

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

On Wednesday 4th May 2016

In The Village Hall, Wicken at 7.30 pm

Cllr Ivens opened the meeting at 7.30pm

35/16 To elect a chair for 2016/17

Cllr Cartwright proposed Cllr Ivens, this was seconded by Cllr Forman. No other nominations put forward.

Resolved: Cllr Ivens as Chair

36/16 To elect Vice Chair for 2016/17

Cllr Forman Proposed Cllr Cartwright, this was seconded by Cllr Franklin. No other nominations put forward.

Resolved: Cllr Cartwright as Vice Chair.

37/16 Attendance and apologies; To receive and accept any apologies.

Cllr. Philip Ivens – Chairman

Cllr. Celina Franklin,

Cllr. Richard Forman

Cllr. Alan Cartwright,

Cllr Med Blower (part)

District Cllr. Dennis Loveland **Apologies Received**

County & District Cllr. Allen Walker, **Apologies Received**

Sally Willis - Clerk

3 members of public

38/16 Members Interests; Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Wicken Parish Council Code of Conduct to Members and by the Localism Act 2011.

None declared

39/16 Open Forum

Issues had been brought forward in Annual Parish Meeting preceding this meeting

40/16 Approval of Minutes; To agree the minutes from the Parish Council Meeting held at the Village Hall on *Wednesday 23rd March 2016* Minutes signed. **Resolved.**

41/16 Co-option: to approve applications for co-option and agree new parish councilors.

2 members of the public had applied to be co-opted to the Parish Council. These were Marcus Rixon and Andrew Edmonson. Parish Council voted to co-opt both to the Parish Council. **Resolved.**

42/16 Policies and Procedures To approve current policies and procedures

Existing policies had been circulated for councilors to read. It was proposed that Standing Orders, Risk Assessment, Risk Management Policy, and Complaints and Procedures Policy could be readopted as stands.

Clerk notified council of proposed changes to the Financial Regulations to incorporate The Public Contract Regulations 2015. It was proposed to make these recommended changes to the Financial Regulations.

Resolved.

43/16 External Audit

a) To approve governance statement

The clerk read out each statement and the council agreed a response. This was signed by the chair and the Clerk. **Resolved.**

b) To approve Accounting statement

The accounting statement was circulated and explained. The clerk advised that the asset register seemed to

suggest higher figure than last year's asset figure and asked for confirmation from Council regarding the details. All agreed that the asset register was correct and the figure from here should be used. This was approved and signed by the chair and the Responsible Financial Officer. **Resolved.**

44/16 SLCC Membership; To consider and approve contributing to the clerks SLCC membership

As the clerk works for another parish council (which is larger) it was proposed that Wicken Parish Council pay for 1/3 of the membership fee. **Resolved.**

45/16 Village Plan; to receive update and approve next steps

A seminar had been held at SNC which was attended by members of the committee. There has also been a visit by the conservation officer who is looking to make sure that the area is up to date. Cllr Cartwright and others met with her.

There is a proposal mentioned within the Local Plan to build a relatively large number of houses either side of Deanshanger Road abutting the village, this is early stages, but important that we reply to the local plan to have our say.

Cllr Blower joins meeting

Responses need to be put to SNC by 10th June. It was proposed that the Local Plan Committee meet to pull together a response which will be forwarded to councilors for comment. It was proposed that this could be the response of the parish council subject to councilors seeing it before hand to comment if necessary.

Cllr Cartwright also updated council on Village Hall – we are still waiting for lease to be signed and funding is being looked at.

46/16 Appreciation; To consider and approve gift to deserving member of the public

Councillors felt that they would like to thank outgoing councilors, Jef Williams and Richard Edmondson with a small gift, it was thought that Richard Edmondson had served for over 30 years. It was proposed to purchase £50 gift vouchers. Cllr Franklin to arrange. **Resolved**

47/16 Planning: Applications to discuss and comment on:

S/2016/0890/LBC – replacement of internal doors – Wicken Manor, 1 Church Lane.

It was explained that Internal doors had been removed and replaced with other doors in the 1970s. The owner is trying to find doors in fitting with the period of the property. All agreed to support the application. **Resolved**

Cllr Franklin as to update the council on the quotes received for the replacement of windows in the village hall. This was discussed and it was thought that this should be done in the summer before they rot more, but there was a question as to where funds would come from. This needs to be discussed at next meeting.

48/16 Finance. To receive and approve accounts for payment

Payee	CN	Reason	Amount	VAT
AH Contracts	639	Bin emptying and new signs	382.20	63.70
Eon	640	Street Lighting power	280.01	13.33
SLCC	641	Clerk Membership - 1/3 membership and internal	43.00	0.00
Northants CALC	642	audit	318.28	0.00
Mrs S Willis	643	Clerk April	155.20	0.00
Mrs S Willis	644	Clerk May	155.00	0.00
Sports and Social Club	645	Towards grass cutting	400.00	0.00
Total			1733.69	77.03

RESOLVED: Accounts approved and signed

49/16 To receive updates on outstanding issues and suggest items for next agenda

Windows for the village hall needs discussing, as will new bank signatories. Cllr Forman gave his apologies.

The Chairman closed the meeting at 8.20pm

Chairman's Signature

Date

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