

Minutes of Abthorpe Parish Council Meeting held on Tuesday 1<sup>st</sup> May 2018  
at 7:45pm in the Old School, Abthorpe

Present: Councillors: M Perrigo (Chairman), M Hulbert, J Ford-Cordes, D Cambray, K Fenwick, T. Emerton Parish Clerk

1. **To receive and approve apologies for absence**  
Apologies were received and approved from Councillor M Berry
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 8<sup>th</sup> 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 investigate if he can purchase a new cable cheaper than £60 he has already been quoted.
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. Action on going - Chairman Perrigo confirmed the bank has assured her that this will be rectified this week.
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. Closed - Councillor Perrigo reviewed and compared the rent from other surrounded villages for their hall and felt the % increase was acceptable when taking into account the new heating system and storage facilities we use. Councillors agreed to pay the rent for this year and review as part of the annual review
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 October. Also to ask for refund for bulb that has been removed. Closed - A special meeting will be held on Monday 14th May at 7.30pm to discuss and agree payment for these invoices.
	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. Closed - This has been included within the Chairman's report.
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. Clerk to obtain quotes for insurance renewal and agenda as part of the special meeting on Monday 14th May at 7.30pm. Also to be included, insurance for the Mower allowing it to be driven on roads and the registration of the Mower from Phil Berry.
May 2018 - 006 3.3	NCALC appointed as DPO	Chariman and Clerk to complete form accepting NCALC as DPO for Abthorpe Parish Council. Clerk to send form to NCALC once completed.
May 2018 - 009	Recruitment of new Councillor	Clerk to agenda at next meeting.

## 5. Finance

1. Cash in bank (as of 21<sup>st</sup> April 2018)
  - a. Treasurer's Account £6321.57 – Precept of £2150.00 received
  - b. 30 Day Business Account £3,878.82
  - c. Petty Cash - £31.00

The balances were agreed.

### 2. Invoices for payment

Item no.	Payment to	Description	Net	VAT	Tax
5.2. 1	NCALC	Membership Subscription	332.97		
5.2. 2	EON	Street Lighting	63.96	3.20	
5.2.3	EON	Maintenance	18.00	3.60	
5.2.4	Old School Hall	Rent for meetings	150.00		
5.2.5	P. Berry	Petrol for mower	10.84	2.17	

The invoices were agreed to be paid. An invoice of £13.01 for the petrol for the mower was presented as it was received after the agenda was published and was also agreed to be paid.

## 6. Specific items for discussion

### 1. Annual Governance and Accountability Return

The Annual Governance and Accountability Return was completed and signed by Chairman Perrigo and the Parish Clerk and approved by the Councillors.

### 2. Certificate of Exemption

The Certificate of Exemption for an external audit was agreed and dates to display our exemption were also agreed as between Monday 4<sup>th</sup> June 2018 and Friday 13<sup>th</sup> June 2018

### 3. Appointment of NCALC as DPO

The Clerk and Chairman Perrigo will complete the required documentation.

## 7. Finance update 2017/18

Councillors reviewed and agreed the finance income and spend for last year.

## 8. Assets

Councillors reviewed and agreed the Asset Register.

## 9. Complaint about parking around the Green

Councillor Perrigo discussed the complaint received and that she advised the parishioner that the complaint received about parking around the Green was not a Parish Council issue to discuss but an issue that should be raised by the Parishioner to the Highway Agency. The Councillors agreed.

## 10. Local Council Update subscription renewal

It was agreed at the last meeting to renew this subscription but on investigation it was felt that this publication is not of any relevance to the Parish so the Councillors agreed that we would not subscribe to this this year.

## 11. Correspondence

There was no correspondence.

## 12. Any other business

As Vice Chairman J Ford-Cordes resigned from being the Vice Chairman at the Annual Parish Council Meeting and from continuing as a Councillor we will agenda at the next meeting to actively recruit and advertise additional Councillors.

## 13. Close

Meeting closed at 9.02pm.

Signed

Date

(Chairman Perrigo)

Dates of next meetings

Monday 14<sup>th</sup> May 2018 – Annual Parish Meeting

Monday 25<sup>th</sup> June 2018

Monday 6<sup>th</sup> August 2018

Monday 17<sup>th</sup> September 2018

Monday 29<sup>th</sup> October 2018

Monday 10<sup>th</sup> December 2018

Monday 21<sup>st</sup> January 2019

Monday 4<sup>th</sup> March 2019

Monday 15<sup>th</sup> April 2019

Monday 13<sup>th</sup> May 2019 Annual Parish Meeting

Monday 20<sup>th</sup> May 2019 Annual Parish Council Meeting followed by the Ordinary Meeting