

## STAMBOURNE PARISH COUNCIL

**Minutes of the Annual General Meeting held on Thursday 17 May 2018 at 8.00pm in the village hall, Stambourne**

**PRESENT:**

Mr Martyn Fall (Chair)  
Mrs Val Kerrison  
Mrs Vanessa Young  
Mrs Karen Crago

Mr Michael Crago  
Mr Andrew Drysdale  
Mr Neil Pyman

**CLERK:**

Mrs Deborah Hilliard

**18/30 Election of Chairperson for the year 2018-19**

Nominations were invited for Chair for the year 2018-19. Neil nominated Martyn and all were in favour.

**18/31 Election of Vice Chairperson for the year 2018-19**

Nominations were invited for the role of Vice-Chair for the year 2018-19. Andrew nominated Michael and all were in favour.

**18/32 Apologies for Absence**

Cllr Van Dulken.

**18/33 Appointment of Representatives**

- Village Hall Committee – Vanessa Young
- Emergency Planning – Michael Crago
- Footpaths – Karen Grant
- Tree Warden – Oscar Pickess (tbc)
- Public Transport – Andrew Drysdale

**18/34 Declaration of Interests, personal or prejudicial**

None.

**18/35 Minutes of the meeting held on Thursday 15 March 2018**

The minutes of the meeting held on 15 March 2018 were agreed as a correct record and signed as amended.

**18/36 Matters Arising**

The Clerk will follow up the hedge trimming required at Manns Cross with Great Yeldham Parish Council.

**18/37 Pavilion**

Martyn advised that work on the toilets in the pavilion will commence as soon as possible. The Clerk advised there was a booking for the pavilion on 16 June. The element in the water heater will be replaced.

It was noted the cooker had broken and was beyond repair. It was agreed to purchase a new one at a cost of approximately £200-250. It will be 60cm wide. Martyn will order this.

**18/38 Playing Field**

The inspection report from Wicksteed had been circulated prior to the meeting.

Martyn updated councillors regarding the wooden climbing frame. It was noted that the inspector had telephoned the Clerk on the day of the inspection and notified that the frame had some rotten posts and should not be used. The Clerk notified parish councillors immediately and warning signs were put on the frame. This was followed up by fencing it off with orange mesh fencing. Martyn has established that replacement parts can be obtained from the original maker of the frame. He has contacted these for a quote.

It was agreed that once the quote is available a site meeting will take place to assess the remainder of Wicksteed's report.

The safety area which requires extension will be addressed once weather improves.

The village fete is arranged for 7 July 2018.

**18/39 Footpaths**

Nothing to report.

**18/40 Highways**

Nothing to report.

**18/41 Planning**

Application No: 18/00632/FUL, Lavender Barn – no comment.

**18/42 Insurance Renewal**

The Clerk had circulated the renewal documents from Zurich Insurance. It was agreed to sign up for the 5 year agreement at a cost of £800.77 for 2018.

**18/43 Verge Cutting**

It was agreed to ask M & N Pyman to proceed with the verge cutting for 2018.

**18/44 Streetscene Agreement 2018**

Braintree District Council are continuing with the Streetscene Agreement for 2018. Martyn signed the documents and these will be sent to BDC.

**18/45 Correspondence**

*Financial Regulations and Standing Orders* – it was agreed that the Clerk will circulate these to councillors for a review.

Martyn advised he had been approached by St Margarets School, Toppesfield for suggestions of financial support from parishes. He suggested that the Councillor's Community Grant be directed to the school. The parish council supported this suggestion and Martyn will contact Cllr Van Dulken.

**18/46 Statement of Accounts**

The Clerk circulated the income and expenditure account for 2017-18 prior to the meeting. The figures were noted and agreed.

**18/47 Statement of Assurance**

Martyn read out the Statement of Assurance and the Accounts were signed.

**18/48 Nominate a Person Responsible for Finance for 2018-19**

It was agreed that the Clerk be appointed.

**18/49 Nominate Internal Auditor for the year 2018-19**

It was agreed to appoint Melford Accounting.

**18/50 Finance**

Accounts Paid

Paul Clark Printing	£52.00
Eon	£32.01
Mrs D Hilliard (expenses)	£11.19

Accounts to be Paid

Tbc

Monies Received

VAT reclaim	£1,016.32
Bank Interest	£3.02

Bank Balances at 31 March 2018

Notional Current Account Balance	£12,247.50
High Interest Account	<u>£6,061.90</u>

Total	£18,309.40
Less Bonfire Fund	<u>£8,347.61</u>
	£9,961.79

**18/51 Date of Next Meeting**

The next meeting will take place on Thursday 19 July 2018 at 7.30pm in the village hall.

There being no further business to discuss the meeting ended at 8.45pm

Signed:  .....

Dated:  .....