

Markyate Parish Council

MINUTES OF THE ANNUAL MEETING OF MARKYATE PARISH COUNCIL

HELD ON TUESDAY 3 MAY 2016 AT 7.30PM IN THE Y2K HALL, MARKYATE, AL3 8PS

Present: Cllr P Bunyan, Chairman, Cllr I Crawford, Vice Chairman, B/Cllr H Chapman, Cllr G Baldwin, Cllr D Coasby, Cllr R Langley, Cllr R Peterson, Cllr S Pilkinton, Mrs J Bissmire (Clerk/RFO)

In attendance: 0 Members of public at this meeting.

01/16 ELECTION OF THE CHAIRMAN OF THE COUNCIL

Nominations were invited for the Office of chairman.

Cllr Crawford nominated Cllr Bunyan which was seconded by Cllr R Langley

It was

RESOLVED That Cllr Bunyan be appointed to the Office of Chairman of the Parish Council for 2016/17

Councillor Bunyan read and signed the Chairman's Declaration of Acceptance of Office and agreement to abide by the Code of Conduct.

02/16 ELECTION OF THE VICE CHAIRMAN OF THE COUNCIL

The Chairman asked for nominations for the Office of Vice Chairman and nominated Cllr I Crawford which was seconded by Cllr R Peterson.

It was

RESOLVED That Cllr Crawford be appointed Vice Chairman for the year 2016/17

Cllr Crawford read and signed the Vice Chairman's Declaration of Acceptance of Office and agreement to abide by the Code of Conduct.

03/16 APOLOGIES FOR ABSENCE

Apologies were received from Cllr P Sherriff due to business commitments.

04/16 DECLARATIONS OF INTEREST

No declarations of interest at this meeting.

05/16 APPOINTMENT OF COMMITTEES AND WORKING GROUPS

To appoint Parish Council Committees and Working groups

RESOLVED

That the following be established and accepted by the Parish Council:-

- | | |
|--|---|
| (1) Budget and Finance Committee | (2) Halls Committee |
| (3) Aley Green Cemetery Committee | (4) Cemetery Working Group |
| (5) Halls Refurbishment Working Party. | (6) Queen's Birthday Street Party Working Group |

06/16 ELECTION OF COMMITTEE MEMBERS, CHAIRMEN AND VICE CHAIRMEN

Budget and Finance Committee

It was proposed by Cllr I Crawford and seconded by Cllr D Coasby and

RESOLVED

That Cllr Pilkinton be appointed as Chairman, Cllr R Langley is appointed as Vice Chairman and the following sit on this committee: Cllrs P Bunyan, I Crawford, R Peterson,

Halls Committee

It was proposed by Cllr I Crawford and seconded by Cllr R Langley and

RESOLVED

That Cllr R Peterson be appointed as Chairman, Cllr P Bunyan is appointed as Vice Chairman and the following sit on this committee: Cllrs I Crawford, R Langley, S Pilkinton and to co-opt Mrs E King.

07/16 APPOINTMENT OF MEMBERS TO SERVE ON WORKING GROUPS/OUTSIDE BODY COMMITTEE

It was **RESOLVED** to appoint the following representatives:-

- 1 **Aley Green Cemetery**, B/Cllr H Chapman, Cllrs I Crawford, D Coasby
- 2 **Cemetery Advisory Committee**, B/Cllr H Chapman, Cllrs P Bunyan, D Coasby, S Pilkinton, Revd Sander/Mrs Mead, St Johns The Baptist Church, Mrs G Ivey, Markyate Methodist Church.

08/16 TERMS OF REFERENCE FOR HALLS COMMITTEE AND WORKING GROUPS

The Terms of Reference for Standing Committees were reviewed and it was proposed by Cllr R Peterson and seconded by Cllr I Crawford and

RESOLVED that no amendments were necessary.

09/16 REPRESENTATIVES ON OUTSIDE BODIES

- Watling Neighbourhood Action It was noted a meeting will be arranged to discuss the way forward for this group.

- Members were asked to consider nomination for the HAPTC Executive Committee but no proposals were put forward.

10/16 COUNCILLOR APPOINTMENT TO SPECIFIC AREAS OF INTEREST

It was **RESOLVED** to accept the following Parish Councillors to represent their particular area of interest as follows:-

Airport	H Chapman/I Crawford	Health	P Bunyan/ S Pilkinton
Elderly Welfare	S Pilkinton	Emergency/Disaster	R Langley
Environment	D Coasby	Markyate Monthly	D Coasby
Newsletter	R Peterson	Planning	D Coasby/I Crawford
Police	G Baldwin/R Langley	Transport	D Coasby/I Crawford/R Langley
Schools	G Baldwin/P Bunyan/I Crawford/S Pilkinton		

11/16 MINUTES OF PARISH COUNCIL MEETING

It was **RESOLVED** that the draft minutes of the Parish Council Meeting held on the 5 April 2016, as circulated, be received as a true record and were signed by the chairman. This was proposed by Cllr D Coasby and seconded by Cllr R Langley.

12/16 DRAFT MINUTES OF ANNUAL GATHERING 12 APRIL 2016

It was **RESOLVED** that the draft minutes of the Annual Gathering of Markyate held on 12 April 2016, as circulated, be received as a true record.

13/16 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 1 (c to j)

No public questions at this meeting.

14/16 CALENDAR FOR COUNCIL AND COMMITTEE MEETINGS 2016/17

A draft schedule for meeting date was circulated prior to the meeting with one amendment made.

It was **RESOLVED** to accept the schedule of future meetings of the Council and its Standing Committees for 2016/17 as circulated.

15/16 CHAIRMAN'S REPORT 2015/16

It was **RESOLVED** that the Chairman's Report as circulated, be published.

Action: Clerk

16/16 PLANNING DECISIONS

No planning decisions were presented to this meeting.

17/16 PLANNING APPLICATIONS FOR CONSIDERATION

1	4/00829/16/ROC	Variation of Condition 6 (hours of use) attached to planning permission 4/03586/15/FUL (rear extension to function room	The Swan, 36 High Street	No Objection
2	4/00889/16/HPA	Single storey rear extension	12 Old Vicarage Gardens	No objection
3	4/00503/16/HFA	Loft Conversion and side Extension	13 Dammersey Close	No Objection

18/16 ACCOUNTS FOR PAYMENT

To approve the schedule for payment as attached.

It was proposed by Cllr I Crawford and seconded by Cllr G Baldwin and **agreed** unanimously to approve the schedule for payment.

RESOLVED: that the schedule of payment be signed as circulated.

The schedule of accounts listed the balances of the Parish Councils accounts as at today's date as follows:

MPC Current Account	£ 1623.55
HSBC [Precept Account]	£70287.37
MPC Investment [NS&I]	£20737.35
Petty Cash	£ 56.03
HSBC Investment Bond	£30775.40
TOTAL	£123479.70

19/16 DRAFT ACCOUNTS FOR 2015/16

It was proposed by Cllr S Pilkinton and seconded by Cllr R Peterson and **RESOLVED** that the Council approved the draft accounts for the Parish for 2015/16. It was noted there will be a slight adjustment due to the incorrect interest on the HSBC Investment Bond verbally given by HSBC.

20/16 BANK MANDATE FOR NS&I BANK SIGNATORIES, HSBC BOND INVESTMENT ACCOUNT HSBC Current Account, HSBC Savings Accounts and HSBC Savings Bond.

It was **RESOLVED** that the following would be Parish Council bank signatories for the above:-

CATEGORY 'A' – TWO SIGNATURES REQUIRED

P Bunyan, I Crawford, G Baldwin, D Coasby, R Peterson, S Pilkinton

CATEGORY 'B' – ONE SIGNATURE REQUIRED

J Bissmire, Clerk/Responsible Financial Officer, C Booth, Financial Officer/Halls Administrator

NS&I Investment Account

It was **RESOLVED** that the following would be the bank signatories for the NS&I Savings Account, the same as last year.
P Bunyan, I Crawford, G Baldwin, D Coasby, R Peterson, S Pilkinton, J Bissmire, C Booth.

Action: Clerk

21/16 NS&I INVESTMENT ACCOUNT VARIABLE INTEREST RATES

The following was noted:-

- The ns&i Investment Account from 1 January 2015 to 31 December 2015 was £20737.35, showing a gross interest of £154.37, as recorded in minute 233/16.
- The variable interest rates are being changed on 6 June 2016 and 1 July 2016, this is a reduction to the interest rates on variable rate accounts.

22/16 HSBC INVESTMENT BOND

The following was noted:-

- The HSBC Investment Bond half yearly statement from 6 October 2015 to 5 April 2016 totalled £30775.40.
- The HSBC reaches maturity on 24 June 2016 and the interest accumulated to date is 21%. The Parish Council **agreed** a further investment should be made and requested information on this and other investments.

Action: Clerk

23/16 PUBLICATION SCHEME

The Publication Scheme was reviewed and it was **RESOLVED** to make no amendments.

24/16 REVIEW OF STANDING ORDERS

Standing Orders and Financial Regulations were reviewed with no amendments.

25/16 REVIEW OF FINANCIAL REGULATIONS

Financial Regulations were reviewed with no amendments.

26/16 REVIEW OF PARISH COUNCIL INSURANCE

It was noted the Parish Council insurance was renewed on 2 September 2014 with Aviva via Came & Company on a three year term, the advantage of a 3 year binding agreement is that for the period of the agreement the premiums will only increase slightly, due to property sums insured being index linked.

The renewal from 1 October 2015 for 12 months was £2328.92 and £68.90 Lorega renewal.

It was confirmed the legal requirement of the Certificate of Employers' Liability insurance to 30 September 2016 has been displayed in the Village Hall and Y2K Hall.

27/16 WHO WE ARE AND WHAT WE DO

This was amended as above.

28/16 RECRUITMENT POLICY

The Recruitment Policy was reviewed and it was **RESOLVED** to make no amendments.

29/16 CCTV POLICY

The CCTV Policy was reviewed and it was **RESOLVED** to make no amendments

30/16 EQUALITY AND DIVERSITY POLICY

The Equality and Diversity Policy was reviewed and it was **RESOLVED** to make no amendments

31/16 DATA PROTECTION POLICY

The Data Protection Policy was reviewed and it was **RESOLVED** to make no amendments

32/16 INFORMATION SECURITY POLICY

The Information Security Policy was reviewed and it was **RESOLVED** to make no amendments

33/16 RACE EQUALITY POLICY STATEMENT

The Race Equality Policy was reviewed and it was **RESOLVED** to make no amendments

34/16 CODE OF PRACTICE IN HANDLING COMPLAINTS FOR MEMBERS OF PUBLIC

The Code of Practice In Handling Complaints for Members of Public was reviewed and it was **RESOLVED** to make no amendments

35/16 RECORDS MANAGEMENT POLICY

The Records Management Policy was reviewed and it was **RESOLVED** to make no amendments

36/16 POLICY AND PROCEDURE FOR INFORMATION REQUESTS

The Policy and Procedure for Information Requests was reviewed and it was **RESOLVED** to make no amendments

37/16 HEALTH AND SAFETY AT WORK

The Health and Safety at Work Policy was reviewed and it was **RESOLVED** to make no amendments

38/16 PRESS/MEDIA

It was **RESOLVED** that the Clerk and/or Chairman of the Parish Council and in their absence the vice-chairman of the Parish Council, will deal with requests from the press/media and parish councillors should forward all requests to the Clerk/Chairman

39/16 COMMUNITY INFRASTRUCTURE LEVY [CIL]/SECTION 106

CIL is the new way of collecting contributions from developments towards the provision of infrastructure required to support growth within the Borough. It is a tariff that will be applied per square metre of new development and varies by scale, use and geography. Different CIL charges for settlements and ones within the Borough have been established on the basis of scheme viability.

It was confirmed the payment records in Neighbourhood CIL for the area covered by Markyate Parish Council is approximately £4230. A proposal was put forward for use of the CIL/Section 106 money for a fenced off, gated area to the rear of the village/Y2K Halls to enable young children to play safely, this would be to the advantage of all hall hirers.

On going.

40/16 STREET PARTY NOTES

It was **RESOLVED** that the Notes of the Street Party meeting held on 18 April 2016 be received and adopted.

The following was reported:-

- Application for Temporary Road Closure Order has been submitted.
- Leaflet drop complete.
- To consider how tickets will be policed.
- Agenda item for 7 June Parish Council Meeting when full costings will be presented.

Action: SP/Clerk

41/16 MEMORIAL – PEGGY'S FIELD

A request was made for a Memorial tree/bench in Peggy's field but on presentation to the Parish Council, a report was made that the family have now decided they would prefer to place the Memorial in Summers Walk.

B/Cllr Chapman said he would look in to this but raised concern as this was an open space it may not be possible.

Action: HC/Clerk

42/16 MARKYATE MONTHLY

Update on newly elected chairman/vice chairman, committee members, etc, finance, special skip.

Action: DC

43/16 CLERKS REPORT

The Clerks report was circulated at the meeting, which was noted.

44/16 CORRESPONDENCE FOR INFORMATION ONLY

The Clerk circulated the list of general correspondence which was duly noted.

There being no other business the meeting closed at 8.50pm

Next meeting: 7 June 2016

Signed: _____ Date: _____