millcroft, Shelton was discussed and **it was resolved** that the Council had no objection.
14. **Broadband:** Nothing further to report at this time.
15. **Speeding and Police Matters:** Speed limit alterations have been published and signs are being erected.
16. **Highways and Drainage:**
- a) Cllrs Gamblen and Riggs met with Andrew Prigmore and Gareth Turner of Amey to discuss issues. It was confirmed that the carriageway patching will take place in early October following the harvest.
 - b) It was advised that Gareth Turner would meet the drainage contractors on site shortly to jet the gully outside the Grange, in order to establish where it outfalls. It is believed that it goes as far as the other side of the road. The intention is that if this is the case, a soakaway will be constructed on the verge in order to take away standing water from the carriageway.
 - c) The issues regarding the drainage on the High Street will be resolved by removing the current gully grate and frame and replacing with a larger one. The gully will be raised slightly at the time of these repairs.
 - d) The annual walk around will be continued in the autumn.
 - e) The work will be ordered on a 28-day priority.
17. **Parish Plan:** The need for carrying out a Housing Needs Survey was discussed and **it was resolved** that there was no requirement at this time but that it would be re-visited from time to time.
18. **Items for information:**
- a) The Clerk was asked to place an item on the next agenda to discuss co-option of members.
 - b) The Clerk was asked to place an item on the next agenda to discuss insurance of the playground equipment and statutory examinations.
 - c) Date for next meeting 08 July 2015 at Dalton Hall, Upper Dean commencing at 7.30pm.
 - d) The Chairman closed the meeting at 21.15

Signed by Councillor

(Chair)

at the meeting held on 8 July 2014