

**MINUTES OF MEETING OF WINTHORPE WITH LANGFORD PARISH COUNCIL HELD ON 18th OCTOBER 2012 IN THE VILLAGE HALL.**

**Present:**

Mr S Jackson (Chairman), Mr D Aldridge, Mr B Allen, Mr S Jackson (Chairman), Mr A Leary, Mr B McClymont, Mr G Thompson, Mr B Wright  
CC & DC – None present  
Clerk – Miss S Tomlinson

1. **Apologies for absence:** Mr Cammack (Work commitments)
2. **Declarations of Interest:** Mr Wright & Mr Allen – Please see planning section.

4. **To receive and accept:**

- a) Minutes of the meeting held on 20<sup>th</sup> Sept 2012. .

The Minutes were taken as read and signed by the chairman. Proposed by Mr McClymont and seconded by Mr Aldridge.

5. **Matters arising from the minutes:**

- a) Para 9 – Public Liability Insurance – The chairman contacted various companies regarding the requirement of Winthorpe with Langford Parish council's public liability insurance. After receiving a written quotation from Aon Ltd for £235.47, it was decided that as this was the cheapest quote found therefore the council would accept. Insurance documents are now filed with the clerk.
- b) Para 4 – VAT recovery claim – Chairman of the finance committee, Mr Aldridge, reported that the VAT reclaim had now been filed and he was now awaiting receipt of this payment.

7. **Finance:**

- a) To approve expenditure as at 18th October 2012:

<u>Expenditure:</u>	£
Focal Point Grant (2 <sup>nd</sup> Bi Annual installment)	315.00
Mr D Lyne – Grass Cutting	570.00
Clerk Salary Sept 12 (awaiting standing order set up)	154.00
Clement Keys – external auditors	198.00

**Total Expenditure** **£1237.00**

- b) Mr Aldridge presented the accounts for the two quarters ending 30/9/12 and explained that the grass cutting had increased compared to last year and this was due to the weather conditions and the additional fields now being cut.
- c) Mr Leary questioned the payment made to The Newark Patriotic fund. It was explained that this was the charity to which the Annual Village Festival profits be paid to this year.
- d) Mr Aldridge explained that there had been a number of 'one off' expenses paid in the quarter ending 30/9/12. For example the legal expenses, flag pole erection and the Jubilee tree.
- e) The comments made by the auditors were relayed to the councilors. The three points raised were:
  - i, Accounts should have been approved by 30<sup>th</sup> June, this was missed on this occasion.
  - ii, Accounts should have been available for public viewing over a 2 week period, this was not done on this occasion.
  - iii, Weaknesses were found in the councils filing system, leading to incomplete records.

- f) Mr Leary asked how many years VAT the council had reclaimed; Cllr Aldridge explained that they had been able to reclaim 2 years VAT. If acceptable records can be found, then the council may be able to claim a further year. At present this is looking rather doubtful.
- g) In respect of events that had occurred over the past few months regarding the accounts and VAT, Mr Leary thought it may be an improvement if a formal agreement was made between the council and the internal auditor, Mr Richardson. This would ensure that any issues arising would be recognized quickly and dealt with. This was proposed by Mr Leary and seconded by Mr Thompson. It was agreed to write to Mr Richardson proposing this with a fee of £25. The outcome of which will be discussed at the Nov meeting.

The acceptance of the Accounts were proposed By Mr Aldridge, seconded by Mr Wright and signed by the chairman.

#### **8. To receive a list of the Parish Council Safety checks:**

- a) The revised safety check list had been circulated. The responsibility of each councillor was agreed, however it was requested that the month of execution of some of these tasks be revised. The Clerk will adjust this and re-circulate together with appropriate work forms.

#### **9. Planning.**

Two applications were received:

- a) Application number:

Mr Allen and Mr Wright declared an interest in this matter. Both have property in the vicinity of the track. There was no financial interest declared therefore the chairman agreed that Mr Allen and Mr Wright could remain present throughout the discussions but would abstain from voting if a vote should be required.

To summarise, the planning application submitted was to grant permission to move the original fabricated building to a more central location on the track.

All agreed that the chairman be responsible for constructing a response explaining that the council had no objections, providing the new building is of the same size as the current one. It was expressed that they would like to re-iterate the previous concerns made regarding the Go Kart track becoming a distraction to drivers on the A46 and that the site should not be used to manufacture Go karts, not for use on that particular track. It was also requested that the chairman investigate what permission was gained for the steel building delivered and erected recently. The chairman would relay the outcome of this matter in the Nov meeting.

- b) Application number:

An application had been submitted for a single storey extension to the bungalow. All approved this application. The clerk will respond accordingly.

#### **10. VAT payments to local activity groups**

- a) The chairman explained that at present the council 'carry' the VAT from the following four local activity groups:
  - Youth Club/Bonfire committee
  - Allotments
  - Festival committee
  - Cricket Club

At present the VAT is carried by the parish council until this can be reclaimed therefore affecting the Parish Councils cash flow situation. In light of the previous issues regarding the reclamation of VAT the chairman

proposed that the committees, listed above, pay the total amount of the invoice (inc VAT) until the VAT is reclaimed and received and this will then be credited back to the relevant party.

It was unanimously agreed that this procedure should be constructed.

## 9. Standing Orders

- a) It was requested that the Parish Council's standing orders were updated and approved at the Dec meeting. Mr Leary agreed to update the financial section of this document and any other relevant to ensure it includes the new controls recently put in place.

## 10. Correspondence.

- a) A, Diamond Jubilee Concert – 8/11/12 – leaflet available for anyone interested.

## 11. Any other business

- a) Dog Bin – Cricket ground

The chairman explained that the dog bin situated on the cricket field had been burnt out therefore the Council needed to purchase a replacement.

The cheapest replacement found was a plastic bin, it was agreed that the chairman should ensure this bin was appropriate and order it.

The cost of the bin was £90.24 with an additional £16 fitting charge.

- b) Footpath complaint

The chairman read a letter received from a resident, who has been having difficulties navigating around the village on his motorised scooter due to the uneven pavements. The Chairman passed these comments onto County Council who are responsible for maintaining the pavements.

Comments were also made regarding the Jubilee Bridge, connecting the Community centre to the Jubilee Field, it had been reported that due to the stone settling at either side of the bridge it had caused quite a significant step up onto the bridge, therefore causing problems for anyone using a motorised scooter. The chairman had spoken to a local tradesman who estimated the cost of the repairs be approximately £40. The Council would need to provide the materials for this work. This was approved and the chairman would report further on this matter at a later date.

- c) Environmental Issue

A complaint had been received regarding an environmental issue occurring at a property on Gainsborough Road. This had now been reported to the environment officer who is dealing with this.

Action required	Person to undertake the action	Date to be completed by
Fill in Accounts to be viewed form and display on village notice boards	Clerk	Within 7 days of Oct Meeting
Write Focal Point monthly newsletter	Clerk	22 <sup>nd</sup> October 2012
Re write safety checklist – adjust dates of completion and circulate with new supply of report forms	Clerk	Thurs 15 <sup>th</sup> Nov 2012

Purchase dog waste bin	Chairman	As soon as possible
Arrange for bridge repairs	Chairman	As soon as possible
Re write financial section of the standing orders and code of conduct together with any other relevant sections.	Cllr Leary	December parish meeting

**The meeting closed at 9.45pm.**

**Next Parish Council Meeting: 7.30 pm, 15<sup>th</sup> November 2012, Winthorpe Village Hall**