

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

On Wednesday 4th September 2013

In The Village Hall, Wicken at 7.00 pm

1/13 Attendance and apologies; To receive and accept any apologies.

Cllr. Bob Clapham, **Apologies accepted**

Cllr. Lynda Clark

Cllr. Richard Edmondson

Cllr. Celina Franklin

Cllr. Philip Ivens - Chairman

Cllr. Gerarde Maloney

Cllr. Jef Williams, **Apologies accepted**

Mr. Alan Cartwright

Ruth Millard - Clerk

In attendance;

County & District Cllr Allen Walker,

Dist. Cllr. David Aaronson, **Apologies accepted**

Public 2

2/13 Members Interests; For Members to declare and personal and/or prejudicial interests.

No interests were declared

3/13 Approval of Minutes; The members agreed the minutes from the Parish Council Meeting held at the Village Hall on Wednesday 3rd July 2013, were correct and the Chairman signed them.

Matters Arising

4/13 Western Power has completed the work on Cross Tree Road with regards to the replacement lamp.

5/13 Japanese Knotweed after consultation with the environmental department at South Northants Council (SNC), if it is growing in a stream DEFRA should be informed. If it is growing beside footpaths and verges then the highways department need to be informed. The Parish Council **RESOLVED** to monitor the knotweed in the stream which looks to be dormant/unhealthy.

6/13 Maintaining the brooks; The Chairman asked if the garden refuse had been removed from the brook at Cross Tree Road. As it had not, the Council **RESOLVED** to send the occupiers in the vicinity of Cross Tree Road a letter asking that if they were the responsible parties could they remove the garden refuse from the ditch. **Action; RM**

Cllr David Aaronson arrived.

7/13 Council Rubbish; The Parish Council discussed the bins provided by SNC, at the Sports Club , all of which had been removed because of the revised system of clearing the rubbish throughout the village. It would seem that the Sports Club would have to pay for a 960 Lt black bin instead of the 250 Lt black bin that SNC has been providing, at a yearly charge of 2.5 - 3 times the current one, with no recycling option therefore all the rubbish going to landfill. The bin scheme will be queried at the Waste & Recycling offices, with regards to Commercial Waste provisions.

Action; DA

8/13 Inland Revenue; HMRC has still to advise on the issue of the Parish Councils appeal against the fine for late administration charges.

9/13 Leckhampstead Road, drains; A detailed engineering plan/costing of the proposed improved/replacement drain needs to be completed by Northamptonshire Highways. Once this is done, approval for the work will need to be given. Hopefully it will be approved and be completed by the end of the next financial year.

10/13 Planning

S/2013/0950/FUL 12 Deanshanger Road, Wicken. Variation of condition 2 of S/1986/0758/P After a short discussion the Parish Council **RESOLVED** to comment 'no objection'.

S/2013/1009/TCA St John the Evangelist, Church Lane, Wicken. Felling of 5 Leylandii, 1 large Conifer and 1 Pine Tree. After a short discussion the Parish Council **RESOLVED** to comment 'no objection'.

11/13 Finance; The members were advised of payments of accounts.

Payee	POWER	Cheque Number	Amount
AH Contracts, July & August	Litter (animal Droppings) Order 1991	000524	28.80
NCALC, invoice 3924	LGA 1972 s111	000525	194.85
Aon UK	LGA 1972 s111	000526	549.76
Olivia Absolom	LGA 1972 s112	000527	300.00

Receipts

Name	Reason	Amount
....1706	Interest	0.03

ACCOUNT BALANCE – 29th July 2013

....1706	747.06
....8268	2638.74
TOTAL	3385.80

The retiring Clerk had not been paid expenses for the time that she had worked for the Council. The Chairman proposed a sum of £300.00 to be given to her for expenses incurred. The Council **RESOLVED** she should be paid this sum.

The Audit for the year ending the 31st March 2013 was presented to the Council. The Annual Return was approved and accepted by the Council.

The issues arising report was presented to the Council.

- The internal auditor has noted that the Council did not undertake a risk assessment as part of its review of effectiveness of internal control during the year ending 31st March 2013.
- The internal auditor has noted a number of weaknesses in the financial systems of the Council.
- The Internal Auditor reviewed the budgetary process and has noted that the Council did not monitor its budget during the year.

Action Plan.

- The Council will review the effectiveness of internal control including a risk assessment before the end of the financial year.
- The Council will review its Financial Policy as soon as possible.
- The Council will ensure that a budget is set at the meeting in January 2014 for 2014/15. The Council will ensure that the acceptance of the budget is minuted and will regularly review the actual income and expenditure against the budgeted income and expenditure and monitor the budget at every meeting.

12/13 Reports;

County; the A422 roundabout at Stony Stratford has had maintenance work done. Unfortunately the A422 entering the roundabout was not attended to at the same time and is still in need of maintenance.

The County Council still needs to cut its cost by 28 million.

District; nothing to report at this time.

Police; there were 4 incidents of crime, reported in the area this year to date. This is half of the reported incidences of the previous year.

Neighbourhood Watch; Sue Oswell has agreed to be the Neighbourhood Watch coordinator for Wicken.

13/13 Correspondence Circulars and Consultations;

HMRC 29.06.2013. There records show that they have not received a real time submission from the Council. The Council must start reporting PAYE information to HMRC, now to avoid incurring penalties in future.

14/13 Open Forum: 10 minutes for Members and members of the public to raise questions, make comments; suggest future agenda items etc. Items requiring decisions must be included in the next agenda.

A question to the Clerk asking how many meeting should be held in the year.

A minimum of 4 meeting must be held in a year. The Annual Parish Council meeting held in May and 3 others. LGA 1972, Sch12, paras 10(1) and 26(1).

A Question to the Clerk asking how many meetings does a Councillor have to attend.

If a Councillor does not attend any meeting for 6 months he ceases automatically to be a member of the council. LGA 1972 s85(1) and (2).

As the Council has 2 Members who have not attended any meetings for some time, the length of time will be investigated before the next meeting. The Chairman will also meet with the Members to find out their stance on this situation, before the next meeting

15/12 Date and time and venue of the next meeting; The next Parish Meeting will be held at the Village Hall, Wicken on Wednesday 6th November 2013 at 7.00 pm

The Chairman closed the meeting at 8.20.

SignedChairman Date
