

**Annual Meeting of Eltisley Parish Council Held at The Newton Primary School, Eltisley
on Tuesday 8 May 2007 at 8.35pm**

Present: Cllrs: Messrs D Lee, R Pinner (Chairman), M Cropley and M Lines.

In attendance: Mrs G Stoehr (Clerk), Cllr Miss M Smith and 3 members of the public.

1. Elections and annual business

1.1 Chairman and signing of the declaration of acceptance of office

Mr Roger Pinner was elected Chairman on a proposition by Mr Cropley and seconded by Mr Lee, and he signed the declaration of acceptance of office.

1.2 Vice- Chairman

Mrs Freeman was elected Vice-Chairman in her absence on a proposition by Mr Cropley and seconded by Mr Lines.

1.3 Committees, Working Groups and member responsibilities

On a proposition by Mr Pinner, seconded by Mr Cropley the following roles and responsibilities were agreed:

- P3 Co-ordinator Mr Cropley will set a date to review the paths at the next meeting.
- Allotments – Mr Cropley.
- Grasscutting – Mr Cropley
- Pocket Parks working group – Messrs Pinner, Cropley, Pinner, (Convenor) Lines and Mrs Freeman.
- Parish Plan –Mr Pinner and Mrs Freeman (Chairman) representing the Parish Council and also Mr Peter Thwaites, Mrs Cathy Kamper, Mrs Pat Pinner, Mrs Anne Pettifor and Mrs Les Colmer..
- Room co-ordinator – Mr Cropley.
- Noticeboard co-ordinator – Mr Cropley.

1.4 Review of standing orders, financial regulations and risk assessments

- Standing orders and financial regulations were reviewed and it was agreed that no changes were required at this time.
- Insurance cover reviewed and the assets cover and other cover considered. The old village sign is to be removed from the policy– this was agreed following a proposition by D Lee and seconded by M Cropley.
- It was agreed to seek a quotation from an alternative provider to ensure best value.
- Fidelity review – it was agreed that £30,000 cover is enough, and that this covers the Eltisley Village Green Trust funds also.
- No changes are require at this time to the assets list.
- Bank signatory review – The bank mandate is to be updates and Mrs Freeman to be new signatory.

The Chairman proposed that the Clerk and admin support review is to be postponed to the end of the meeting.

2. Apologies for absence and declarations of interest and new code of conduct

2.0.1 Apologies were received from Mrs Freeman, Mrs Spink and Messrs Pettifor and

2.0.2 There were no declarations of interest at this point.

3. To approve the minutes of the last meeting on 9 January 2007

On a proposition by Mr Lines, seconded by Mr Cropley the minutes of the last meeting were approved as a true record and signed by the Chairman..

4. Matters arising

- 4.1 (3.1) 21 The Green, it was noted the wheeled bins are still on the grass. Carried forward to the next meeting.
- 4.2 Mr Pinner reported that the newly formed Cricket Club is going strong and winning its matches. In response to the Cricket Club letter regarding parking on the Green a letter of good luck and goodwill is to be sent with Club the concession to park vehicles on the northern side of the drive to pond farm and between this drive and the Cade Pavilion in exceptional cases, in other words when they had two rows of vehicles parked to the north of the drive and needed to overflow. This should be the exception particularly since the establishment of the play area means that it is not desirable to have vehicle movements where young children are playing. The Parish Council is willing to continue with this concession for the cricket club until further notice. It was noted the Cade is being used for changing and bar facility.
As the village green is for the use of the parish for 'recreational' purposes. The Club's fixture list is to be acknowledged and the Parish Council is pleased to grant the Club the right of use of the centre of the green on those dates in preference to anyone else. The Clerk is to be informed of any additional matches.
- 4.3 (3.2) Vermin problem at r/o Greenfields. Carried forward to allow Cllr Mrs Spink time to discuss with the Environmental Health Department.
- 4.4 Pocket Park opening. It was agreed to ask Cllr Ray Manning, Leader of the District Council to attend the opening on a Saturday or Sunday in late July (not to clash with the feast weekend). The Clerk to make arrangements with the Chairman.
- 4.5 Eltisley Feasibility Study. Cllr Miss Smith reported that the Highways Agency is not ready at the moment to meet with the Parish Council and discuss this.

5. Finance and procedural matters

- 5.1.1 In response to the request from the Clerk on a proposition by Mr Lee and seconded by Mr Lines it was agreed that a Minutes secretary from LGS Services may attend meetings instead of the Clerk and at the discretion of the Clerk. Standing Orders are to be amended to include this.

5.1. To approve the payment of bills and consider the finance report

The finance report was considered and the invoices and bank statements checked. On a proposition by Mr Copley, seconded by Mr Pinner the following payments as listed in the finance report were approved for payment:

| | | |
|-----------------------|-----------------------------|---------|
| Allianz Cornhill | Insurance Premium | 1132.49 |
| DJ+JM Green | Grass Cutting | 159.80 |
| ESPO | Bench | 635.68 |
| ESPO | Dog Bins | 313.73 |
| DJ+JM Green | Grass Cutting | 159.80 |
| LGS Services | Online Returns | 52.88 |
| LGS Services | Admin Support | 226.44 |
| CALC | Affiliation Fee | 106.26 |
| LGS Services | Parish Plan & Admin Support | 668.58 |
| LG Stoehr | Salary | 105.86 |
| Newton Primary School | Room hire | £25.00 |

5.2 To approve the accounts and the supporting statement for FY ending 2007

The internal audit had been completed by Mrs Coomber and everything found to be in order. She had completed Section 4 of the annual return accordingly.

On a proposition by Mr Cropley, seconded by Mr Pinner the accounts were approved by resolution of the Parish Council, the Statements in Section 2 of the Annual Return all completes 'Yes' including the Trusts statement, the Allotments for the Labouring Poor having been removed from the accounts. The Chairman signed section 1 and 2 of the Annual Return on the Council's behalf.

5.3 Allotments for the Labouring Poor

On a proposition by Mr Cropley, seconded by Mr Pinner the accounts were approved by resolution.

6. To consider planning applications received since the last meeting

No planning applications had been received.

7. To consider correspondence received since the last meeting

7.1 Open Spaces Society

It was agreed to look at the bylaws and carry this forward to the next meeting when the Bylaws will also be considered.

7.2 SCDC Litter and dog bin provision & emptying – consultation

In response to the letter from SCDC Dog bin provision the Parish Council decided it preferred Option 5. It was agreed to reply to SCDC stressing the importance of all bins being emptied regularly. The new dog and litter bins at the Pocket Park are to be added to the SCDC weekly emptying schedule.

Litter picking – this is a problem in the village and also on the B1040. SCDC to be asked to do a litter pick.

7.3 Cambs & Peterboro' Community Life Awards

Noted.

7.4 Invitation to the A428 opening.

The Chairman is to attend if he is able.

8. To consider resolutions from the APM

None.

9. Urgent matters requiring the attention of the Clerk

9.1 The Caxton End road surface and edges is to be reported to Mr Vacher, Highway Supervisor. He is to be thanked for spraying the weeds on the footpath of B1040.

9.2 As nothing much appears to be happening with the Eltisley Institute it was agreed that a letter is to be sent to the Charity Commission enquire as to the legislation and terms surrounding the Institute

On a proposition by the Chairman, carried unopposed, in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 in view of the confidential nature of the business to be transacted, that is the Council considering the Clerks terms and conditions the public were temporarily excluded from the meeting and were instructed to withdraw. The Clerk and two members of the public withdrew from the meeting. They did not return

The meeting was reopened at 9.39pm and there being no further business the meeting was declared closed at 9.40pm.

Signed _____ (Chairman) _____ Date.