

**Minutes of the Annual Parish Council Meeting
Held on Tuesday 10th May 2011
at Litton and Thorner's Community Hall**

Present: Mr S. Kourik (Chairman), Mrs S. Dyke (Vice Chairman), Mr W. Orchard, Mrs A. Spurrier and Parish Clerk J. Firrell. Also present were 9 members of the public.

1. **Apologies for absence:** None.
2. **State of Play after Parish Council Elections:** The Parish Clerk stated that because only four people stood for election, they were automatically elected without an election being held. Three vacancies existed on the council and these would be filled by cooption in due course.
Declarations of Interest: None.
- 3.
4. **Democratic Time:** No one took the opportunity to raise any issues.
5. **Approval of the Minutes of the Village Assembly held on 11th May 2010:** These were deemed to be a true reflection of the meeting and were approved.
6. **Matters Arising:** None.
7. **Approval of the Minutes of the Parish Council Meeting held on 8th March 2011:** It was proposed by S. Kourik, seconded by Mrs A Spurrier and carried unanimously that the minutes be accepted as a true record of the meeting.
8. **Matters Arising: Risk Register** – It was reported at the January meeting that the Risk Register would be distributed to councillors. This minute confirms that the register was distributed to councillors and parish clerk on 22 February. **Internal Audit** - There would be a meeting called shortly to discuss the overall effectiveness of the internal auditor and consider any recommendations that may improve the effectiveness. **Home Watch Coordinator** – Despite advertising this position, it has yet to be filled. **Village Web Site** – This is now up and running and a presentation on the site was made at the just held Village Assembly. Other items would be raised later in this agenda.
9. **Election of Chairman:** It was proposed by Mrs S. Dyke, seconded by W. Orchard and carried unanimously that S. Kourik be elected as Chairman of the Parish Council.
10. **Election of Vice Chairman:** It was proposed by S. Kourik, seconded by Mrs A Spurrier and carried unanimously that Mrs S. Dyke be elected as Vice Chairman of the Parish Council.
11. **Responsibility for Playing Field, Allotments and Recreation Area:** It was agreed that this should be left until the next meeting with all councillors and clerk keeping a watching brief. A collective agreement has been put together by the Allotment Association and signed by all allotmenters. The original is now in the hands of the clerk and signed by him on behalf of the Parish Council. This agreement will be updated every year.
12. **Annual Financial Report:** J. Firrell as the Responsible Finance Officer presented the Annual Report. Parish funds stood at £4680.73 as of 1st April 2011. Income during 2010/11 had totaled £4019.37 against expenditure of £4541.16 giving an excess of expenditure over income of £521.79. Income during April amounted to £1706.65p coming from the Parish Precept (£1500), Vat refund (£206.56) and interest (£0.09p) which increased funds to the value of £6387.38. £850 was already committed as the PC's contribution to the tarmacing of the hall access drive. It was proposed by S. Kourik, seconded by Mrs S. Dyke and carried unanimously that the following invoices be approved for payment: Hall Hire (£66), Annual Insurance Premium (£613) and Village Lengthsman (£120). A quote by R. Randall for the cutting of grass on the playing field was approved at £32.50 per cut plus Vat. Proposed by Mrs A Spurrier, seconded by S. Kourik and carried unanimously. As part of the External Audit, there was a need to approve Section 1 and Section 2 of the Annual Report 2011. The signature of the Chairman and Clerk would be adhered to the Annual report. Both Sections 1 & 2 were approved unanimously. Proposed by Mrs S. Dyke and seconded by W. Orchard. It was also proposed by Mrs S. Dyke and S. Kourik and carried unanimously that S. Kourik, W Orchard and A. Spurrier be added as signatories to the Parish Council bank account and cheques. A new banking mandate would be completed and submitted to Lloyds TSB who held the Parish Council's bank account.

- 13. Tarmac of Hall Access Drive:** This job would be carried out during the week commencing 30th May by Minster Tarmac and would be coordinated by CG Fry & Son. The Parish Council have approved a contribution of £850 to the cost of this task. 5 other parties will be making similar contributions.
- 14. Traffic/Highways/Signs:** Former Parish Council Chairman F. Spicer has generously offered to clean The Rocks with a pressure hose but required the approval of the Parish Council to do so to ensure he was covered by the PC's insurance. The Parish Council thanked Mr Spicer for his kind offer which was accepted and approved. Salt Bins – One salt bin had been installed, and the second one would now be installed near the telephone kiosk. The saga of the signs rumbled on at slow speed but Chairman S. Kourik would follow up with DCC.
- 15. Planning Applications:** CG Fry – Installation of Solar Panels – Supported by PC and approved by WDDC. Pins Knoll – Erection of Summer House – Supported by PC and approved by WDDC. Faith House – Conversion outbuilding to occasional holiday let - Supported by PC and now (after note) approved by WDDC. Bride Valley Nurseries – Application for Certificate of Lawfulness – The PC did not support this application and since this meeting, WDDC have refused the application.
- 16. Correspondence:** Parish/Town Development Survey – This survey had been produced by WDDC in readiness for the implementation of the Localism Bill and a response was required by 1st July. Councillors were given copies of the survey and ask to return them to the Clerk who would combine the collective thoughts into a single document and submit it to WDDC.
- 17. AOB: Cautionary Tale** – Mrs S Dyke suggested people should be vigilant as someone had stolen her wheelie bin which had been put out for the rubbish collection. She had reported it to CSO Sarah. We can but ask – Mrs S. Dyke suggested that we should approach WDDC requesting that Litton Cheney be given a fair share of the premiums that applicants are required to pay when planning applications are made, particularly in relation to commercial projects such as holiday lets. Main Street Egress – Concern was expressed that there was insufficient room for large and lengthy vehicles to exit onto Main Street from the farm track at The Orchard, necessitating that they encroach onto the retaining bank of the stream on the opposite side of the road. This matter had been raised with DCC/WDDC and would be followed up.
- 18. Date of Next Meeting:** Tuesday 12th July, 7.30 pm LATCH.
- 19.** There being no further business the meeting was closed at 9.10pm

John Firrell
Parish Clerk
Litton Cheney Parish Council