

Minute 165
MINUTES OF THE EXTRAORDINARY MEETING OF WHILTON PARISH COUNCIL
Held in the Village Hall on Wednesday 14 March at 7:00pm

Present:

Peter Wingrave (Chair), Ken Bowers (Vice-Chair) and Councillors Michael Thomas, Nora Swinford, Sue Wingrave, Jonathan Hanslip, Greg Lye & Mrs Erica Fothergill (Clerk).

One parishioner attended		<u>Action</u>
1	<u>Public Forum</u> - A resident raised the following matters: 1. No PCSO attended the police meeting this afternoon. 2. Provide copies of agenda to attending residents 3. Questioned whether the Council will provide a tree for planting to commemorate the Queen's Diamond Jubilee. Nora Swinford will supply the tree for the ceremony.	EF NS
2	<u>Resolution to Approve Apologies for Absence</u> – None	
3	<u>Members' Declaration of Interest for Items on the Agenda</u> - None.	
4	Resolved to approve the minutes of the previous meeting of the Council held on 23 February 2012.	
5	<u>Finance</u>	
1	The bank reconciliation for February could not be done in time for the meeting as no bank statements had been received. The reconciliation will be sent to councillors when it's ready.	Clerk
2	The Income & Expenses spreadsheet for February will be sent to councillors when the account has been reconciled.	Clerk
3	Resolved to approve the Clerk's Contract of Employment, whereupon it was signed by the chairman and clerk.	
4	Resolved to approve the updated Asset Register, subject to inserting the insured value of the new village sign and the sign at Whilton Locks.	Clerk
5	Resolved to increase the insurance cover to include the laptop.	Clerk
6	Resolved to approve the updated Risk Assessment.	
7	Resolved to sign a standing order for payment of the clerk's monthly salary, as agreed in 5.5 of the meeting held on 15 February. Expenses incurred will be refunded at bi-monthly meetings.	
8	The Council reviewed the effectiveness of the internal audit and it was agreed that no changes were required.	
9	The Audit Plan was reviewed and accepted without change.	
10	The Council unanimously agreed to provide a grant of £540 to St Andrews Church in respect of a 3-year maintenance contract for the church clock. Parish Council's Act 1957, sections 2 and 6 and Charles Arnold Baker's Local Council Administration Chapter 25.10, make provision for the council to maintain a public clock, whether provided by it or some other person.	
11	Resolved to sell the 2.5% Consolidated Stock held by Computershare Investor Services PLC whereupon the Council signed the necessary forms.	EF
12	Resolved to approve the Financial Control & Internal Audit Procedure.	
13	Resolved to approve Internal Audit Service, Terms of Reference, whereupon it was signed.	
14	Resolved to approve the following payments:	

	Cheque Number	Payee	Description	Amount £
	0809	E Fothergill	Set up e-mail and computer expenses	172.72
	0810	E Fothergill	Salary for January and Febraury 2012	404.00
		E Fothergill	Home office and incidental expenses	31.60
	0811	R Haynes	Service/repair to lawnmower	132.20
	0812	Orchard Print Services	140 x 28pg newsletters	117.60
	0813	Wroxton Business Centre	Photocopies: 30 Jan – 5 Mar and 1x75p stamp	29.37
6	Correspondence received – noted.			
7	It was agreed that Cllr Michael Thomas would continue to be the Council's "Daventry Villages Together" representative.			
				MT
8	The Council agreed that there were no qualifying projects in the village in terms of NCC's 'Let's Colour' initiative.			
9	The council reviewed the quotation received from E-On for upgrading to more energy efficient street lights. It was agreed to use the £550 in the 2011/12 budget to upgrade two lights before the end of this financial year; use funds in the 2012/13 streetlight maintenance budget to upgrade another light and then to budget for the upgrade of the remaining lamps in 2013 and 2014.			
				EF/ MT
10	The updated Standing Orders were reviewed and approved.			
11	The updated Financial Regulations were reviewed and approved.			
12	The Council had no further comments to offer on the implications of the Local Government Boundary Commission's electoral review of Northamptonshire.			
13	The Equal Opportunities Policy was reviewed and adopted.			
14	At was decided that the Clerk and Councillors Michael Thomas and Jonathan Hanslip (to be confirmed) would attend the Northamptonshire Joint Planning Unit briefing session on the Community Infrastructure Levy (CIL) on Wednesday 28 March 2012, 6.15pm in the Council Chamber, DDC Lodge Road Offices, Daventry.			
				EF MT JH
15	It was agreed that Councillors would advise the Clerk by e-mail, not later than 7 days prior to meetings, of any matters to raise on the next agenda and to provide brief reasons for the request.			
16	It was agreed that the Clerk would contact NCC/MGWSP about the damage caused to the verge at the junction of Nobottle Road and Main Street.			
17	It was agreed that the clerk would e-mail the photograph of the overflowing drain on Brington Lane to Ian Smith of MGWSP and request him to carry out the necessary repairs.			
18	An appointment has been arranged with Ian Boyes of NCC Highways on Friday 23 March to meet with Cllrs Ken Bower and Sue Wingrave to discuss highway signage in the village.			
19	Date of next meeting of the Full Parish Council – Wednesday 11 April 2012 directly after the parish meeting which starts at 7pm.			