

Minutes of the Annual Meeting of Stoke Hammond Parish Council held on Tuesday 2nd May 2017 at in the Community Centre

Present: Cllr Greg Noble, Cllr Mavis Berrow, Cllr Donna Page, Cllr Geoff Lane, Cllr Mike Robinson, Cllr Hazel Turner, Sue Severn - Parish Clerk, 5 members of the public

Apologies: District Councillor Neil Blake, County Councillor Janet Blake

- 1. Election of the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.** Cllr Robinson took the chair and asked for nominations it was proposed by Cllr Lane and seconded by Cllr Page that Cllr Noble be re-elected Chair of the Council for a further year. Unanimous. Cllr Noble signed the Declaration of Acceptance of Office.
- 2. Election of the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office.** Cllr Noble took the chair and asked for nominations it was proposed by Cllr Page and seconded by Cllr Berrow that Cllr Robinson be re-elected Vice Chair. Unanimous. Cllr Robinson signed the Declaration of Acceptance of Office.
- 3. Apologies for absence:** County Councillor Janet Blake, District Councillor Neil Blake
- 4. Declarations of interest:** Both Cllr Noble and Cllr Page declared an interest in Item 15 on the agenda.
- 5. Public Participation:**
 - Mrs Edwards asked about the progress on the lights on Newton Road. The situation has been reported but the department has twenty eight days to list the work and another twenty eight days before work has to be carried out.
 - Cllr Turner on behalf of Mrs Carol Ogden of Tyrells Gardens reported that the VAHT Light in Tyrells Gardens garages still has not been fixed. It had been reported some time ago. Cllr Noble undertook to speak to VAHT once more in an effort to get the light repaired as soon as possible.
 - Cllr Turner on behalf of Mrs Brown reported that she had been dismayed to see trees had been cut down on the side of the brook at the entrance to Bragenham Side.
 - Cllr Turner also reported about residents' anger regarding a party held on the green. The grass has become discoloured due to a bouncy castle being placed there. Cllr Lane and Cllr Noble had been informed that it was due to take place as an overflow from the house. Cllr Noble reported that when asking permission the resident had inferred the green would be used for overflow from their house with a small gazebo being utilised. No mention was made of a bouncy castle. This would not be permitted in future.
- 6. To approve the Minutes of the meeting held on Tuesday 3 April 2017:** The minutes were approved and signed as a correct record.
- 7. To report on outstanding matters arising from previous minutes by exception:** Cllr Lane reported that the pile of tarmac was still in position on Fenny Road.
- 8. To review and adopt the following policies for Stoke Hammond Parish Council.**
 - Financial regulations : These had been circulated prior to the meeting and were adopted.

- Standing Orders: Cllrs Page and Berrow pointed out that the information on page 9 with regard to the date and day of the meeting needed altering to the first Monday in the month.
 - Complaints Policy: This had been circulated prior to the meeting.
 - Risk Management Policy: This has been circulated prior to the meeting.
 - To confirm that Stoke Hammond Parish Council continues to be eligible for General Power of Competence It is now a new year and despite it being adopted last month it requires to be dealt with again. It was proposed by Cllr Page that the policies mentioned above be adopted having been reviewed by Councillors. Seconded by Cllr Lane. Unanimous.
- 9. To re-appoint internal auditor for 2017/2018:** It was agreed that Guy Orchard be re-appointed as an internal auditor, his charges are £60. The Clerk told the meeting that Stoke Hammond had been chosen for a spot check by the national auditors. It was proposed by Cllr Robinson and seconded by Cllr Page that Mr Orchard be re-appointed.
- 10. To review the Council's asset register:** A long discussion ensued with regard to the asset register as some items were undervalued while others were overvalued, in addition the additional dog bins needed to be added to the list. The cost value of the old playground equipment would be listed as nil as when it broke it would be removed. The asset register needs to take into consideration depreciation. The new street lights are included. The asset register needs to be reviewed in detail. The new playground equipment and Land will be added next financial year as the year ended on March 31 and it wasn't in position then. This item will be added to next month's agenda for decision.
- 11. To review the Council insurance policy renewal:** The schedule was in front of the Council. The new play equipment has been added to the schedule until renewal, the additional premium for which is £90. The new posts on the Green are not insured. If anyone hits and damages them in their vehicle a claim will be made against the driver. The insurance is due for renewal on June 18th with existing long term agreement in place.

12. Finance

- a) **To agree the payment run:** the following payments were agreed by the Council.

Payee	Chq/BACS	Detail	£
Mrs S Severn	BACS	Net salary, office provision, expenses ,software	£412.75
CS Maintenance	BACS	Grass cutting: village	£100.00
CS Maintenance	BACS	Additional grass cutting, devolved services £300. Grass cutting: Village £120, Recreation ground £40	£460
G Noble	BACS	Expenses £72.04 less advance £50	£22.04
Stoke Hammond Community Association	BACS	Meeting room hire 2017/2018	£262.00
Stoke Hammond Community Centre	BACS	Invoice for additional SH News copies for Newton Leys	£200.00
GMS Machinery Services	BACS	Mower repairs	£320.00
AVALC	BACS	Membership donation 2017/18	£20.00
Stewkley Enterprise Agency	BACS	Devolved services grass cutting March	£150.87

- b) **Payments made since last meeting: Authorised via email by Chairman and Vice Chairman, for ratification:**

Public Works Loan Board	DD	Loan repayment	£1,148.05
Proludic	BACS	Playground equipment and installation	£86,787.58
Amazon	CARD	PPE for new green team member	£39.39

Play Safety	BACS	Post installation safety inspection	£474.00
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c) Receipts in period

Received from	BGC	Detail	Amount
AVDC	BGC	Section 106 funds for recreation ground equipment & site preparation	-£76,493.00
HMRC	BGC	VAT repayment	-£4,551.60
AVDC	BGC	Precept 1 st instalment	-£18,750.00

The payments above were authorised for payment by Cllr Page and Cllr Turner.

A question was raised as to how much money the Council currently held. The Clerk replied that there was £32,000 in the current account, £20,000 on deposit with an outstanding loan of £9,000, with assets worth approximately £140,000.

d) Exercise of Electors' Rights 2017 There is a statutory requirement for the Council to provide electors and other interested parties with the opportunity to inspect the Annual Return and supporting documentation. The Parish Council must inform the electorate by way of a notice of a 30 working days period during which electors' rights may be executed. The Clerk proposes the following dates 19 June 2017 until 28 July inclusive subject to the internal auditor's report being available in time. The information will be placed on the notice board and on the Parish Council website.

13. Planning

17/00530/APP Office 1, Rectory Barns, Newton Road, Stoke Hammond MK17 0EB Change of use of offices to use as a classroom and staff room in connection with children's day nursery.

The Council supported this application as long as there was adequate parking spaces provided.

14. Highways, Footpaths and Footways, Lighting: Cllr Lane pointed out to the meeting that the bus shelter near The Dolphin requires finishing/varnishing.

15. Land: The Chair has had a request from Youth Football that a party be held on the Community Centre land. The Clerk told the meeting that they could not have a BBQ or fire on the land, for health & safety and insurance reasons. The SHCA would be asked whether a BBQ could be placed on the patio.

Consider proposed purchase of picnic tables and benches/seats and refuse bins for land adjoining community centre:

A debate took place on what benches; and picnic tables were required for the Community Centre land and a new name for it. Currently the Clerk was naming it the recreation ground but Cllr Turner pointed out that long term residents called the Sports field the recreation ground (the rec for short!). Cllr Turner asked for one bench with a back on it. It was agreed that a pack of four benches without backs should be purchased so that parents can swing round and easily view the children at play. Colour of the benches was discussed. Brown for the picnic benches and green for the smaller seats was decided upon and agreed. The fixing of the new equipment was discussed. It was agreed that three picnic benches would be purchased and two refuse bins. A meeting will be held on May 9 on the playground land at 2pm to consider the positioning of the additional equipment. A resident, Mr William Kirk, suggested the name of 'Simmons Memorial Field' would be an appropriate name, although

the Land Registry refers to it as 'The Old School land'. Field naming would be placed on next agenda.

- 16. Parish Council Newsletter:** The PC newsletter has been printed and distributed the next one is in the pipeline Cllr Robinson reported.

To consider provision of financial support to Stoke Hammond News, reflecting the increase in the village's population and its circulation. The publication is much appreciated by Stoke Hammond residents and is running at a loss due to increased population and all the new houses now occupied in Stoke Hammond and Newton Leys South. Both Cllrs Noble and Page took no part in the discussion, having declared an interest as Editor and SH Community Centre committee members.

The Vice Chairman, Cllr Robinson led the discussion and it was explained, during debate, that the publication now has a monthly deficit of £160-190 for printing additional copies. It was not felt possible to increase advertising costs, which are already high for this type of publication, and without which the costs would not be affordable for the Community Association. It is not certain whether Newton Leys South residents like the magazine, but they are important stakeholders in SH Parish and must be included. Cllr Robinson believed it to be an important communication tool. Hall bookings from Newton Leys South residents had increased since the publication was delivered there and they need to be kept up to date with Parish information in line with the Parish Council's wish to operate in a transparent way.

Various suggestions, such as making a small charge (Cllr Berrow), were made during debate. The Clerk advised that other parishes produce A4 colour magazines and that the last edition of Berryfields News with 12 pages in full colour, distributed, cost £800. She undertook to research costs for Stoke Hammond.

If the Parish Council news were to be incorporated into the SH News the cost to the PC would be defrayed by c. £150 per edition.

Cllr Lane believed the Parish Council should not fund the publication.

After a long debate and discussion it was proposed by Cllr Turner that the Parish Council fund the magazine until the end of the year and then combine the two publications in 2018.

The proposal was seconded by Cllr Berrow, agreed by Cllr Robinson. Cllr Lane abstained.

- 17. To report on meetings attended on behalf of Parish Council:** The Chair reported that he had attended the Sports Club meeting and that Mrs June Garner was now President.

- 18. Casual Vacancy:** The Clerk will put in place the legal proceedings to advertise the casual vacancy.

- 19. Date of next meeting: Tuesday 5 June 2017.**

The meeting was declared closed at 8.55pm

The above is a correct record of the annual council meeting.

..... Chairman

Date