

Minutes of the Meeting of the Burghwallis Parish Council, 7pm, Tuesday 14 July 2015 at the Burghwallis Public House

In Attendance:

Chairman	K Walters
Vice Chair:	J Laming
	B Grimes
	D Hudson
	D Maxwell
Clerk:	G Bean

1. **Apologies:** No apologies received.
2. **Members of the Public:** None in attendance.
3. **Disclosures or declarations of interest:** None received.
4. **Co-Option of New Councillor:** GB noted that DMBC had confirmed that no request for a poll had been received and so it was open to the Council to Co-Opt a new member. GB noting that only one application had been received from David Maxwell. KW proposed that David Maxwell be co-opted onto Burghwallis Parish Council, BG seconded, vote held and all agreed. David Maxwell was provided with the relevant paperwork to digest and return to GB accordingly for onward transmission to DMBC.

Action DM/GB

5. **Minutes of Previous meetings (16 June 2015):** KW proposed that minutes were accepted as a true and accurate record, BG seconded, vote held and all agreed. Minutes signed by chair and vice-chair.
6. **Matters arising**
 - a. **Payment for Use of Burghwallis Public House** – KW noted that the landlady of Burghwallis Public House had requested remuneration for use of the function room for meetings. It was noted that the sum of £100 had previously been discussed. It was suggested that the sum of £100 per annum be proposed to the Landlady and returned to the Parish Council at the next meeting for voting.

Action: KW

7. **Financial matters:**
 - a. **Bank reconciliation to 07.07.15:** All considered, KW proposed, JL seconded that this was approved, vote held and all agreed.
 - b. **Clerks Salary Payment:** All considered wages information and invoice from D Malley for producing salary details (£24) to be paid. BG proposed and KW seconded that payment of salary, national insurance/tax and D Malley's fee be agreed, vote held and all agreed, payment made.

- c. **Financial Regulations:** All had seen the final amended version and all were happy with it. KW proposed and BG seconded that the financial regulations be adopted and implemented, vote held and all agreed. KW to enter these on the website.

Action: KW

8. **Transparency Code:** KW noting the efforts made to update the website with the relevant details. Audit papers were outstanding and GB to contact BDO to chase up the return of the finalised audit from them. Further, discussion was held as to the meaning of the Councillor's responsibilities. The Code was interpreted to mean that the name and standing of councillors in respect of all Council committees must be published. KW to action.

Action: KW

9. **Code of Conduct:** All had received and reviewed a copy. KW proposed and JL seconded that this should be adopted and implemented, vote held and all agreed. KW to publish on the website.

Action: KW

10. **Standing Orders:** GB noted that whilst these had been amended in line with the new filming regulations and the transparency code, this did not appear to have been circulated. GB noted the amendment in relation to the Transparency Code and confirmed that she had inserted one line which confirmed that the Council adopted the Code. KW requested that the précis of the code was added below the adoption of the Code and the Code was annexed. GB agreed that the Code should be annexed but felt that the précis of the Code would confuse matters and would infer that the Code did not need to be read and digested, rather that the précis was all that needed to be done. GB felt this was an unnecessary addition which may cause problems where the Code changed/evolved and our précis did not. KW proposed that the Transparency Code be annexed and the précis attached, BG seconded, vote held and all agreed that the Code should be annexed and the précis included at section 18. GB to amend and circulate for the next meeting.

Action: GB

11. **Training:** It was noted that KW, BG + DM had attended a course which was helpful. DH had been unable to find any suitable, available courses but would continue looking with a view to attending in the Autumn. GB researching the SLCC course, which still appeared to be appropriate and hoping to have an invoice for payment at the next meeting to allow that to commence.

Action: GB + DH

12. **Neighbourhood plan:** KW noted that all was in order, the Consultation Document was to be finalised, an examiner was to be chosen and the Stakeholder Database had been sent to Jane Stimpson, DMBC Planning and Environment Officer. KW noted that we are now in the hands of external third parties but hoped to complete the plan in September 2015.

13. **Plague Well:** DH had finished digging the hole for the stone. JL to speak to Ted Bell with regards the installing of the stone. Hopefully to be completed before the next meeting. It was noted that a company who could provide a plaque at a reasonable price had possibly been sourced.

Action: JL

14. **Village signs:** KW and BG had met with Art Sign Ltd and BG had brought in samples of the signs and colours which it was felt were most appropriate. It was noted that the cost of the signs would be approx. 24 inches x 4 inches each and would cost a total in the region of £80 plus VAT, subject to any altered measurements in relation to the sign reading "Ancient

Pinfold & Village Pump” to ensure that it was aesthetically pleasing. KW proposed that 4 signs were purchased ,1x “Ancient Pinfold & Village Pump”, 2 x “Village Pump” and 1 x “Ancient Pinfold” in a British racing green colour with a deep gold border and with appropriately arrowed ends at an approximate cost of £80 plus VAT, JL seconded, vote held and all agreed. KW to speak with Art Sign Limited and to set the ball rolling with a view to taking delivery of the signs ahead of the next meeting.

Action: KW

15. Planning:

- a. **Planning 15/01154/FUL** – This planning application, for the Old Rectory, has been rejected again.
- b. **Planning 14/02582/FUL** – KW had received a response from Steve Barnett, Senior Planning Investigation Officer at DMBC who had noted that the windows installed were approved but a further application would need to be entered in relation to the rendering. To be monitored by the Parish Council. GB to draft email to Steve Barnett in response to his email and forward to KW.

Action: GB/All

- c. **Boscodon Boundary** – BG had kindly provided a Land Registry map of the boundary of Boscodon and noted issues raised by residents of the village and church patrons as to the unsightly nature of the barbed wire fencing which had been installed and, the issues as to where that was installed. It was agreed that the regulations surrounding conservation areas needed to be considered in the first instance and KW agreed to speak with Peter Lamb in this respect.

Action: KW

16. Events Committee: KW noted that all was in order in relation to the forthcoming VJ day event. The Events Committee did require tombola prizes however. All were asked to dig deep in this respect.

Action: All

17. Poor’s Field: JL noted all was well, charity commission return had been done and there would be a meeting of the trustees in August to consider the best use of this year’s funds.

18. Playing Field: In general, all was ok with the playing field. It was noted that we had no parent documentation/legislation in relation to the regular inspections and responsibilities conveyed by DMBC/Fields in Trust on the Parish Council in relation to the playing field. GB to write accordingly to acquire the same.

Action: GB

- a. **Dog Fouling:** Nothing to note on this month’s inspections.
- b. **Soft Play Area:** BG noted that she had, by chance, met and spoken to Dave Chadwick and had requested that he provide a prioritised and itemised quote in relation to the repairs to the play area. KW noted that there were no funds available from Fields in Trust to assist in this respect. To await new quote.

Action: JL + KW

19. Websites: KW had not received a report this month but all appeared to be well. KW confirmed that she was updating the website to include all of the relevant papers in line with the Transparency Code.

- 20. Email correspondence:** Nothing to Note.
- 21. Gates at St Annes:** KW noted that Tom Garrad was on leave at the moment, to carry forward to the next agenda.
- 22. Pinfold Slate:** KW noted that this was all in place and an excellent job was done by all who assisted. KW presented invoice for slate for reimbursement which had previously been approved by the Council.
- 23. Any other Business:**
 - a. Ted’s Resignation:** JL presented receipt for gifts to Ted as a thank you for his assistance on the Parish Council. JL fed back that Ted had expressed his thanks for the gift..
- 24.** Next meeting to be held on Tuesday 11 August 2015 at 7pm at the Burghwallis Public House.

Signed:
 Chair

.....
 Vice-Chair