

# WITHERNWICK PARISH COUNCIL

CHAIR: COUNCILLOR MR NORMAN WILKIE

CLERK: MR P L WILSON CPFA  
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## Minutes of a Meeting of Witherwick Parish Council Held in St Alban's Church on 23<sup>th</sup> May 2012 at 7.30pm

PRESENT: - Parish Councillors: Mrs E. Grove, Mr C Sharp, Mr J Mann and Mr S Croft.  
CLERK: - Mr P L Wilson

### 184. CHAIR FOR THE MEETING

In the absence of the Chair and Vice Chair, Mrs E. Grove was proposed, seconded and **unanimously resolved** to be Chair for this meeting.

### 185. PARISHIONERS QUESTIONS

Questions / comments were as follows:-

- i. It was reported that the footpath at the bottom of the Baulk was again very narrow. The Clerk reminded the Council of the history of this issue. It was **agreed** to consider this at a later date.
- ii. A parishioner reported that he was disappointed at the high number of skid warnings along the Great Hatfield Road where resurfacing works were being undertaken by ERYC. The Clerk agreed to speak to the Highways engineer.

### 186. APOLOGIES

Apologies had been received in advance from Cllrs M. Grove, D. Dickinson and D. Carr. The Council **gave consent** for Cllrs Grove, Dickinson and Carr to be absent from this meeting.

### 187. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None.

### 188. MINUTES OF THE LAST MEETING

The minutes of the meeting of 25th April 2012 were **approved** as a true and correct record.

### 189. MATTERS ARISING FROM THE MINUTES

There were no matters arising.

### 190. COMPOSITION OF THE COUNCIL

The Council considered the verbal report of the Clerk concerning the vacancy on the Council. The Council **unanimously resolved** to continue advertising the vacancies.

Initials .....

**191. HIGHWAYS**

The Council **considered** the reports from ERYC following the Streetscene Walkabout and **accepted** the contents. The Clerk **confirmed** that the highways engineer was considering the issue of the state of the verge opposite Prospect Lane.

**192. PLANNING**

The Council **confirmed** the decision taken since the last meeting to recommend approval to the application from Sue Graham at the Old School House with the following comments:-

“The Council positively supports this application concerning this important land mark building being sympathetically preserved and also providing family accommodation to enhance our village. The Council wishes that highway safety matters are addressed ensuring adequate turning is available on site so cars do not need to back out onto the road as the property is on a bend. The Council also requests that the pedestrian barrier be removed from the pavement”.

**193. FINANCE**

i. Insurance – the Council considered the summary, circulated at the meeting, of the results of the tendering exercise. It was **unanimously resolved** to transfer the cover to **Aviva, via brokers Came and Co.**, and to enter into a 3 year Long Term Agreement with the first year’s premium being £274.55. The Council **noted** that this cost reflected a higher level of cover, including for Fidelity Guarantee, and is £198.28 less than the existing company and £205 less than the budget.

ii. The following payments were **approved**:

- i. HAPS – Grass-cutting for March - £116.00
- ii. P. Wilson (Clerk) net pay for April - £240.65.
- iii. HMRC (via Post Office) for PAYE deducted from April pay - £60.00.
- iv. D.S. Walker for Internal Audit services - £80.00.
- v. ERNLLCA for membership subscription- £271.34.
- vi. Broker Network Ltd for Insurance cover - £274.55.

**Total payments £1,042.54**

iii. The Council **considered and accepted** the Internal Audit report for the year ended 31<sup>st</sup> March 2012, noting that no issues were required to be referred to the Audit Commission and containing only 2 matters arising:-

- i. To increase Fidelity Guarantee cover (arranged in new policy, see minute 23 (i) above)
- ii. To review the Council’s Risk management arrangements.

The Council also **noted** the advance notification of an increase in the fee for the internal audit service to £150 for the current year, payable May 2013.

iv. It was **noted** that the first half year’s precept of £3,875 had been received.

**194. POORS CHARITY LAND (OLD VILLAGE HALL)**

The Council **considered** the response previously circulated, **noting** in particular that no response from the Charity’s Commissioner yet and that the Charity would not wish to contribute to the demolition costs. The Council **unanimously resolved** to await confirmation of the agreement to the sale before proceeding further.

**Initials** .....

**195. OTHER ITEMS OF INFORMATION**

The Clerk reported on a range of correspondence that he held details for reference. **The following decisions were made**

- i. The Clerk reported that he had received a letter of consultation from the Audit Commission detailing changes in future arrangements and appointing Littlejohn LLP with effect from 1<sup>st</sup> September 2012. The resultant audit fee, according to their scale of fees would be £0. The Council **unanimously resolved** to accept these proposals.
- ii. The Clerk reported on a letter received from ERYC concerning a revised Code of Conduct as a result of the Localism Act. The letter and some follow up correspondence had been previously circulated, including an alternative model provided by the Government. The Clerk reported that the advice from ERNLCA was to adopt the ERYC model. It was **unanimously resolved** to debate this at the Annual Parish Council meeting.

**196. ANY OTHER BUSINESS**

None Reported.

**197. DATE OF NEXT MEETING**

The following were **confirmed**:

- i. Annual Parish Meeting 30<sup>th</sup> May 2012, 7.00pm in the Church
- ii. Annual Parish Council Meeting immediately after the above
- iii. Parish Council Meeting (as normal) 27<sup>th</sup> June 2012 7.00pm in the Church

**Meeting closed 8.30pm**

**Signed .....** (Chair)

**Date .....**