

## BURTON DASSETT PARISH COUNCIL

### Minutes of Meeting 16<sup>th</sup> May 2011 at Knightcote Village Hall.

Meeting commenced 19:15 Hours.

Item	Notes	Action
	Matters from the public	
	None	
1.	Apologies Bill Pearson; Rosemary Manning and Catherine Bick.	
	Present – A Wolstenholme (Chairman); Cynthia Bettany; Ken Williams; Bob Lapworth; John Anderson, County Cllr Chris Williams & District Cllr. Simon Jackson	
2.	Election of Chairman – AW proposed by KW, BL seconded – all in favour. AW signed acceptance of office entry for the register. Vice Chairman – Following discussions prior to the meeting Catherine Bick expressed interest in the position of Vice Chairman and was proposed by AW seconded by KW – all in favour. Completion of Entries to register to be finalised at next meeting.	
3.	<b>Signing of the Accounts for 2010/11:</b> Copies of the relevant documents had been circulated prior to the meeting. (Appendix to these minutes). The Cash Book for the year 2010/11, was signed by Councillors Williams & Lapworth. The detailed information to support the Annual Return (which includes the accounts) along with Section 1 of the Annual Return (Statement of Accounts) were considered and explanations given by the RFO. The Chairman and RFO signed these statements having been authorised to do so by the Council. Section 2 of the Annual Return (Annual Governance Statement) was considered and all the answers were in the affirmative. The Chairman and the RFO signed this statement, having been authorised to do so by the Council. The RFO was authorised to sign in the Clerks absence by Clement Keys. The proposed letter from the RFO to the External Auditors was noted and no comments were raised. The papers had already been submitted to the	Documents to be updated and circulated.

	Internal Auditor, Mr. M. Michael, who had indicated his willingness to sign off when all documentation was signed by the Council. Mr. Michael would now be asked to complete Section 4 of the Annual Return (Annual Internal Audit Report) and then the Annual Return would be submitted to the External Auditors, Audit date being set for 20 <sup>th</sup> June 2011. It was noted that the period of inspection would commence on 18 <sup>th</sup> May 2011 and finish on 15 <sup>th</sup> June 2011 and the RFO had posted the required notices.	
4.	Minutes of previous meeting confirmed as true record.	AW Signed
<b>5.</b>	<b>Finance. Appendix: Report as tabled by RFO</b>	
a	Accounts for payment all passed as report. AW proposed, KW seconded all in favour. RL & CB sign cheques KW checked salaries register, PAYE/NI/TAX docs and initialled. Clerk to submit expenses between meetings.	2 Cllrs to check and sign
	Receipts as report Bank balances and reconciliation as report, statements and cash book examined by KW and initialled.	
b	Banking arrangements Matured and reinvested bonds detailed in report.	No action required.
c	Insurance – KW advised changes proposed by the current insurer to renew for a further term of 3 years but benefiting from a 4 month extra cover for free. No claims reduction in premium applied. PAYE Employers Annual Return filed. VAT refund claim made 01.03.10 to 31.03.11 £342.84	Agreed to accept in principle and await new premium but investigate competition in mean while.
6.a	TH Vacancy – Notices posted in line with SOADC direction. Posted to notice boards on 17/5 and due for removal 7/6.	
6.b.i	AW prepared round robin letter to landowners with regard to hedgerow maintenance and likelihood of tree branches etc falling into the highway.	Completed and distributed to main landowners.
6.b.ii	Waste Bin replacements – no action.	KW to review for next meeting.
6.b.iii	No action on Burton Dasset hills salt bins.	AW to progress.
6.b.iv	Land registry confirmed ownership issues of Hill Close. AW to complete letter and distribute. Note to newsletter.	
6.b.v	Blacksmiths Lane sign not reinstated at time of meeting.	AW to repeat enquiry (again)

6.b.vii	Village Entrance Features – No action.	AW to progress.
6.b.viii	Water leak at junction of Knightcote road and Hambridge Lane. AW to write to Severn Trent.	
6.b.ix	Reported that wooden bridge dislodged on footpath between Burton Dassett and Avon Dassett. AW to investigate and report.	AW to Progress.
6.c	Temple Herdwyke. All matters deferred pending presence of new councillor. Discussed briefly the option of offering/promoting separation of the settlement to reduce costs etc. Check next community meeting.	
6.d	The drawings of proposed street lighting switching arrangements were posted in Northend and Knightcote for the duration as specified with no comments being received. Instruction passed and confirmed by EON. Painting and numbering of columns including unit outside Chapel of Ease to be confirmed.	JA to check COE unit and respond. KW to chase others.
6.e	Discussed matters outstanding re Risk Assessment relating to Insurance and signing of cheques in meetings etc.	KW to update and circulate.
6.e	RL summarised works to date on web site. Has published template on own web space and received positive comments back. Briefly discussed layout and relative merits of accessibility routes and options. Discussed web management and that Dave Compton had been approached as a possible web master. AW recommended sub group form and arrange meeting to cover finer points of domain names, costs, software, access and management of content.	
6.f	Risk Assessment – KW obtained latest version and will modify and forward to Mick Michael and all members for retention.	KW to action.
6.g	Newsletter -Date to be advised. AW to send copy to RL.	AW to action.
6.h	Village Hall – no response/advice.	
6.i	Parish Plan – currently under review and national change to 'Neighbourhood Plan' but should not stop progress. AW had suggested open 'day' in village hall to encourage support and possibly have other matters for demonstration such as affordable housing, home energy etc.	AW to consider options and come forward with proposal.
6.j	Land Registry Communications. AW summarised report of actions and information provided. Unclear as to implications of land and verges not registered although likely to be 'owned'. AW has written to key landowners advising of	

	information and awaiting feedback.	
7	Delegated matters. a. Partnership landscapes b. Local Development	RL AW
8.a	<b>Planning</b> - New Applications	
	None.	
8.b	<b>Planning</b> - Decisions.	
	11/00407/FUL –Glebe House modification to dwelling - Approved.	
	10/02669/FUL – ATSG DMC Kineton provision of training and ancillary accommodation – Approved.	
	Meeting closed 9.30 pm.	