

Melchet Park & Plaitford Parish Council

Minutes of meeting held at Plaitford Village Hall on 15th May 2017

Present

K Curtis (Chairman)
AW Porter
CD Sweetman

S Bowles
JPA Robson
J Wright (Parish Clerk)

N Curtis
CS Stacey

24/17 Election of Chairman and Acceptance of Office

Cllr Robson proposed and Cllr Porter seconded that Cllr K Curtis should be elected Chairman: this was resolved. The Clerk witnessed Cllr K Curtis signing his Declaration of Acceptance of Office.

25/17 Election of Vice-chairman

Cllr Robson proposed and Cllr Bowles seconded that Cllr Stacey should be elected Vice-chairman: this was resolved.

26/17 Acceptance of Office by Mr Sweetman

The Clerk witnessed Mr Sweetman signing his Declaration of Acceptance of Office.

27/17 Apologies

No apologies had been received.

28/17 The minutes of the 20th March 2017 meeting were agreed and signed.

29/17 Interests

- a) No interests were declared.
- b) Cllrs S Bowles, K Curtis, N Curtis, AW Porter, JPA Robson and CS Stacey confirmed that there had been no change in their interests.

30/17 Matters Arising

- a) Persons unknown had thrown the rounds of timber intended to protect the corners of the grass triangle at The Pound into the hedge and then made deep wheel ruts on the grass. It was agreed that trying to protect the corners was simply seen as a challenge by those with a destructive tendency. The ruts will be dealt with in the fullness of time.
- b) It was agreed that the seat at The Pound should have the ends scrubbed and the slats brushed off and treated with preservative stain: Cllr K Curtis offered to deal with this in August.
- c) Cllr Stacey offered to dig through the verge to allow the water to drain from the muddy puddle on the pavement opposite Purley Way.

31/17 Transparency Fund

Cllr N Curtis proposed and Cllr Stacey seconded that it was desirable that the Parish Council had its own computer and software to meet the Transparency Code and that a bid for funding should be made: this was resolved. The Clerk and Cllr K Curtis would investigate suitable laptops.

32/17 Footnote Disclaimer for Emails

The need for this was debated at length but it was finally agreed that it was desirable for some emails.

33/17 Finance

- a) Cllr Stacey proposed and Cllr Bowles seconded that the 2016-17 Accounts should be signed off as correct: this was resolved. The Chairman also signed the bank reconciliation document.
- b) After consideration of each item on the Annual Statement of Governance Cllr Robson proposed and Cllr Stacey seconded that the Chairman should complete and sign the form: this was resolved.
- c) The Annual Return and Statement of Significant Variances had previously been circulated. Cllr Robson proposed and Cllr N Curtis seconded that the Annual Return should be signed as correct: this was resolved.
- d) The Budget Control report was received.
- e) The Clerk explained that she had approached a second insurance company for a quotation. After considering the comparison of the two it was agreed that although Zurich was slightly more expensive it offered Personal Accident cover which was probably the most likely reason for the Parish Council to make a claim. It was therefore agreed that the insurer would remain unchanged.
- f) The Clerk informed the meeting that NALC had agreed a pay rise and for her grade and hours it would be £19.78 per annum. Cllr K Curtis proposed and Cllr Porter seconded that this should be accepted: this was resolved.
- g) It was noted and approved that the membership fee for HALC of £171.00 (cheque number 276) had already been signed.
- h) It was noted that £18.00 had been collected by Unity Trust Bank as the quarterly standing charge on the 31st March 2017. This had been included in the 2016-17 accounts.
- i) It was noted that a D/D of £127.60 to HMRC (PAYE) had been paid.
- j) Cheque numbers 277 to 279: £60.00 to Hamilton Associates (internal audit); £218.96 to Zurich Municipal (insurance); £257.77 to J Wright (Clerk's salary) were approved and signed.
- k) Income of: £1600.00 from TVBC (precept); £36.00 from HMRC (VAT refund) were noted.

34/17 AOB

The meeting was informed that the escaped bullock had finally returned home and was now "secured" in a field.

Meeting closed at 9.05pm

Date of Next Meeting

26th June 2017 at the New Forest Post Production Studio