

## Melchet Park & Plaitford Parish Council

### *Minutes of meeting (including AGM) held at Plaitford Village Hall on 13<sup>th</sup> May 2019*

#### **Present**

K Curtis (Chairman)

AW Porter

Councillor G Bailey (TVBC)

S Bowles

JPA Robson

N Curtis

CS Stacey

#### **19/18 Acceptance of Office**

Members had signed their "Acceptance of Office" declarations ahead of the meeting and in the presence of the Proper Officer.

#### **20/19 Election of Chairman**

Cllr Robson proposed and Cllr Bowles seconded that Cllr K Curtis should be elected Chairman: this was unanimously resolved. Cllr K Curtis signed his declaration of Acceptance of Office, which was witnessed by the Proper Officer.

#### **21/19 Election of Vice-chairman**

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

#### **22 19 Apologies**

Apologies were received from Cllr N Adams-King (TVBC) and Councillor RJ Perry (HCC).

*23/19 The minutes of the 25<sup>th</sup> March 2019 meeting were agreed and signed.*

#### **24/19 Interests**

No interests were declared.

#### **25/19 Vacancy**

It was noted that a vacancy remained on the Parish Council. It was agreed that as no-one had shown an interest when the election was announced it seemed sensible to leave the vacancy for the present.

#### **26/19 Matters Arising**

- a) Cllr Robson had met with the owners of Manor Farm who were aware of the state of Church Lane in the vicinity of the farm entrance and were investigating how the matter could be resolved.
- b) The Clerk confirmed that the passing place by the Church in Church Lane was already a hard surface which had simply become covered in a deep layer of mud. She had observed Mr G Cuell shovelling some of the mud off the surface and the Council asked that she should write to thank Mr Cuell for his efforts.

#### **27/19 Clerk's Report**

The Clerk reported on the various documents which had arrived since the agenda was sent but nothing was relevant to this parish.

## 28/19 Finance

- a) The 2018-19 Annual Governance Statement had been circulated prior to the meeting. Cllr Bowles proposed and Cllr N Curtis seconded that all responses were in the affirmative: this was resolved and the Chairman signed the form.
- b) The 2018-19 Accounting Statement had been circulated prior to the meeting and the causes of the year-on-year differences were noted. Cllr Porter proposed and Cllr N Curtis seconded that the Statement was correct: this was resolved and the Chairman signed the form.
- c) Cllr Stacey proposed and Cllr Porter seconded that the Bank Reconciliation at 31<sup>st</sup> March 2019 should be signed as correct: this was correct and the Chairman signed the statement.
- d) Having noted the gross income and expenditure figures for 2018-19 were both less than £25,000 Cllr Stacey proposed and Cllr Porter seconded that the Certificate of Exemption should be signed: this was resolved.
- e) The Budget Control Report was received and noted.
- f) Previously signed cheque no 311 for £231.00 to TVBC (planning application for signs at the Village Hall) was approved.
- g) Cheque numbered 312 to 316: £188.00 to HALC (membership subscription); £60.00 to Hamilton Associates (internal audit); £218.96 to Zurich Municipal (insurance); £35.55 to J Wright (Clerk's expenses); £269.40 to J Wright (Clerk's salary) were approved and signed .
- h) Cllr Bowles proposed and Cllr Stacey seconded that Hamilton Associates should again be used for the Internal Audit: this was resolved.

*Meeting closed at 8.45 pm*

## Date of Next Meeting

15<sup>th</sup> July 2019