

**MINUTES OF THE SOULDERN PARISH COUNCIL MEETING  
HELD IN THE VILLAGE HALL  
ON 28<sup>th</sup> JUNE 2012**

**Present:**

Mr A Martin (Chairman)  
Mrs S Barrett  
Mrs J Coleman  
Ms K Draper  
Mr C Rothero  
Mrs B McGarry (Clerk)  
Mrs J Martin (RFO)

**Also in attendance**

Clr Ray Jelf (OCC)  
Clr Mike Kerford Byrne (CDC)  
Mr & Mrs D Blunt (part of the meeting)

**Apologies:**

Clr JJ Macnamara (CDC)  
Mr L Barrett  
Mrs A Prescott

- |          |   |                    |
|----------|---|--------------------|
| <b>1</b> | <b>Minutes of previous meeting</b>  | <b>Action</b>      |
|          | The minutes of the Souldern Parish Council meeting held on 9 <sup>th</sup> May 2012 were approved and signed. Proposed CR; seconded JC.   |                    |
| <b>2</b> | <b>Declarations of Interest</b>   |                    |
|          | It was resolved that at the beginning of every meeting each councillor should declare whether they had any pecuniary or non-pecuniary interests in any of the items within the agenda for the current meeting in order to comply with legislation, regulations and codes of practice.   |                    |
| <b>3</b> | <b>Issues from the floor</b>  |                    |
|          | There were no issues from the floor.  |                    |
| <b>4</b> | <b>Co-option of new Councillor</b>  |                    |
|          | A notice had been placed on the notice board inviting applications for a new Councillor to which there had been no response. Mr Richard Deeley a local farmer had previously indicated that he was interested and after some discussion it was resolved to co-opt Mr Deeley on to the Council.  | <b>AM</b>          |
|          | A letter will be written to Mr Deeley to inform him of this.  | <b>BM</b>          |
| <b>5</b> | <b>Updates</b>  |                    |
|          | a) Playground   |                    |
|          | Despite an appeal being made for help with maintaining the play-ground there had been very little response. It was therefore resolved that families with children would be targeted and a notice placed on the playground to the effect that if no volunteers came forward as each piece of equipment failed to reach health and safety standards it would not be replaced. | <b>AM<br/>(DB)</b> |
|          | b) Nancy Bowles Wood  |                    |
|          | There had not been a meeting since the last Council meeting and therefore there was nothing to report except that a walnut tree is leaning slightly. It was resolved to keep an eye on it.  | <b>All</b>         |

## c) Jubilee Group

It was unanimously agreed that the Jubilee weekend had been a huge success all round and the group was thanked for all its efforts and hard work.

## d) CDC

MKB reported that CDC has put in place a scheme whereby Parish Councils could 'borrow' the VAT payable on any capital expenditure from the district council. This would be repayable when the parish council received its VAT refund.

## e) OCC

RJ informed the Council that Ian Hucksworth is now leader of the County Council and that there will be boundary changes next year.

Concerns were voiced by the PC about the maintenance of the bridleway to Nancy Bowles Wood as a result of the planning permission granted for the erection of riding stables on the land next to the wood itself. RJ said that he would find out who we should contact in relation to the maintenance of the bridleway.

RJ

Concerns were also raised about the condition of the road down into the village which is constantly riddled with potholes. It was suggested that it should be completely re-surfaced rather than endlessly patched. RJ offered to informally enquire about the possibility of resurfacing the road.

RJ

## 6 Finance

a) The following transactions were approved by the Council:

### Payments:

• 9 <sup>th</sup> May 2012	SVH rent for PC meeting May	£14.00
• 9 <sup>th</sup> May 2012	T Vincent: NBW AGM hall hire	£7.00
• 9 <sup>th</sup> May 2012	N Oakhill: NBW hedge saplings	£120.70
• 1 <sup>st</sup> June 2012	D Blunt: Easter egg hunt	£37.09
• 1 <sup>st</sup> June 2012	S Reilly: Jubilee prizes	£40.00
• 1 <sup>st</sup> June 2012	J Carlisle: Jubilee expenses	£20.55
• 1 <sup>st</sup> June 2012	J Martin: Jubilee expenses	£35.98
• 1 <sup>st</sup> June 2012	A Martin: Jubilee expenses	£54.95
• 3 <sup>rd</sup> June 2012	M R Cross: mowing May 2012	£642.00
• 3 <sup>rd</sup> June 2012	J Dodd: Music for Jubilee evening	£800.00
• 16 <sup>th</sup> June 2012	Broker Network Ltd: PC insurance	£388.31
• 16 <sup>th</sup> June 2012	OPFA: Subscription	£35.00
• 19 <sup>th</sup> June 2012	R Summers: NBW well cover	£146.46

### Receipts:

• 11 <sup>th</sup> May 2012	CDC: Jubilee grant	£300.00
• 13 <sup>th</sup> June 2012	Jubilee mug sales & donation	£1,075.00

### b) Internal and External Audits for 2011/12

Tony Jordan who usually does the internal audit has now stepped down but Mr David Summers has agreed to take over.

The Council has also been subject, for the first time to an enhanced external audit and JM was thanked for all her hard work pulling this together. A lot has

been learnt from it and as a result loose ends have been tidied up and some new procedures put in place, including:-

- risk assessment and finance regulation documents have been drawn up.
- a physical asset register will be started, which will determine liability issues and be useful when deciding precept.
- formal adoption of model standing orders (to augment existing)
- Annual review of the risk assessment document, standing orders and the asset register.

The financial returns have now been signed and are ready to be sent to the external auditors.

JM

c) Jubilee expenditure

Recognising that some VAT can be reclaimed, the Jubilee expenditure was approved and a breakdown of this is available upon request.

Photographs of the weekend's activities have been requested from anyone who has them and it is proposed that these should be exhibited in the village hall at an event on 27<sup>th</sup> September.

Due to various generous donations and grants there is a small amount of funding left over and it was therefore resolved to put this towards the event in September.

d) Budget for 2012/13

The revised budget for 2012/13 is slightly higher than originally estimated, mainly because of:

- i) The decision to employ a clerk not originally accounted for
- ii) The bill for the cutting of St Mary's grass last year had not been paid and therefore had to be included in this year's expenditure

## 7 Planning Matters

a) 12/00237/F – Stables next to NBW.

The planning application for the erection of stables in the field next to NBW has been granted with no conditions regarding access along the bridleway. The concerns of the Council still remains regarding the vehicular access and the maintenance of the bridleway to the site and also the safety of pedestrians and horse-riders if they meet vehicles coming in the opposite direction.

It was resolved to monitor the bridleway so that it doesn't become inaccessible to visitors to the wood

All

It was also resolved to establish the legality of the right of way by vehicular access. Discussions with OCC to be sought and RJ to consult county solicitor.

RJ

b) 12/00146/TCA – P Bernhard, tree reduction.

There were no objections to this application.

c) 12/007779/F – P Griffiths, detached house.

There were no objections to this application.

d) Community-led plan.

There is a free event on July 23<sup>rd</sup>, led by Aimee Evans focussing on community-led plans i.e events to involve the whole village, run by the village and therefore

bringing communities together as happened with Jubilee celebrations.

It was resolved to book 2 places on this event and to ask David Summers if he would like to lead the initiative as he had expressed an interest in becoming involved. It was also resolved to ask Aimee if she would be prepared to do a Presentation at the village event on 23<sup>rd</sup> September.

AM

AM

## 8 Administration

### a) Code of Conduct

After discussion and consideration, it was unanimously supported to adopt the new Code of Conduct recommended by CDC and previously circulated.  
Proposed CR; Seconded SB

The clerk to inform CDC and put notice on PC notice board to this effect.

BM

### b) Standing Orders

The recent audit highlighted the need to formalise some standing orders. This is not compulsory for small councils, such as Souldern, but would be useful. There is a model set which can be referred to for guidance. This to be forwarded to all Councillors to decide which orders it would be appropriate to adopt at this time.

BM

## 9 Future Agenda Items:

AM suggested that perhaps the council should be consider what future items or activities should be included in agendas for its meetings. For example –

### a) Village Website

How are we going to get this moving? The shell for the website is already in place. It was resolved that the council meet together with information and ideas on how to create a pro forma that other village groups and societies can follow and update regularly.

All

A convenient date to meet to be arranged.

BM

### b) Review of Contracts

This will be an annual event and minuted.

Grass cutting will need to be reviewed in January.

All

It was resolved to renew the long term agreement with current insurers for the next 3 years.

JM

### c) Priorities for 2012/13

AM asked what should we as a Council be focussing on for the future of our village? What areas of our collective responsibilities should we be focussing on? For example, Village events, transport issues, a proper village sign, road re-surfacing (The Hill) etc. The possibility of gathering local history was suggested. Councillors were asked to think about this for the next meeting.

All

## 10 Any Other Business:

a) Succession Planning - The chairman, AM, said that he did not wish to stand as Chairman next year and we should therefore be considering a replacement.

b) Playing Field Gate – JC Raised the issue of the viability of a gate at the

entrance to the playing field that could be locked at night to deter late night visitors that often congregate and cause a disturbance to the residents of Bovewell The discussion did not reach a satisfactory conclusion and advice from Caroline Brown our local police representative and NAG will be sought. MKB to be copied into all correspondence.

AM

- c) Glass Recycling Bins – A vote was taken after discussion about the need and consequent siting for glass recycling bins within the village. It was resolved that there are plenty of recycling sites within the area and that the Council could not be certain that having these bins in the village would not cause a nuisance to nearby residents.  
5 against, 1 abstention
- d) Faster Broadband - After some discussion it was resolved that the Parish Council could not be responsible for, or fund the installation of faster broadband as it would not be for the benefit of the whole village. However, we would be willing to support a recent initiative to get faster broadband service in the village. This information would be passed to Mr Aulden Dunipace, who has shown interest in the initiative.
- e) Village Map – The current village map is now out of date and it was resolved to ask Jenny Mander to update it as she did the original one.
- f) Final Internal Audit - It was proposed to purchase some Wyevale vouchers for David Summers as a thank you for doing the final internal audit.  
Proposed – SB; Seconded – JC.
- g) MKB advised that the Council consider preparing a standing order, or similar, to comply with the Freedom of Information legislation. It was also suggested that procedures for dealing with complaints from residents be considered.

AM

AM

JM

## 11 Date of Next Meeting:

The meeting ended at 21:30

The next meeting will be held in the Village Hall on Thursday 27<sup>th</sup> September, at 7pm.