

**Minute 188**

**MINUTES OF THE ANNUAL MEETING OF WHILTON PARISH COUNCIL**

held in the Village Hall on Wednesday 6 May 2014 at 7pm

**Present:**

Peter Wingrave (Chairman) and Councillors, Sue Wingrave, Jonathan Hanslip, Greg Lye, Michael Thomas, Nora Swinford and Erica Fothergill (Clerk).

1	Cllr Hanslip proposed that Cllr Peter Wingrave be appointed as Chairman of the council, seconded by Cllr Thomas. Cllr Wingrave declared himself willing to stand and duly completed and signed the Declaration of Office form, witnessed by the Clerk/RFO.	
2	It was resolved to defer the appointment of vice-chairman to the next meeting of the council as the current incumbent was absent.	
3	<b>Requests for dispensation</b> – None.	
4	<b>Public Open Forum:</b> No members of the public attended the meeting.	
5	<b>Apologies</b> - It was resolved to approve Cllr Ken Bowers' absence, due to illness.	
6	<b>Declarations of Interest</b> for items on the agenda – Cllrs Lye & Swinford declared an interest in item 18, planning application DA/2014/0330 by virtue of being near neighbours.	
7	The minutes of the meeting held 9 April 2014 were unanimously approved and signed by the chairman.	
8	The Standing Orders were reviewed and, as no amendments were required, approved.	
9	The new Financial Regulations issued by Northants CALC, adapted to suit Whilton's requirements, was reviewed and approved. It was unanimously agreed to set up variable standing orders to pay quarterly utility bills and, where possible, to use online banking for other regular payments. The Clerk was requested to draw up a list of annual payments for approval. When payments fall due they will be placed on the agenda for approval and also marked off against the list of annual payments.	
10	The Risk Assessment, revised to take into account new electronic banking arrangements, was reviewed and approved.	
11	A list of the council's subscriptions to other bodies was reviewed and found to be correct. It was agreed to add 50% of the clerk's subscription to SLCC to the list which will then be approved at the next meeting.	
12	The Council's Complaints Procedure for complaints against the council, was reviewed and approved.	
13	The council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 was reviewed and approved.	
14	The council's policy for dealing with the press/media was reviewed and approved.	
15	Councillors reviewed their Declarations of Interest but no amendments were necessary.	
16	Cllrs Hanslip and the chairman agreed to attend Daventry District Council's (DDC) Parish and Town Councils' Liaison meeting on Thursday 19 June 2014 at 6:30pm at DDC's offices.	PW JH
1	<b>Finance</b>	
1	It was agreed to review and approve the bank reconciliation for April 2014 at the next meeting as bank statements had not been received in time for the meeting.	
2	It was agreed to review and approve the Income and Expenditure account for April 2014 at the next meeting as bank statements had not been received in time for the meeting.	

- 3 The Internal Control Councillor Michael Thomas, as well as the other councillors were satisfied with the 2013/14 Summary of Annual Accounts and it was resolved to approve it.
- 4 It was agreed to use the surplus of £116.90 from the 2013/14 budget towards the cost of upgrading an additional lamp at a cost of £280, in addition to the 3 street lamps budgeted for in 2014/15.
- 5 Resolved to approve Sections 1 and 2 of the 2013/14 Annual Return. The Explanation of Variances requires adjustment and will be approved at the meeting to be held on 19 May 2014.
- 6 Resolved to approve the following payments:

Cheque No.	Payee	Description	Amount £
914	E-On Energy Solutions Ltd	Maintenance, Quarter 1 2014	54.37
915	Northants CALC	Subscription & Internal audit	267.31
916	E-On	Electricity, Quarter 1 2014	91.85
917	Whilton Spinney	Grant	300.00
SO	E Fothergill	April 2014 salary	206.10
918	E Fothergill	April 2014 Expenses including stationery	50.11
919	Came & Company (Broker Network Ltd)	Insurance premium 2014/15	316.49

- 18 **Planning** – This application had only been received shortly before the meeting and plans were not available until the day of the meeting. It was therefore unanimously decided to call an extraordinary meeting on 19 May 2014 to consider the application and allow closer inspection of the plans.

Application	Address	Description
DA/2014/0330	7, South View, Whilton, NN11 2NJ	Reserved Matters application for detached dwelling with off road parking for new and existing dwelling. Demolition of existing outhouse

- 19 **Correspondence** – Noted.

20 **Allotments**

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| 1 | The Chairman agreed to carry out weekly inspections of the dry stone wall forming the front boundary to the allotments and to keep a written record of the inspection dates and findings, as recommended by our insurance brokers, Came & Company. | PW |
| 2 | Cllr Grey Lye has agreed to act as liaison with the contractor appointed to carry out the maintenance in the allotments.   | GL |

- 21 Any Other Business: None

- 22 Date of next meeting – the next full meeting of the Parish Council will be held on Monday 19 May at 5:45pm.