

**MINUTES OF THE CHRISTCHURCH PARISH COUNCIL AGM
MONDAY 13th MAY 2013 – MEMORIAL HALL CHRISTCHURCH AT 7:30pm**

Present: Councillors – Nigel Russell (Chair), Jill Bliss, Simon Freeland, Hannah Poole, Wes Poole, William Beswick, Jacky Wincote, Mac Cotterell MBE (FDC) and Will Sutton (FDC).
Stephen Cowell (Clerk) and 1 member of the public were also in attendance.

1. Welcome and Apologies

The outgoing Chair Cllr. Wincote welcomed all to the meeting.

Apologies were received and accepted from Cllr. Yeulett (FDC) as he was attending a County Council meeting and PCSO Dave Russ.

2. Election of Chair

The outgoing Chair explained that she was resigning from the Parish Council and thanked long standing councillors and District Councillor Sutton for their help when she first became a councillor. All current councillors and Clerk were also thanked for their help and support whilst she has been, first Vice-Chair, and more recently Chair.

Cllr. Russell was nominated and seconded for the position as Chair and in the absence of any other nominations accepted the position.

Cllr. Russell said that it was a shame that Cllr. Wincote was leaving the council and thanked her for her work in her time as a councillor. Other councillors joined in these thanks.

Jacky then left the meeting wishing the members success especially in their endeavours with getting a new village hall.

Cllr Russell signed the Acceptance of Office form.

3. Election of Vice-Chair

The Chair nominated Cllr. Hannah Poole, this nomination was seconded, and in the absence of any other nominations Cllr. Hannah Poole accepted the position of Vice-Chair.

4. Signing of Minutes

The minutes of the 8th April meeting were signed, by the Chair, as true record of the meeting.

5. Disclosure and Declarations of Interests

None.

6. Update on action points from previous meeting

The Clerk reported that:

- He has informed the Highways Officer dealing with the HGV complaint of the further comments regarding them being driven through the village and copied the information to the local MP as well as Parish Councillors.
- Clarification has been received that a better quality bulb will be fitted to the light pole near to the Upwell Road/Church Road/Green Lane junction during the light replacement programme.
- Cllr. W Poole and he have fitted two 'No Dogs' signs (one large and one small) at the car park end of the recreation ground as requested.
- FDC still have not responded regarding the missing Clothing Recycling bank. **It was suggested that the Clerk contacts Mark Matthews at FDC.** The Clerk reported that he has contacted the British Heart Foundation about their Book Bank being full following a request by Cllr. Bliss.
- The roots protruding into the pavement along Church Road have been dealt with and the missing lettering on the road sign near Tipp's End has been reported.
- Cllr. Russell reported that the street light in Euximoor Drove is still not working. It was agreed to asked FDC how much it would cost to get it fixed.

7. Decision whether to have any Committees

Following a brief discussion the Council decided that it has the capacity to deal with all its business in the monthly Council meetings and decided not to form any Committees.



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8. To agree representatives on the Recreation Ground Charity Committee

The Clerk explained that until the new Charity is formed Cllr. W Poole, Cllr. Russell and Cllr. Beswick sit on this committee and do not take part in any Council discussions regarding the Council's financial support of the Charity. Cllr. Bliss attends these meetings as she is a signatory on the bank account. The Council decided to keep to this arrangement.

9. Review of Assets

The Clerk reported that he has issued a list of all the Council's assets, to councillors, and that the list includes insurance arrangements for those assets. It was agreed that following the Street Light Project work it is now apparent that the Parish Council does not own 33 street lights the number is much lower. **The Clerk was asked to amend the Asset list.**

10. Review of the Council's Insurance Arrangements

The Clerk summarised the Council's insurance arrangements stated that it held two policies that gave it protection against fraud by the Clerk or a Councillor, protection against property damage and Public Liability cover. The Council was happy with these arrangements and will review them again when the policies are due for renewal.

11. Review of the Council's Standing Orders

The Clerk reported that no changes have been made to the a copy of the Standing Orders they were sent last year and that they are based on Model Standing Orders provided by the National Association of Local Councils. The Council decided to leave them unchanged.

12. Review of Complaints Procedure

The Council decided to leave it unchanged.

13. Review of the process for managing requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1998

The Clerk reported that during the last year the Council had received some requests for information that have been dealt with. The Council decided to leave the process unchanged.

14. Public Adjournment

The member of the public raised the following:

- The bin near to the recreation ground was not emptied recently by FDC. Cllr. Sutton informed members that he has reported the problem.
- Players from the youth team warm up near the properties bordering the field and kick balls into their gardens. **The Clerk to e-mail the organisers to ask them to warm up elsewhere.**
- Dog walkers still use the recreation ground to walk dogs. It was asked if a large sign with the words 'No Dogs' can be fitted to the Crown Drove end of the field? **The clerk was asked to look into costs.**

15. Police Update

The Clerk has distributed PCSO Russ' reported that had just one item on it this being the breaking of a car window with what was believed to be an air rifle pellet.

16. Correspondence Received

The Clerk brought to the attention of Councillors:

- The recommendation from the FDC's Conduct Committee to use an independent member in any appointment panel if one of the applicants is a member of the Council.
- The safety report on the Play Parks, copies of which have been sent to all councillors, which reports no major safety issues. The Skateboard Park requires painting but no response have been received from the Payback Scheme to his latest requests for help.
- The Internal Auditors report which was read by members prior to the st ~~and the meet~~ which had no concerns reported within it.



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- Storage container hire details should items need to be stored during the pavilion refurbishment.

17. Finance

17.1 The Clerk explained the details of the Internal Audit and the External Audit Report which were discussed as were the Annual Accounts, which had been sent to all Councillors before the meeting. It was agreed to accept the accounts and the External Audit report was signed by the Chair and the Clerk.

17.2 The following items, listed on the agenda, were agreed for payment

17.2.1 Clerk's Salary £183.78

17.2.2 The Heron £70.00

17.2.3 Play Safety Ltd £199.20

17.3 One additional payment was sanctioned – The payment to the Internal Auditor £100.00.

18. Planning Applications

There were no applications to review.

19. Parish Plan – Update

Cllr. Russell updated members on the sale of two of the building plots on Upwell Road being sold to fund the Pavilion renovation. He reported that the buyer pulled out of the sale citing the lack of written agreement to the lifting of the Cambridgeshire County Council covenants however after some discussions and liaison with Cllr. Wincote and Cllr. Sutton the deal is back on at a slightly reduced price but with the purchaser having to pay for dyke filling work. Contracts have now been signed with a 6 month time limit to completion.

20. Raising of Village Concerns

The following items were reported/discussed:

1. Dog fouling.
2. The Bootle Banks are full.
3. Quad bike riders are beginning to use local bridleways and nearly caused an accident in Green Lane – **the Clerk was asked to make PCSO Russ aware of this.** Riders are not wearing helmets.
4. Cllr. Russell showed members photographs taken of the lack of a roadside verge near to the Wheatsheaf Bridge along the 16 Foot Bank Road and those taken of the recent work near Bedlam Bridge – where the resident taking the pictures questioned the need for such a large barrier costing a lot of money when there is yards of verge before the riverbank is reached.

The Clerk informed members that the Council will need to seek to co-opt another member following the resignation of Cllr. Wincote. He told members that if any resident wished to be co-opted they should write to the council with the reasons why they wished to become a councillor. Notices will be placed in the local Newsletter and on the Notice Board.

The Chair thanked all for attending and closed the meeting at 8:37pm

