

SILVERSTONE PARISH COUNCIL**MINUTES OF ANNUAL MEETING OF THE COUNCIL HELD ON WEDNESDAY 20TH MAY 2020
8PM BY ZOOM CONFERENCE**

PRESENT: Cllrs J. Laband. (Chair), J. Rudland, D. Bambridge, Cllrs Mrs C Tosh, M.J. Branch, S. Cann, S. Williams and K. Fanning
Also present Linda Paice, Clerk and four members of the public.

1	Valid nomination having been received for one member only, it was RESOLVED that Cllr J. Laband be appointed Chair for the year.	
2	A DECLARATION OF ACCEPTANCE OF OFFICE form was duly signed by the Chair.	
3	CHAIRMAN'S ANNOUNCEMENTS were noted.	
4	No APOLOGIES were received. Cllr Mrs Webb was absent from the meeting.	
5	i) No DISPENSATION REQUESTS had been received in advance of the meeting. ii) No DECLARATIONS OF INTEREST were made iii) Members were reminded of the REQUIREMENT TO UPDATE REGISTER OF INTEREST FORMS following any changes, within 28 days of the change	
6	It was noted that MINUTES OF THE 2019 ANNUAL MEETING had been signed at the June 2019 Council meeting and the MINUTES of the meetings 20th April and 11 th May, having been previously circulated were signed as a true record.	
7	Valid nomination having been received for one member only, it was RESOLVED that Cllr Mrs C. Tosh be appointed Vice Chair for the year.	
8	After consideration, it was RESOLVED that the following COMMITTEES OF THE COUNCIL be appointed:	
	Committee	Designation
	Finance	Advisory reporting back to full Council
	Membership	Cllrs D. Bambridge, J. Rudland, J. Laband, Mrs M. Webb Mrs C. Tosh
	Planning	Delegated powers to decide on any application for less than four dwellings and all non-contentious applications
	Membership	Cllrs D. Bambridge, Mrs S. Williams, Mrs M. Webb. Mrs C. Tosh, Mrs S. Cann and Mrs K. Fanning
	Leisure Enhancement Committee	RESOLVED that this Committee be disbanded
	It was RESOLVED that the following working parties be established with responsibility for reporting back to the full Council:	
	Working Parties– all groups advisory only	Membership
	Footpaths	A. Thompson as Parish Path Warden with requirement to give a report to the monthly meeting and Cllrs Mrs K. Fanning and J. Laband
	Play Areas	Cllr Rudland (Church Street) Cllr Mrs Tosh (Old Oak) Both including weekly visual inspections and records.
	Pocket Park	Cllrs Mrs M J Branch with the Volunteers Groups
	Village litter picker	Mr G Thomas
	Representative to the SRA Management Committee	Cllr J Laband
	Community Flood and Resilience Group	Cllr D Bambridge and Cllr Mrs MJ Branch
	Highways and Street Lighting	All members reporting back directly to the Clerk
	Representatives to Circuit meeting	Cllrs D Bambridge, J Laband and J Rudland
	Representatives to Neighbourhood Plan Working Party	Cllrs Mrs C Tosh and Cllrs J. Laband and J. Rudland
	Leisure Enhancement Working Party	Cllrs Mrs C Tosh, S Williams, K Fanning and Cllrs Laband and Rudland

9	<p>It was RESOLVED that the following POLICIES OF THE COUNCIL be re-adopted en bloc and that the Council's grant Aid Policy be added:</p> <table border="0" data-bbox="350 226 1243 407"> <tr> <td>Financial Regulations</td> <td>Risk Assessment</td> </tr> <tr> <td>Complaints procedure</td> <td>Terms of Reference for Internal Auditor</td> </tr> <tr> <td>Training Statement of Intent</td> <td>Dignity at Work Policy</td> </tr> <tr> <td>FOI Publication Scheme</td> <td>Play area adoption</td> </tr> <tr> <td>Pocket Parks events Policy</td> <td>E mail protocol</td> </tr> <tr> <td>Website Policy</td> <td>GDPR</td> </tr> </table> <p>It was noted that the Website Policy was still under construction my Cllr Laband.</p>	Financial Regulations	Risk Assessment	Complaints procedure	Terms of Reference for Internal Auditor	Training Statement of Intent	Dignity at Work Policy	FOI Publication Scheme	Play area adoption	Pocket Parks events Policy	E mail protocol	Website Policy	GDPR																																																																																										
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10	It was RESOLVED that Cllr Mrs Fanning be appointed INTERNAL VERIFIER for the Council's accounts for the year.																																																																																																						
11	It was RESOLVED that the Clerk circulate papers for the ANNUAL INSPECTION OF THE COUNCIL ASSETS . Members were urged to feedback all comments as soon as possible and prior to the end of June 2020																																																																																																						
12	It was RESOLVED that NCALC be appointed as the INTERNAL AUDITOR for the Councils accounts for the year.																																																																																																						
13	It was RESOLVED that the Clerk be appointed as the Council's RESPONSIBLE FINANCIAL OFFICER .																																																																																																						
14	<p>DATES OF THE PARISH COUNCIL MEETINGS FOR THE COMING YEAR were set at the second Monday of each month excepting August and December when there would be no meeting. These agreed dates unless otherwise advised by the Clerk. Planning meetings to commence at 7.40pm and Full Council at 8pm.</p> <p>The Annual Meeting was completed at this point in the meeting.</p>																																																																																																						
15	<p>PUBLIC TIME – No issues raised</p> <p>Cllr Bambridge as DISTRICT COUNCILLOR reported to the meeting on the latest position with the Shadow Cabinet for the planned Unitary Authority and updated members on issues currently being managed by SNC.</p>																																																																																																						
16	<p>16.1a) The following payments made since the last meeting were noted:</p> <table border="1" data-bbox="207 959 1503 1146"> <thead> <tr> <th>Chq No</th> <th>Amount</th> <th>Inc VAT of</th> <th>Payee</th> <th>Details</th> <th>Power</th> </tr> </thead> <tbody> <tr> <td>Multipay card</td> <td>£14,39</td> <td></td> <td>Zoom</td> <td>Upgrade</td> <td>LGA 1972 s111</td> </tr> <tr> <td>301044</td> <td>£158.40</td> <td></td> <td>Heron Signs</td> <td>Phone box signs</td> <td>LGA 1972 s111</td> </tr> <tr> <td>301045</td> <td>£1180.25</td> <td>196,71</td> <td>Simons & Sons</td> <td>Mowing in Olney</td> <td>Open Spaces Act</td> </tr> </tbody> </table> <p>16.1b) It was RESOLVED that the following accounts be paid:</p> <table border="1" data-bbox="207 1205 1503 1766"> <thead> <tr> <th>Chq No</th> <th>Amount</th> <th>Inc VAT of</th> <th>Payee</th> <th>Details</th> <th>Power</th> </tr> </thead> <tbody> <tr> <td>301046</td> <td>£1051.54</td> <td></td> <td>Linda Paice</td> <td>Salary and expenses</td> <td>LGA 1972 s112</td> </tr> <tr> <td>301047</td> <td>£429.02</td> <td></td> <td>HMRC</td> <td>Tax and NHI – 2 months</td> <td>LGA 1972 s111</td> </tr> <tr> <td>301048</td> <td>£630.00</td> <td>105.00</td> <td>N J Blackwell</td> <td>Mowing</td> <td>Open Spaces Act</td> </tr> <tr> <td>301049</td> <td>Cancelled</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>301050</td> <td>£1153.83</td> <td></td> <td>NCALC</td> <td>Membership and internal audit fee</td> <td>LGA 1972 s143</td> </tr> <tr> <td>301051</td> <td>£272.96</td> <td>45.49</td> <td>Edge IT</td> <td>Year end accounts completion</td> <td>LGA 1972 s111</td> </tr> <tr> <td>301052</td> <td>£81.00</td> <td>13.50</td> <td>Play Inspection Co</td> <td>Annual inspection</td> <td>Open Spaces Act</td> </tr> <tr> <td>301053</td> <td>£108.79</td> <td></td> <td>SLCC</td> <td>Replacement for chq 301020</td> <td>LGA 1972 s111</td> </tr> <tr> <td>301054</td> <td>£23.08</td> <td>3.85</td> <td>Viking Direct</td> <td>Stationery</td> <td>LGS 1972 s111</td> </tr> <tr> <td>301055</td> <td>£386.84</td> <td>64.47</td> <td>Printerbase</td> <td>Toners</td> <td>LGA 1972 s111</td> </tr> <tr> <td>301056</td> <td>£184,84</td> <td>47,64</td> <td>DNH Contracts</td> <td>Dog bin maintenance</td> <td>Open Spaces Act</td> </tr> <tr> <td>Direct debit</td> <td>£90.29</td> <td>4.29</td> <td>SSE</td> <td>Electricity</td> <td>Highways Act</td> </tr> </tbody> </table> <p>16.2 Having been previously circulated, it was RESOLVED that the Receipts and Payments Account to March 2020 be adopted by the Council.</p> <p>16.3 Having been previously circulated, it was RESOLVED that Sections 1 and 2 of the Annual Audit Return to March 2020 be adopted by the Council.</p> <p>16.4 The Clerk detailed to the meeting the method by which the Council's assets value was shown on the Annual Audit Return and it was RESOLVED that this remain on an historic purchase price basis.</p>	Chq No	Amount	Inc VAT of	Payee	Details	Power	Multipay card	£14,39		Zoom	Upgrade	LGA 1972 s111	301044	£158.40		Heron Signs	Phone box signs	LGA 1972 s111	301045	£1180.25	196,71	Simons & Sons	Mowing in Olney	Open Spaces Act	Chq No	Amount	Inc VAT of	Payee	Details	Power	301046	£1051.54		Linda Paice	Salary and expenses	LGA 1972 s112	301047	£429.02		HMRC	Tax and NHI – 2 months	LGA 1972 s111	301048	£630.00	105.00	N J Blackwell	Mowing	Open Spaces Act	301049	Cancelled					301050	£1153.83		NCALC	Membership and internal audit fee	LGA 1972 s143	301051	£272.96	45.49	Edge IT	Year end accounts completion	LGA 1972 s111	301052	£81.00	13.50	Play Inspection Co	Annual inspection	Open Spaces Act	301053	£108.79		SLCC	Replacement for chq 301020	LGA 1972 s111	301054	£23.08	3.85	Viking Direct	Stationery	LGS 1972 s111	301055	£386.84	64.47	Printerbase	Toners	LGA 1972 s111	301056	£184,84	47,64	DNH Contracts	Dog bin maintenance	Open Spaces Act	Direct debit	£90.29	4.29	SSE	Electricity	Highways Act
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	<p>16.5 A Community Infrastructure Levy report had been previously circulated and was acknowledged. The Clerk explained the process and urged the Council to consider use of the funding where possible as it was affecting the Council's reserves levels which had been highlighted by the External Auditors.</p> <p>16.6 A report had been circulated relating to the appointment of a new Clerk from July 2020. On the recommendation of the Appointment Panel it was RESOLVED that Ms Cherie Carruthers be appointed in line with proposal placed before the meeting. Her start date was to be 1st July 2020 and the Clerk would arrange for all necessary documentation to be with the Chair by that date. The Clerk would list areas where amendments were needed to be made to such areas as the bank account, accounts package, website etc.</p> <p>16.7 It was RESOLVED that an order be placed with Western Power to reconnect the supply to the phonebox on Brackley Road and once a date was known an order would be placed with Community Heartbeat for a defibrillator package.</p> <p>16.8 As there would be no requirement for the credit accounts with Viking and Printerbase, it was RESOLVED that these be closed.</p> <p>16.9. The Council's bank balance at 29th April, 2020 was noted as £174,444.19</p> <p>16.10 The Report of the Internal Auditor had been received and adopted. No issues raised. The page of the Annual Audit Return had been signed accordingly</p>
17	Three applications had been received for CO-OPTIONS TO THE COUNCIL . Two seats were vacant to be filled and following a recorded vote it was RESOLVED that Colin Rhodes and Glenda Fuller be invited to take up these seats. All three applicants would be advised accordingly
18	A full Council training provisionally booked with NCALC would be postponed for the time being.
19	<p>REPORTS: a)- i) The report of the PLANNING COMMITTEE was noted.</p> <p>ii) Cllr Mrs Tosh gave a NEIGHBOURHOOD PLAN WORKING PARTY update following the earlier presentation to the Council. Cllr Bambridge expressed some concerns about the length and format of these reports and their suitability for onward presentation to SNC. She would be tabling a proposition for the next meeting Agenda.</p> <p>b) PARISH RIGHTS OF WAY –A report from the Path Warden had been circulated. Resident's comments had been passed on to the Parish Path Warden who had responded. Concerns were expressed on RX18 Green Lane where two areas of tarmac had been removed during works and replaced with hardcore. This would be referred to the Rights of Way Office</p> <p>c) HIGHWAYS – Concerns having been raised about the capacity of the Winterhills dog waste bin, it was RESOLVED that an additional bin be installed by the bridge over the A43.</p> <p>d) LIGHTING – i) No issues were reported.</p> <p>d) SRA – The issue of a possible Lease with SRA on the play area on Church Street would be passed to the Leisure Enhancement Working Party</p> <p>e) PLAY AREAS – No reports.</p> <p>f) POCKET PARKS – The Chair expressed concerns about water levels in Olney which Peter Holland was now addressing and advising the public accordingly.</p> <p>g) CIRCUIT - No further meetings had been held.</p> <p>h) OTHER REPORTS – i) An update was given on the CCTV position.</p>
20	CORRESPONDENCE – i) All correspondence largely from NCALC had been circulated.
21	ITEMS FOR THE NEXT MEETING - None requested
	<i>Pursuant to the public bodies (admission to Meetings) Act 1960 due to the sensitive nature of the matter next to be considered relating to the Clerk members of the public and press were asked to leave, The Clerk also left the meeting at this point</i>
22	The meeting considered the position on the Clerk's Contractual Gratuity Payment on leaving the Council and determination was reached.
23	DATE OF NEXT MEETING - Monday 10 th June 2019 at 8pm

There being no other business, the meeting closed at 9.43

