

BARKING PARISH COUNCIL

MINUTES of the Annual General Meeting of the Parish Council held at Barking Village Hall
at 7.30pm on Thursday 15th May 2014

PRESENT:

Cllr S Butler (Chair)
Cllr M Smith
Cllr M Bailey
Cllr A Smith
Cllr A Ross
Cllr P Hollocks

IN ATTENDANCE:

Mrs R J Cochrane *Clerk*
County Councillor Julia Truelove

APOLOGIES:

Cllr Eagles - *prior work commitment*

BPC047/14 ELECTION OF CHAIRMAN

Cllr Stephen Butler declared the meeting open.

It was proposed by Cllr Ann Ross and seconded by Cllr Pearl Hollocks Cllr Stephen Butler be re-elected Chairman of the Council. **Decision** – It was unanimously agreed to re-appoint Cllr Stephen Butler as Chairman.

BPC048/14 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Butler signed the Declaration of Acceptance of Office and continued in the role of Chair.

BPC049/14 PUBLIC FORUM

There were no members of the public present.

BPC050/14 TO RECEIVE COUNTY COUNCILLOR JULIA TRUELOVE'S REPORT's (see attached report)

Cllr Truelove presented her Annual Report (attached to these minutes).

Main points: County Council Elections, Budget for 2014/15, Broadband, Education in the County, Supporting the future for young people and jobs, & Locality Budget Grants.

BPC051/14 TO RECEIVE APOLOGIES

Apologies were received from Cllr Craig Eagles.

BPC052/43 - DECLARATION OF INTERESTS

There were no declarations of interest declared.

BPC053/14 APPLICATIONS FOR DISPENSATION

There were no applications for dispensation.

BPC054/14 ELECTION OF VICE-CHAIRMAN

It was proposed by Cllr Pearl Hollocks and seconded by Cllr Michael Bailey that Cllr Michael Smith be re-appointed Vice-Chair. **Decision** – this was unanimously agreed.

BPC055/14 APPOINTMENT OF REPRESENTATIVES

The following appointments were confirmed:

- i. **Needham Market & Barking Welfare Charities** – Cllr Michael Smith, with Susan Marsh and David Bishop as Village representatives. Clerk to confirm appointments to the Clerk to the Charities.
- ii. **Theobalds Endowed Foundation** – Cllr Michael Smith, Shaun Cochrane
- iii. **Barking Village Hall Management Committee** – Cllr Michael Bailey
- iv. **Barking Footpaths Group** – John Dickerson (Chair), Shaun Cochrane & Roy Banyard. Cllr Alex Smith re-confirmed as Parish Council Liaison.

Clerk

BPC056/14 – EMERGENCY RESPONSE PLAN

Cllr Butler (Chair), Cllr Alex Smith & Cllr Ann Ross were re-appointed members of the Emergency Response Plan Committee for Barking.

BPC057/14 AUTHORISATION OF ANNUAL SUBSCRIPTIONS

- i) **Suffolk Associations of Local Councils. Decision** – approved @ £158. Clerk to action
- ii) **Community Action Suffolk (previously Suffolk ACRE) Decision** – Approved @ £30. Clerk to action.

Clerk

Clerk

BPC058/14 TO APPROVE THE MINUTES OF THE MEETING HELD ON 20th MARCH 2014

Decision - The minutes of the meeting held on 20th March 2014 were approved as a true record and were duly signed by the Chair.

BPC059/14 TO APPROVE THE MINUTES OF THE MEETING HELD ON 7TH APRIL 2014

Decision - The minutes of the meeting held on 7th April 2014 were approved as a true record and were duly signed by the Chair.

BPC060/14 TO APPROVE THE MINUTES OF THE MEETING HELD ON 24TH APRIL 2014

Decision - The minutes of the meeting held on 24th April 2014 were approved as a true record and were duly signed by the Chair.

BPC061/14 MATTERS ARISING FROM THE MINUTES - CLERK'S REPORT

The Clerk reported on actions taken.

- i) **Mole Hills** – Cllr Butler reported no action yet taken.
- ii) **Village Hall Extension** – It was reported that MSDC Planning Dept has confirmed that the work on the extension has been deemed to have started but the container will have to be removed by June 2015 to comply with the conditions of the planning permission. However, it was reported that they may be prepared to be flexible on the date IF advanced progress is being made on the building of the planned extension come June 2015.

BPC062//14 PLANNING

- i) **1358/14 Sunnyside, Barking Tye - Decision** – It was resolved to support the application. Clerk to notify MSDC Planning Dept within the deadline.

Clerk

BPC063/14 FINANCE

- i. **Annual Report from the Clerk** (*attached to these minutes*) The Clerk presented the 31st March 2014 Year End Bank Reconciliation for approval. Balance @ 31st March

<p>2014 £33,081.09 Decision – approved and signed by the Chair.</p> <p>ii. End of Year 2014 Statement of Accounts The Statement of Accounts was presented for approval. Decision – approved and signed by the Chair and the Clerk.</p> <p>iii. Annual Governance Statement The Annual Governance Statement for Year End 31st March 2014 was completed by the Council and signed by the Chair and the Clerk.</p> <p>iv. Bank Signatories The bank signatories were reviewed. Decision - It was decided to make no changes to the current bank signatories.</p> <p>v. Clerks Finance Report (<i>attached to these minutes</i>) The Clerk reported on the financial movements since the previous meeting. Balance @ 15th May 2014 was £37,256.02. Decision - It was proposed and resolved to transfer £2,500 from the Community Account to the Base Rate Reward Saver Account. Clerk to action.</p> <p>vi. Authorisation of Payments Decision - Payments totalling £1,247.08 were approved. Clerk to action.</p>	<p>Clerk Clerk</p>
<p>BPC064/14 STANDING ORDERS</p>	
<p>Revised Standing Orders were presented to the Council for consideration. Decision – It was resolved to adopt the revised Standing Orders as presented with immediate effect.</p>	
<p>BPC065/14 FINANCIAL REGULATIONS</p>	
<p>Revised Financial Regulations were presented to the Council for consideration. Decision – It was resolved to adopt the revised Financial Regulations as presented with immediate effect. Decision - It was further resolved that Cllr Alex Smith would check and sign the Bank Reconciliation on a quarterly basis, in addition to the existing internal controls, and that the PIN would be given to the Chair in a sealed envelope, only to be opened in the presence of two councillors as per the revised Financial Regulations. Clerk to action.</p>	
<p>BPC066/14 – DATA PROTECTION REGISTRATION FEE</p>	
<p>It was reported that the Council is required to register as a Data Controller. The registration fee is £35. Decision – It was resolved to complete the registration as soon as possible. Clerk to action.</p>	
<p>BPC067/14 DEED OF GRANT OF EASEMENT –WREN HOUSE, THE TYE, BARKING</p>	
<p>It was reported that the Deed was now completed and ready for signature. Decision - It was resolved to sign the Deed of Grant of Easement. The document was duly signed by Cllrs Ross and Hollocks.</p>	
<p>BPC068/14 DEED OF GRANT OF EASEMENT – THE FIRS, BARKING TYE</p>	
<p>It was reported that the Deed was now completed, but was not received by the Clerk until the Agenda deadline had passed, so it was not lawful to deal with the matter at this meeting. Item to be deferred to the next meeting of the Council. Clerk to action.</p>	
<p>BPC069/14 BARKING VILLAGE HALL</p>	
<p>i) Solution to storage problems - It was reported by Cllr Bailey that the Village Hall Committee has subsequently decided to press ahead with the storage area and to now draw up a specification to apply for Building Control approval. The Committee will need help with funding to get the work completed. There was general discussion about funding and the possibility of the Parish Council helping out both with funding applications and with financial assistance.</p>	
<p>ii) Digital locks – It was reported that a digital lock is planned for the Village Hall. Concern was raised about security, but it was reported that this method of door security is used by many</p>	

other Village Halls and in most cases it is regarded as being a very secure alternative to keys.

BPC070/14 VILLAGE HALL MANAGEMENT COMMITTEE UPDATE

Cllr Bailey reported an increase in hiring fees with effect from 1st September 2014. The Clerk was given a letter notifying the Council of the revised scale of charges. Some chairs with arms are on order, funded by County Councillor Julia Truelove. An audio system is being installed – funded by the Community Council, and the barge boards are being painted.

BPC071/14 HAY CROP

It was proposed that Mr R Holder be once again approached to ask if he is willing to cut and remove the hay crop, on the same terms as in previous years. Cllr Michael Smith to speak with Mr Holder.

Cllr M Smith

BPC072/14 HEDGE AT TYE GREEN

It was reported that another letter had been received from Mr & Mrs Donaldson regarding the hedge at Tye Green. This item had been deferred from the previous meeting. It was resolved that the Clerk respond to Mr & Mrs Donaldson to apologise that the contractor had not yet cleared way the clippings as he had been requested to do, and to advise that he will be reminded. It was further resolved not to enter into any further debate regarding the hedge, as had been previously resolved. Clerk to action. It was resolved to review the height of the hedge at some point in the future.

Clerk

BPC073/14 CLERK’S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING

There were none to report.

BPC074/14 CORRESPONDENCE FOR INFORMATION

The 'correspondence for information' folder was circulated.

BPC075/14 MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL

i) Gravel Access Track to Walnut House – It was reported that the gravel has been renewed over the access track to Walnut House, and looks considerably wider than the original track. Clerk to review the Deed of Easement to determine the approved track width to determine if it has been compromised.

Clerk

ii) Entrance to Fox Meadow - It was reported that areas of land on both sides of the access to Fox Meadow have been fenced off, and the grass is not now being cut and looks very unsightly. Both areas of land are owned by MSDC. Clerk to determine from MSDC what it intends to do with the land.

Clerk

PC076/14 DATE OF NEXT MEETING

Date of next meeting will be 24th July 2014 at 7.30pm.

Meeting closed at 9.32pm

Chairman Date