**Councillors present**: Cllr. A. Khan (AK), Cllr. M. Penhaligan (MP) & Cllr. K. Simpson (KS)

**Present:**  Clerk – Vicky Bright.

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| **19/05/1**  **19/05/2** | **Meeting opened at 8:10pm**  **ANNUAL COUNCIL BUSINESS**  **Election of Chairman:**  Cllr. Ansa Khan was proposed by Cllr. Penhaligan and seconded by Cllr. Simpson. Cllr. Khan was elected following a majority vote for and Cllr. Ansa Khan accepted the position of Chairman for the year 2019-2020  **To Receive the Chairman’s Declaration of Acceptance of Office:**  Cllr. Khan signed the declaration of office of Chairman for the year 2019-2020 and this was witnessed and countersigned by the Clerk.  Thanks were extended to the previous Chairman Jo Batting for her hard work and dedication.  **Chairman’s Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)):**  The Chairman welcomed everyone.  **Apologies:** Cllr. Jo Batting, Cllr. Greg Way & Cllr. Vee Mustoe **Absent:** None | **Action** |
| **19/05/3**  **19/05/4** | **Election of Vice Chairman:**  Cllr. Greg way was proposed by Cllr. Penhaligan and seconded by Cllr. Simpson. Cllr. Way was elected as Vice Chair for the year 2019-20, in his absence, following a majority vote for.  **To Receive the Vice Chairman’s Declaration of Acceptance of Office:**  The Clerk is to arrange for Cllr. Way to sign his Declaration of Acceptance of Office after the meeting.  **To Receive the Declarations of Office by Members:**  All members signed their declaration of office of Councillor for the year 2019-2020 and these were witnessed and countersigned by the Clerk. | **Clerk/GW** |
| **19/05/5**  **19/05/6**  **19/05/7** | **Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:**  None.  All members were presented with new Register of Interests forms to be completed and signed.  **Appointment of Councillor Responsibilities & Representatives on Outside Bodies:**  Deferred to the July agenda.  **Appointment of the Responsible Financial Officer:**  **Resolved 19/05/07.01**  It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2019-2020. |  |
| **19/05/8**  **19/05/9**  **19/05/10**  **19/05/11**  **19/05/12**  **19/05/13** | **Adoption of the Annual Governance Statement and Internal Audit Report for 2018-2019:**  The Clerk presented the Internal Auditors written report; no significant or outstanding issues were highlighted.  **Resolved 19/05/8.01**  The Internal Audit Report was accepted and adopted.  **Resolved 19/05/8.02**  The Annual Return for 2018/2019 was scrutinised and the Annual Governance Statement Section 1 was adopted as a true statement by all Councillor’s present and signed as such by the Chairman (AK) and the RFO.  **To Approve the Final Accounts for the Financial Year ended 31st March 2019:**  Expenditure for 2018/19 was £11,837.46, with income totalling £19,333.82. The balance in the Lloyds Treasurer account carried forward to 2019-20, as of 31st March 2019 is £21,241.46.  **Resolved 19/05/9.01**  The final accounts and Bank Reconciliations for the financial year ended 31st March 2019 were scrutinised and approved by all Councillor’s. The accounts were signed as a true statement by the Chairman (AK).  **Resolved 19/05/9.02**  Section 2 Accounting Statements 2018/19 of the Annual Return were approved and accepted by all Councillor’s and signed as such by the Chairman (AK).  **To Review & Adopt the Budget for 2019/2020:**  **Resolved 19/05/10.01**  The projected budget for 2019-20 was scrutinised and approved and signed by the Chairman (AK).  **Review & Adoption of Financial Risk Assessment 2019/2020:**  **Resolved 19/05/11.01**  The Financial Risk Assessment for the financial year 2019/20 was reviewed and adopted by the Full Council and signed by the Chairman (AK).  **Review Effectiveness of Internal Audit Procedure:**  **Resolved 19/05/11.02**  The Internal Audit Procedure was fully reviewed and it was agreed to continue with the current Internal Auditor, Mijan Ltd for the financial year 2019/20.  **To Consider any Annual Donations:**  **Resolved 19/05/12.01**  Village Voice - £125.00  Playgroup - £100.00  Archive Group - £25.00  Burrough Green Primary School - £250.00  St Augustine’s PCC (Churchyard Maintenance) - £150.00  Ellesmere Centre - £100  It was agreed that the Parish Council would pay for the Reading Rooms Annual Building & Contents Insurance Premium.  **ORDINARY COUNCIL BUSINESS**  **Minutes of the meeting held on 25th March 2019- LGA 1972, Schedule 12, para 41(2):**  **Resolved 19/05/13.01**  The minutes of the meeting held on 25th March 2019 were adopted as true statements and signed by the Chairman (AK). |  |
| **19/05/14** | **Correspondence:**  None. |  |
| **19/05/15**  **19/05/16**  **i)** | **Planning Applications:**  None.  **Highways Issues:**  **Update on Traffic Calming LHI Scheme – Brinkley Road (Top Rd/Hartfield Rd)**  The SCC LHI panel approved the application on 12th March 2019. The funding will be available from 1st April 2019 and the Highway Projects team, are currently to agree a timescale for completion of the approved scheme. The funding amount approved for the scheme is ££3,824.00, with the Parish contribution being 20%, £764.00. The project will install further lining around the bend (red strips), plus installation of an Advanced Directional Sign with Hartfield Road being shown (100 yards). Also pulling the junction of Hartfield Road further forward using white lining. |  |
| **19/05/17**  **i)**  **ii)**  **iii)**  **iv)**  **19/05/18**  **i)**  **ii)** | **Play Area:**  **Land Registry Update**  Cllr. Khan and Cllr. Way are still to action the signatories’ ID verification.  **Annual RoSPA Report**  The inspection highlighted some bolts on the swings that needed tightening, the Clerk is to contact PlayScapes to ask them to do the repairs and check all the bolts and fixings. The fence still needs painting to be finished and two slats need replacing, the Clerk is to source quotes for this for the next meeting.  The Clerk is to check if Angie still wants to do the weekly inspections, or whether this needs to be added to the list of Councillor responsibilities at the July meeting.  **End Year Accounts & Bank Reconciliation Report**  **Resolved 19/05/17.01**  That the Bank balances and reconciliation of payments & receipts from the Play Area accounts be received and adopted and initialled as such by the Chairman (AK).  The Lloyds Play Area account balance was confirmed as £585.82 as of 31st March 2019.  **Discuss Purchase of 9-a-side goals for The Green**  It was agreed to defer this item to the July agenda, and to discuss any suggestions for leisure facilities in the Village for Teens.  **Finance & Policies:**  **Parish Council Bank Reconciliation from List of Payments/Receipts**  The Payments and receipts were scrutinised and approved. The Lloyds Treasurer account balance was confirmed as £30,478.27 as of 30th April 2019.  **Resolved 19/05/18.01.**  That the Bank balances and reconciliation of payments & receipts be received and adopted and initialled as such by the Chairman (AK).  **Parish Council Account Cheques for signing and approval**  **Resolved 19/05/18.02**  It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. M. Penhaligan and Cllr. K. Simpson.   |  |  |  |  | | --- | --- | --- | --- | | 742 | Mrs V Bright | Mileage, expenses & backdated pay | 59.52 | | 743 | Came & Company | Annual Insurance | 766.06 | | 744 | CAPALC | Annual membership | 209.00 | | 745 | Playsafety Ltd | RoSPA Inspection - Play area | 82.20 | | 746 | Mr L Field | March - Grass cutting | 300.00 | | **AK/GW**  **Clerk**  **Clerk** |
| **iii)**  **iv)**  **v)**  **vi)**  **19/05/19**  **i)** | **Asset Risk & Maintenance Assessment Report**  The Clerk advised that the brick bus shelter on Bradley Road had started to form cracks along the RHS wall. It was agreed the Clerk would arrange for a survey to be carried out.  **Parish Council Insurance Renewal**  **Resolved 19/05/18.03**  It was agreed to accept the Policy schedule and premium from Came & Company at a cost of £766.06.  **CIL Fund – Community/Village Projects**  It was suggested that the Clerk approach the Reading Rooms regarding quotes for heating, to be considered for a grant. The Clerk is to place a notice in the Village Voice asking for further suggestions for projects, to be considered at the next meeting.  **Adoption of the NALC Model Standing Orders (July 2018).**  **Resolved 19/05/18.04**  The NALC Model Standing Orders were adopted by the Full Council and signed by the Chairman (AK).  **Parish Matters:**  **Reading Rooms Update**  No Update.  The Reading Room Committee is to hold their AGM on 2019. | **Clerk**  **Clerk/MB** |
| **19/05/20** | **Items for next Meeting to be held on Monday 22nd July 2019 at 7:45pm, in the Reading Rooms.**   * Teenage Leisure Facilities * CIL Fund – Community Projects * Brick Bus Shelter Survey & Quotes * Play Area Land Registry * Play Area repairs /fence update * Brinkley Rd/Hartfield Rd LHI Scheme Update * LHI Funding 2020/21 * Councillor Responsibilities and Representation on outside bodies * Sherriffs Court (19/000708/OUT) application update   The Chairman once again expressed thanks to Cllr. Jo Batting and Cllr. Harris for their hard work and commitment to the Parish Council over the last few years, they will be sorely missed on the Parish Council.  Meeting closed at 9:25pm |  |
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