

WEST ACRE PARISH COUNCIL
MINUTES OF ANNUAL PARISH COUNCIL MEETING
HELD ON MONDAY MAY 18th 2015
AT THE VILLAGE HALL

An Annual Meeting of West Acre Parish Council was held on May 18th 2015 at 8pm at the Village Hall.

Those present were: Sally Bridle, Henry Birkbeck, Antonia Hanbury, Eoghan Sheils, Jeremy Cameron, (Councillors) Lorraine Copeman (Parish Clerk).

Also present were: Belinda Bush, Colin Filer, Sue Filer, and Ralph Sliwa (Residents) Stuart Nairn (Rector) Martin Hickey (West Acre Theatre).

Minute 1: To elect Chairperson:

After ensuring Sally was happy to continue as Chair of the Parish Council for another year, Antonia proposed her and Eoghan seconded the proposal. The motion was passed unanimously.

Minute 2: To receive apologies: Jim Moriarty (Borough Councillor)

Minute 3: To approve the Minutes of the previous meeting:

These were approved and signed.

Minute 4: To elect officers for the year:

As the Parish Council has no Sub-Committees no officers were required to be elected.

A discussion was held regarding a Responsible Financial Officer that is required **Action: Sally to contact Jane Scarrott.**

Minute 5: To discuss matters arising from the last meeting:

(i) To discuss Fullers Lane Gate: Henry stated that the gates had been paid for by the Council (Highways) and had been put up. However they had been broken again. The gates had been repaired the following day and are currently intact.

(ii) To discuss Commemorative Plaque: Antonia reported that she had been in contact with Bretts and the matter was ongoing. **Action: Antonia to report back at the next meeting on the progress.**

(iii) To discuss donation to Church: The Parish Council donates an annual sum of £100.00. Stuart Nairn (Rector) has asked for the money to be specifically for the wall. This will be put in a letter stating the money to be ring fenced for the wall. **Action: Henry to send a cheque for £200.00 (this year's payment and the previous year's).**

(iv) To discuss 1 River Road: Sally stated that there had been a legal case and the situation had now been resolved. The person in question has been formally banned and not been seen in the village since. No further trouble has been reported. Thanks went to Jim Moriarty for his support in this matter.

(v) To discuss the Grit Bin: Henry reported the bin had been moved, Sally reported the appropriate department in the Council has been informed of the new site. Brian Cawston (resident) has agreed to grit the area around the bungalows.

(vi) To discuss Election Posters: Sue Filer stated she had given out the Election Packages to the Councillors. Lorraine reported that Election Posters had been placed in the two noticeboards, at Warren Cottages, Pretoria, Soigney and Home Farm.

(vii) To discuss Theatre Planning Application: Eoghan stated he had responded to the Theatre by email. Concerns were raised with regards to overflow parking and vehicle access and whether one or two accesses were required as there would not be a continual flow of traffic but traffic entering and exiting at the same time. Sally stated that as the new Village Hall would be on the same side as the Theatre technically 3 accesses would be on the narrowest point of the road. Footpath access behind the hedge, not on the roadside as requested by the Parish Council, appears to have been approved. The Theatre has all the approvals it wanted with permission for In and Out access at the Northern end. Both Councillors felt that there was no evidence of their comments being taken into account.

Minute 6: To discuss Matters of Finance:

a) Receipt of Precept £800: Henry stated that the precept was in fact £750 and £50 from the Government Support Grant, making a total of £800. This has been received.

b) Village Hall Invoice £13.50 (meeting 09/03/2015)

Henry was given the invoice; however, he queried the amount to be paid. **Action: Henry to look into the hourly rate for hiring the hall.**

c) To consider the Draft Accounts for 2014/15 & Budget for 2015/16 and to confirm arrangements for the Audit and publication of the Annual Return:

Henry presented the Receipts and Payments Accounts for the year ending 31st March 2015 (attached). He stated that last year £60 was received from Central Government and the Parish precept was £690.

This year the £50 is from the Government Support Grant and the precept is £750. This has been received. Henry talked through the accounts and stated that the Annual Audit would have to be dealt with soon.

Minute 7: To discuss New Village Hall: Henry gave a report on the Old Village Hall and Ralph Sliwa gave a report on the New Village Hall in the Parish Meeting (which was held before this meeting). It was felt there was no need to read out the reports again (both reports can be found in the folder).

Minute 8: To discuss Village Emergency Plan:

Jeremy reported that his area, Greenhill Road, agreed to an Emergency Plan, however, Low Road said No. Sally's area said No to a plan, Henry apologised for not contacting his area, Antonia stated she had not seen all her area, however, the consensus was No for a plan.

Colin Filer (resident) suggested a list of telephone numbers to be held at the Estate Office. Jeremy suggested a list of skills of residents and meeting places in an emergency.

Several Councillors were concerned that if there was a medical emergency, Parish Councillors would be contacted and not the Emergency Services. Sally told the meeting that a Defibrillator is held at the Theatre but is a daunting prospect to use one.

After a long discussion Councillors agreed that the Village would not have an Emergency Plan, however telephone numbers of all Parish Councillors would be sent to Residents and an up to date list of relevant telephone numbers would be kept at the Estate Office and by all Parish Councillors, who would then liaise with the appropriate people.

Action: Jeremy to collate relevant telephone numbers and oversee distribution.

Minute 9: To discuss NALC Annual Fee (£86.48):

Sally reported that the 6 months already paid for were nearly over and asked if we need to join for a year. After discussing this with Lorraine it was felt that support was still needed. All Councillors agreed that the Parish Council should join for a year. Henry was given the invoice.

Action: Henry to pay the annual fee of £86.48.

Minute 10: To discuss Jeremy's liaison with the Theatre:

Jeremy stated at the Parish Meeting (held before this meeting) that there had been no liaison whatsoever. Martin Hickey had replied that he was the person to liaise with and gave Jeremy his email address, stating he would make sure Jeremy would be informed in the future. Hopefully this situation will now be resolved.

Minute 11: To approve Church donation of £200:

This was unanimously approved by the Councillors.

Action: Henry to make payment of £200.

Minute 12: To view displayed correspondence of the month:

This was displayed at the back of the hall. Lorraine stated that, since the last meeting, most of the correspondence for sharing had been electronic. However, a letter had been received from the Council regarding vacancies on Parish Councils and that posters could now be put up.

Action: Lorraine to display posters stating there are two vacancies for Parish Councillors.

Minute 13: to receive other matters for discussion.

Henry asked if a meeting could be arranged with regards to presenting the Accounts to the Auditors. **Action:** Sally and Henry to meet, time and date to be arranged.

Minute 14: to confirm the date and time of the next meeting. The date was confirmed as Monday 10th August 2015 at 7pm at the Village Hall.

Minute 15: To close the meeting:

The meeting was closed at 8.30pm