

Minutes of Abthorpe Parish Council Meeting held on Thursday, 5th April 2018
at 7:45pm in the Old School, Abthorpe

Present: Councillors: M Perrigo (Chairman), M Berry, M Hulbert, J Ford-Cordes, T. Emerton Parish Clerk

1. **To receive and approve apologies for absence**
Apologies were received and approved from Councillors D Cambray, K Fenwick and A Hammon
2. **Members declaration of interest for items on the agenda**
No declarations of interest were made.
3. **To receive and approve for signature the minutes of the meeting held on Monday 8th January 2018**
These were accepted and signed.
4. **To note any matters arising from the minutes**

Action No.	Description	Action
Mar 2017 – 001	Clerk to arrange to download of data from the Speed sign onto the Parish Laptop	Action Ongoing - Councillor Fenwick to purchase a new lead to download software - carry forward to next meeting.
Jan 2018 – 005 4.1	Payment of bills	Chairman Perrigo to follow up with bank again to allow the Clerk to set up payments rather than just review them.
Feb 2018 – 008 005	Bench at Grafton View	Councillor Fenwick to find out where the bench is - Carry forward to next meeting.
April 2018 - 005 002	Old School rent rise	Chairman Perrigo to discuss the percentage rent increase with a member of the Old School Committee.
April 2018 – 006 002	Street Lighting invoicing and bulb refund	Clerk to follow up to ensure we receive the two invoices as the Grant will expire in June. Also to ask for refund for bulb that has been removed.
	Street Light complaints	Chairman to include in her annual report that the village purchased and own the street lights and should any parishioner have an issue with street lighting, they should raise it in the first instance with a member of the Parish Council.
April 2018 – 006 006	Internal Control Document	Councillors to read and feedback any comments to the Parish Clerk by 20th April to allow the document to be completed.
April 2018 – 006 007	Data Protection Officer	Clerk to respond to NCAL that we will adopt their Data Protection Officer for the first year only.
April 2018 – 008	Insurance quotes	Clerk to follow up with Councillor Hammon to obtain insurance quotes, ensuring it covers road cover for the lawn mower. Also asking Danny Moody for advice. This will be presented at the next meeting.
April 2018 – 009	Date of May Annual Parish Council Meeting	Clerk to contact Old School Committee to add an additional date for the Parish Council Meeting on May 1st due to holidays. Clerk also to inform absent Councillors of the additional meeting.

5. Finance

1. Finance
 1. Cash in bank (as of 24th March 2018)
 - a. Treasurer's Account £4,509.56
 - b. 30 Day Business Account £3,878.66

The balances were agreed.

2. Old School Hall rent rise

The Old School Hall rent rise was discussed and it was agreed that Chairman Perrigo would discuss the percentage increase with a member of the Old School Committee and it will be an agenda point at the next meeting.

3. Invoices for payment

All invoices were approved excluding the Old School Hall rent that has been deferred until the next meeting.

Item no.	Payment to	Description	Net	VAT	Tax
5.2. 1	Tina Emerton	Ink cartridge and paper	21.91	4.38	
5.2. 2	Tina Emerton	Clerks Salary	290.10		72.40
5.2.3	CommuniCorp	Local Council Update Subscription	75.00		
5.2.4	EON	Maintenance	18.00	3.60	
5.2.5	Old School Hall	Rent for meetings	150.00		

6. Specific items for discussion

1. External Audit
It was discussed and agreed that due to the Parish expenditure and budget being lower than 25k pa, we no longer require an external audit. The Parish Clerk will submit the exclusion form to exempt the parish from this.
2. Street Light update
The Parish Clerk discussed that the street light has been removed that was affecting houses. The members of the Parish who raised the issue are happy with their security lights that have been installed and would not like a replacement light. A refund will be asked for the bulb removed.
It was also discussed that the invoices for payment have still not been received, these need to be paid by June before the Grant expires. The Parish Clerk will follow this up.
It was discussed that Chairman Perrigo will include the purchase of the street lights into her annual report and also include that if there are any issues to be raised with street lighting they should be raised to the Parish Clerk.
3. Complaint from a member of the Parish regarding unsafe bolts from where bench was removed
This has been resolved.
4. Parish Council Year Calendar
This was reviewed and agreed.
5. Annual General Meeting / Annual Parish Council Meeting
6. Internal control document
Councillors to feedback any changes to the Parish Clerk before the Internal Control of the Parish Council takes place.
7. Data Protection Officer
It was agreed that we would adopt the NCALC Data Protection Office for one year only as it is a free service for the first year.

7. Correspondence

There was no correspondence.

8. Any other business

It was discussed that the renewal of insurance is due by June. Parish Clerk to contact Councillor Hammon to obtain quotes, also to include insurance for using the mower on the road. To ask Danny Moody for advice on insurance brokers.

9. Date of next meeting and close

It was discussed and agreed to include an additional meeting on May 1st 2018 at 7.45pm as both the Chairman and Vice Chairman will be absent from the Annual General Parish Council Meeting where we will elect the Chair and Vice Chair for the following year. Parish Clerk to inform Councillors not attending this meeting of the additional date. Meeting closed at 8.55pm.

Signed

Date

(Chairman Perrigo)

Dates of next meetings

Tuesday 1st May 2018 - AGM of Parish Council
Monday 14th May 2018 – Annual Parish Meeting
Monday 21st May 2018 – Ordinary Meeting of Parish Council
Monday 25th June 2018
Monday 6th August 2018
Monday 17th September 2018
Monday 29th October 2018
Monday 10th December 2018
Monday 21st January 2019
Monday 4th March 2019
Monday 15th April 2019
Monday 20th May 2019