

## Randwick and Westrip Parish Council

Minutes of the Annual Meeting of the Council held at 7 pm on Thursday  
May 18th at Randwick Village Hall

### Present

#### **Councillors:**

Shaun Egan

Mike Woods

Matt Reed

Marina Fontenla

Robert Davies

James Holder

Debbi Smith

Cheryl Byford

Chris Smith

Clerk - B Parsons

1/5/17 **Election of Chairman:** Cllr Egan was elected.

2/5/17 **Declaration:** Cllr Egan completed and signed the declaration of acceptance of office.

3/5/17 **Apologies:** District Cllr Edmunds.

4/5/17 **Public Forum:** There were no parishioners present at the beginning of the meeting.

5/5/17 **Declarations of interest in items on this agenda:** None.

6/5/17 **Minutes:** The minutes of the meeting held on April 20th were approved and signed.

7/5/17 **Election of Vice-Chairman:** Cllr Reed was elected.

8/5/17 **Report from the Officer of the Council:** Cllrs noted the contents of the Clerk's report.

9/5/17 **Correspondence:** Cllrs noted the correspondence listed in the Clerk's Report.

10/5/17 **Review of Council documents:** Cllrs Marina Fontenla and Debbi Smith were appointed to working party to review the documents due for annual review and to make recommendations to the Council.

11/5/17 **Questions from Councillors:** Cllr Holder asked whether GCC Highways had responded to the Council's request for a 'No Through Road' sign at the foot of Ocker Hill.

**Action:** The Clerk to ask GCC for a response.

12/5/17 **District and County Cllrs reports:** No Cllrs present.

13/5/17 **Service of summons by email:**

**Resolved:** To continue to receive service of summons to attend meetings and other papers by email.

14/5/17 **Planning, Traffic and Transport:**

**a) Applications received to date:** None since the last meeting.

**Noted:**

Permission - S.17/0427/HHOLD - 2 The Lawns, The Lane - Construction of a new two-storey/side extension and the reconstruction of an existing parking deck

The permission contains a condition requiring a construction method statement covering parking, unloading and storage etc during construction.

Permission- S.17/0411/FUL Far Westrip Farm - - extension to the dry cow barn to provide cubicle accommodation for heifers prior to calving.

**b) GCC Highways/Amey 'lengthsman's' work:** Cllrs discussed priorities for work that could be done in the parish by GCC: -

Priority 1: clearing gullies

Priority 2: footpaths

Priority 3: cutting back ivy growing above the Well Leaze and across The Lane.

**Action:** Cllrs to notify the Clerk of gullies and footpaths that need clearing.

15/5/17 **Finance and Personnel:**

**a) Bank reconciliation:** Cllrs considered the bank reconciliation for April.

**b) Internal Audit:** Cllrs considered the Internal Auditor's report. The Auditor's opinion was that the records accurately reflect the financial transactions of the Council for the year. He raised a number of points for the Council to consider: -

1. The 2015/16 report had referred to the high balances maintained on the Council's current account not accruing interest. Throughout 2016/17 the balance was, again, consistently above £30,000. A simple transfer to the Council's deposit account would have earned circa £20 even with a deposit rate of only 0.07%.

Cllrs noted this but confirmed that the Council had maintained the high balance in the current account throughout the year as it had expected to pay for works to the playing field, which had been delayed and postponed several times, and for that reason had not put the reserves into the deposit account.

2. Quotations: The mowing contract had been awarded without obtaining a competitive price for the work undertaken. The Council's Financial Regulation 11.1.h required a minimum of two quotations to be sought for any contract that exceeds £1,000.

Cllrs noted this and agreed with the Auditor's comment that since the Council had not felt it appropriate to obtain an alternative quotation it should have minuted Regulation 18.2 that covers the procedure to be followed if Regulation 11.1.h is not to be followed.

3. A contract to substantially complete the project for repairing the playing field car park had been finalised at a price negotiated with the contractor following smaller contract works on the car park undertaken during 2016/17 and tendered in accordance with Financial Regulation 11.1.h. The Auditor understood that the Council had good reasons for not seeking a competitive tender for the larger contract, however, in the Auditor's opinion, suspension of the Financial Regulation under FR18.2 would have been the correct course of action.

Cllrs noted this and agreed with the Auditor's comment, resolving to apply the appropriate regulation in future.

4. The value of the Council's Assets recorded on the Annual Return was wrong and needed correcting before the Return was sent to the External Auditor.

c) **BT red telephone kiosks:** Cllrs directed the Clerk to sign the contract for the Council to purchase the kiosks at The Lane and Westrip. Cllrs agreed that the unmetered BT power supply was to be retained.

16/5/17 **Damaged Beech trees:**

**Resolved:** To suspend standing order 7a to allow further consideration of this matter.

Cllrs had previously directed the Clerk to write again to the parishioner who had damaged the trees asking him to pay to have the trees felled and replaced, as advised by the planning authority as a way of avoiding a fine for breaching the law regarding trees in a conservation area.

**Resolved:** After discussion the Council agreed to Cllr Holder's offer to fell the trees and provide replacements.

**Action:** The Clerk to apply for planning permission to have the trees felled.

17/5/17 **Youth Council:** Cllrs discussed Cllr Fontenla's suggestion that the Council form a Youth Council.

**Action:** Cllr Fontenla to get information from the SDC Youth Officer: Cllr Debbi Smith to get information about Youth Councils in Staffordshire.

18/5/17 **Items delegated to the Clerk and items for the next agenda:**

June agenda -To consider information about Youth Councils.

19/5/17 **Orders for payment:**

M Lammas	May monthly contract payment
Westcotec Ltd	Vehicle Activated Speed sign
BT payphones	purchase of kiosk in The Lane
B Parsons	expenses - antivirus software and padlocks
G Lavis	internal audit fee
O2	mobile phone 12 May - 12 June
BT payphones	purchase of kiosk at Westrip

20/5/17 **Next meeting:** Thursday June 15<sup>th</sup> at Cashes Green School

The meeting closed at 7.40 pm.