

WOLVERTON PARISH COUNCIL

Minutes of the meeting held on Tuesday 14 May at 6.30pm at Wolverton Church Hall

1. Record of members present:

Cllr S Easterbrook Chair; Cllr P Anthony Vice Chair; Cllr J Wynn-Evans; Cllr P Wood; K Hollinrake, Clerk

2. Apologies for absence None

3. Election of Chair and Vice Chair

Cllr Easterbrook elected Chair, proposed by Cllr Anthony, seconded by Cllr Wynn-Evans. Cllr Easterbrook signed the declaration of acceptance of office form. Cllr Anthony elected Vice Chair, proposed by Cllr Wood, seconded by Cllr Wynn-Evans. He signed the declaration of acceptance of office form.

4. Declaration of Acceptance of Office and Registration of Members' Interests.

All councillors signed declaration of acceptance of office and registration of members' interests forms.

5. Co-option to Vacancy

Clerk advised that as there had been an election in May 2019 and the position remained unfilled, the Council could co-opt to the vacancy. **Cllr Wynn-Evans will pursue possible interest and inform the Clerk of the outcome.**

6. Declarations of pecuniary interest None

7. Approval of the minutes of the meeting on 19 March 2019

The minutes were approved as an accurate record and signed by the Chair.

8. Matters arising:

- a. Cllr Easterbrook advised that the draft Emergency Plan had been revised in the light of feedback from parishioners. The next step was to identify vulnerable people in the event of adverse weather/ events; and resources available to help. **Cllr Easterbrook to circulate via email and on website, and Parishioners are asked to respond, even if no comment to make**
- b. Tree inspection contract – no action to date - **Clerk to progress**
- c. Housing Need Survey Report to be used to inform consideration of planning applications.
- d. Grass cutting contract – signed, now in operation. **Cllr Wynn-Evans to discuss with neighbours the regularity of grass cutting required at Norton Lea**
- e. Results of May election noted
- f. Cllr Easterbrook welcomed the new Clerk
- g. Cllr Easterbrook discussed roles and areas of responsibility for Clerk and councillors. **All to consider proposals and discuss at the next meeting**



- h. Bank account – Cllr Easterbrook progressing new arrangements, reflecting the changes in personnel. **Clerk to bring forward a review of the Council’s Financial Procedures, taking into account the change to internet banking.**
- i. Data security – **Clerk to purchase antivirus protection**
- j. Data storage – **need to ensure appropriate data cloud storage arrangements with access for the Clerk and the Chair. Cllr Easterbrook to progress**
- k. Notice Board key safes. No need for key safes. **Clerk to get additional keys cut.**

9. Induction and Training

Clerk advised councillors of WALC’s induction and training programmes. **Councillors to consider which courses are most applicable to them**, with reference to future roles & areas of responsibility.

10. Planning Matters

Cllr Wynn-Evans declared a pecuniary interest in application 19/01002/FUL and made no comment.

Application No	Applicant	Application	WPC Comment	SDC Comment
19/00185/FUL 1 Grange Cottages	Mr Heynes	New driveway	Supported	
19/01002/FUL Meltemi Norton Lea	Mr Wynn-Evans	Enlargement to porch; change of material from hung tile to brick slips; alteration to windows.	No objection	

11 Accounting Statements -Year ended March 2019

Cllr Easterbrook presented the provisional Accounting Statement for the last financial year. Queries related to two HMRC cheques and possible small overpayment of the previous Clerk.

12. Annual Governance Statement – agreed. This to be reviewed in 2019, given the new composition of the Council.

13. Certificate of Exemption – External Audit

Clerk summarised the audit process and timescales, applicable to a small Council with a budget of less than £25k. Cllr Easterbrook signed the Certificate of Exemption. Mr Broad will act as internal auditor this year but next time an alternative will be needed. An extra-ordinary finance meeting will be held on Tuesday 4 June at 7.30 at the Church Hall to finalise the annual return.

14. Finance

- a. Year end accounts presented and approved, subject to queries regarding unrepresented HMRC cheques and possible salary overpayment
- b. Noted
- c. Noted
- d. WALC annual subscription agreed; **Clerk to confirm annual insurance cost**; grass cutting payment agreed



e. Noted

Minute book number 273

15. Correspondence Noted

16. Future meeting dates 2019/20

Annual Parish Meeting 14 May at 7.30

Extra-ordinary finance Meeting Tuesday 4 June at 7.30

Tuesday 23 July

Tuesday 17 September

Tuesday 19 November

Tuesday 21 January

Wednesday 17 March

Signed



Date 4 JUNE 2019

Designation CHAIRMAN