

## ALPHETON PARISH COUNCIL

### MINUTES OF ADDITIONAL PARISH COUNCIL MEETING HELD AT

#### ALPHETON VILLAGE HALL ON 25 JUNE 2019 AT 7PM

1. Welcome: Chair Cllr Sumner welcomed everyone to the meeting.
2. Apologies: None
3. Present: Chair Cllr Sumner, Cllrs Madeline Gray, Trevor Rix, John Nunn and John Moore together with the Parish Clerk. No members of the public present.
4. Declarations of interest: None
5. Minutes: Cllrs queried an entry in the draft Minutes of 13 May 2019. It stated at item 5 that the Minutes of 2<sup>nd</sup> April 2019 were approved but Cllrs did not recall seeing a copy of those draft Minutes. Clerk will check and bring any draft/not approved Minutes to the meeting on 6<sup>th</sup> August 2019.
6. Matters arising:  
 Prior to the meeting the Clerk had circulated an email from BDC regarding change of bin collection day. All relevant household will be contact with the change of date information. If affected the changes begin on the week commencing 15 July 2019 with is a Monday and it will be collection of the recycling (blue bin), followed by collection of the household waste bin the following Monday 22<sup>nd</sup> July 2019, and then the following Monday the recycling bin etc.  
 Bin for the bus stop at Village Green – invoice was for approval at this meeting and therefore Clerk will send the cheque off and the bin will be delivered to Peter Rix for him to install.  
 The new Chair, Cllr Bridget Sumner confirmed that she would be happy to collect the key and return the key to open and close the Village Hall for PC meetings if the Village Hall Committee were agreeable to that and she would also deliver the cheque for the hire of the hall for meetings.  
 With regards to the email received regarding the cut to some bus services and particular the 375 bus service Cllrs agreed that they will respond as individuals and the Chair indicated that she would contact the Chair at Shimpling PC to see if they could collectively submit a response.
7. Public Forum: no members of the public present.
8. Correspondence (all correspondence has been circulated to Cllrs ahead of the meeting):
  - i. Email from parishioner regarding damage to grit bin opposite 3 Old Bury Road and the pole with the village hall sign on it following on from the verges being cut, presumably by SCC Highway’s contractor.  
*Clerk had reported these issues under the following reporting numbers on the SCC Highways Reporting tool:*

Signed.....

Dated.....

00245427 – grit bin damage  
 00245428 – damage to the village hall sign  
 00245429 – verges not cut opposite 5 The Glebe

*Responses received at the time of the meeting:*

00245427 and 00245428 – logged with the Cyclical Team for investigation with the grass cutting contractor and they will revert to County Cllr Richard Kemp directly.

00245429 – Highways Officer will inspect the cutting of the verge and revert.

9. Clerks/RFO Report:

- i. To consider schedule of items for payment:

Clerk reported notification from BDC regarding a CIL Payment 1848.12 (not yet received)

**Income**

Precept (1 of 2 payments) 1654.50

**Schedule of invoices awaiting authorization for payment**

Glasdon UK Ltd	bin for bus shelter	58.68	612	Litter Act 1983
N Smith	Clerk salary	375.60	613	LGA 1972 s112
Alpheton Village Hall	May and June hire	24.00	614	LGA 1972 s133
SALC	annual subscription	137.17	615	LGA 1972
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		595.45		

All Cllrs present approved the payments.

- ii. To consider and approve the AGAR documents (PC finances for 2018-19)

(a) Cllrs considered and approved the Certificate of Exemption and the annual gross income of £3426 and annual gross expenditure of £4834.87 as set out on the Certificate and that it was the same as set out in the cashbook document for 2018-19. Duly signed by RFO and Chair.

(b) Cllrs considered and approved the Annual Internal Audit Report 2018/19 and in particular that income had not been fully received as the Licence fee from the garage had not been received. Clerk had been in contact with them

Signed.....

Dated.....

and payment should be paid within 28 days together with the 2019/20 Licence fee.

(c ) Cllrs considered and approved the Annual Governance Statement 2018/19.

(d) Cllrs considered and approved the Accounting Statement 2018/19.

10. Date and time of next meeting – 6<sup>th</sup> August 2019.

Meeting ended: 8.10pm

DRAFT

Signed.....

Dated.....