

# NORTHCHAPEL PARISH COUNCIL

## DRAFT Minutes of the Annual Meeting held at Northchapel Village Hall, On Monday 18th May 2015

**Present:** Councillors Mr Willie Poste (Chairman), Mrs Sharon Holden, Mr Paul Markides, Mrs Gaye Jordan and Mr Stephen Wordsworth

**In attendance:** Mrs Helen Cruikshank, Parish Clerk  
County Councillor Janet Duncton  
District Councillor Denise Knightley

- 1. Election of Chairman:** Nominations for Chairman were invited for the ensuing year. Councillor Willie Poste was proposed and duly seconded. There being no other nominations, it was **RESOLVED** that **Councillor Poste** be elected Chairman of Northchapel Parish Council for 2015/16.
- 2. Election of Vice-Chairman:** The Chairman invited nominations for Vice Chairman and Councillor Lynda Bell was proposed and duly seconded. There being no other nominations it was **RESOLVED** that **Councillor Bell** be elected Vice Chairman for the ensuing year.

Jane Walter praised Willie Poste for his hard work and thanked him for everything he does in Northchapel. The village is very lucky to have him and she hoped that the Council would be to full capacity again soon.

**3. Election of Lead Members of Working Parties and Committees:**

Allotments, Village Green and Play Area - Mr Willie Poste

Planning - Mr Paul Markides

Footpaths and Rights of Way - Mrs Jane Walter has kindly offered to continue looking after this until a full council is achieved.

Housing - Mrs Georgina Murphy/Mrs Sharon Holden

Village Hall - Mrs Sharon Holden

Northchapel Youth - Mrs Lynda Bell

Website - Mr Simon Arnold kindly offered to still be responsible for the parish website.

Winter Plan - Mr Willie Poste

Planning Committee: Mr Paul Markides (Chairman), Mrs Lynda Bell, Mr Willie Poste, Mrs Sharon Holden and Mr Stephen Wordsworth, Mrs Gaye Jordan

Finance Committee: Mrs Lynda Bell, Mrs Sharon Holden and Mr Stephen Wordsworth

Housing Working Party: Mrs Georgina Murphy, Mrs Sharon Holden and Mr Paul Markides

**4. To fix the dates of future meetings 2015/16**

The following dates for the Parish Council meetings were agreed:

- ❖ Monday 6th July 2015
- ❖ Monday 7th September 2015
- ❖ Monday 2nd November 2015
- ❖ Monday 7th December 2015 (precept only meeting)
- ❖ Monday 4th January 2016
- ❖ Monday 7th March 2016
- ❖ Wednesday 4th May 2016 (AGM).

All meetings are held at 8pm at Northchapel Village Hall. Pipers Lane

**Comments and Questions from the members of the public:** There were no members of the Public present.

- 5. Apologies for absence:** Parish Councillor Lynda Bell  
Parish Councillor Georgina Murphy  
District Councillor Nick Thomas

- 6. Declarations of Interest:** There were no declarations of interest.

7. **Minutes:** The Minutes of the previous Parish Council Meeting held on Monday 2nd March 2015 were approved as a correct record and signed.

**8. Working Party Reports**

- **Allotments, Village Green and Play Area:** There had been concern raised with regard to a frayed rope at the play area. Councillor Poste said he would go and investigate.
- **Planning:** Councillor Markides said there were a couple of outstanding planning applications which would be discussed after tonight's meeting.
- **Village Hall:** Councillor Holden said she had nothing to report.
- **Housing:** Councillor Holden said that the empty flat in Valentines Lea was finally on the bidding list but there was still an empty property on Pipers Lane. Clerk had been asked by Holly Nichol, the CDC rural housing enabler whether the parish had considered conducting a housing needs survey. Councillor Holden said it was something the Parish Council should certainly think about.
- **Winter Plan:** Councillor Poste said there was nothing to report.
- **Northchapel Youth:** The Purple Bus was back in Northchapel on Tuesday evenings from 7-9pm for 13-19 year olds. Please do come along and encourage others to do so.

**9. BT Kiosk at Fisher Street**

Following on from the last meeting, the Clerk had contacted the resident at Fisher Street for his opinion on the BT kiosk and also approached a company regarding advice on its restoration. Ralph Restorations had inspected the box to assess its condition. They had confirmed it would be a challenging and expensive job to restore the BT kiosk. The biggest problem being that the box floods due to it being several inches lower than the road surface. Both the bottom of the kiosk and the door have rotted and the window distorted. A new door alone would be several hundred pounds. The resident at Fisher Street said he was as disappointed as anyone else by the deterioration of the kiosk and the lack of support from the community.

The Parish Council agreed to get Ralph Restorations to quote for the refurbishment of the BT kiosk so it is at a standard which would then be easy to maintain. It would then be in a better position to assess the situation. Clerk to action.

**10. Standing Orders and Financial Regulations review**

Clerk stated that these documents would need reviewing later this year.

**11. Financial Matters**

- The Council's current financial position @ £42,397 was noted.
- The Bank reconciliation as at 11<sup>th</sup> May 2015 at Appendix 2 was noted.
- The schedule of accounts submitted for payment at Appendix 3 was noted and approved including CDC (Bin Emptying 2014/15) @ £664, Mrs Jean Huggett (Internal Auditor) @ £50 and Mrs H E Cruikshank (APM Expenses and Postage) @ £38. The Clerk had received a letter from the PCC for financial assistance with the churchyard maintenance for £224. As this was part of the budget 2014/15, it was authorised for payment.
- The Clerk stated that the Internal Audit 2014/15 had been carried out. Full Council approved the year-end accounts 2014/15 and Annual Return, as at Appendix 4A-D. The Exercise of Elector's Rights to be put up on the notice board.
- All agreed that the Clerk could set up internet banking for the Parish Council's NatWest bank accounts.

**12. Clerks Report**

The Clerk had nothing to report.

**13. Items to be included on the next agenda**

BT Kiosk  
New Homes Bonus 15/16

**14. Date of next meeting**

MONDAY 6th JULY 2015 at 8PM at the Village Hall.

The Chairman closed the meeting at 9.15pm

Signed .....

Date .....