

# CATSFIELD PARISH COUNCIL

Minutes of the Annual Meeting held on Wednesday 20<sup>th</sup> May 2015 in the Parish Office.

<b>Present:</b>	Cllr. John Overall (Chairman)      Cllr. David Scott                      Mr. Martin Holgate Cllr. Chris Thomas                      Cllr. Rachel Tottman Cllr. Julian Goodliffe                      Mrs Carol Hodgson (Clerk/RFO)	<b>Apologies:</b> Cllr. Kathryn Field
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Item	Agenda Item
<b>Annual Business in accordance with Standing Orders (3j).</b> Cllr. Overall in the Chair	

<b>A1</b>	<b>Annual Election</b>
<b>1.1</b>	<b>Election of Chairman for the ensuing year and to receive their declaration of acceptance of Office</b> Cllr. Overall invited nominations for the position of Chairman to the Council. ➤ <b>RESOLVED: Cllr. Overall was proposed by Cllr. Scott and seconded by Cllr. Goodliffe and was elected unopposed. Cllr. Overall signed the Declaration of acceptance of Office of Chairman which was then countersigned by the Clerk</b>
<b>1.2</b>	<b>Election of new Council, to receive their Declaration of Acceptance of Office and if chosen, consent to receive summons electronically.</b> ➤ <b>RESOLVED: All Councillors signed their 'Declaration of Acceptance of Office of Member' which was then countersigned by the Clerk.</b>
<b>1.3</b>	<b>To receive Register of Members' Interest Forms for all Councillors.</b> The Clerk had been advised by Rother DC Democratic Services that Members re-elected to office and / or remained as uncontested only needed to advise of any changes to their registerable interests that are not already recorded.
<b>1.4</b>	<b>Election of Vice-Chairman for the ensuing year</b> Cllr. Overall invited nominations for the position of Vice-Chairman to the Council. ➤ <b>RESOLVED: Cllr. Thomas was proposed by Cllr. Tottman and seconded by Cllr. Scott and was elected unopposed.</b>
<b>A2</b>	<b>Apologies</b> Cllr. Field was unwell.
<b>A3</b>	<b>Public participation session re: matters on the agenda at the Chairman's discretion.</b> There were no members of the public present.
<b>A4</b>	<b>Members to declare interests they may have in agenda items that accord with the adopted Code of Conduct.</b> (NB. This does not preclude any later declarations) None received.
<b>A6</b>	<b>To consider applications received for the casual vacancies on Parish Council</b> Two applications for the casual vacancies had been received. ➤ <b>RESOLVED: Martin Holgate was nominated by Cllr. Overall and seconded by Cllr. Thomas and was elected unopposed. Julian Goodliffe was nominated by Cllr. Scott and seconded by Cllr. Thomas and was elected unopposed. Both Councillors signed their 'Declaration of Acceptance of Office of Member' which was then countersigned by the Clerk.</b>
<b>A7</b>	<b>To consider requests received in writing from Parish Councillors for dispensation to speak regarding their pecuniary interests</b> ➤ <b>RESOLVED: No dispensations were currently requested.</b>
<b>A8</b>	<b>To review the delegation arrangements to Committees, Sub-Committees, employees and other local authorities.</b> The following arrangements have been delegated to the RFO:- <u>Financial Regulations 3.4:</u> The RFO may incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work, which is of such extreme urgency* that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report the action to the Council as soon as practicable thereafter (*To include situations where financial penalty would otherwise be incurred) <u>Financial Regulations 6.5 a:</u> The RFO shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment. <u>Financial Regulations 11.1a.ii:</u> for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); ➤ <b>RESOLVED: Delegation to the RFO to remain as is.</b>

<b>A9</b>	<b>To review the terms of reference for Committees</b> ➤ <b>RESOLVED: To discuss setting terms of reference for the Committees</b>
<b>A10</b>	<b>To receive nominations for existing Committees:</b>
<b>10.1</b>	<ul style="list-style-type: none"> <li>• <b>Planning Sub-Committee</b> <ul style="list-style-type: none"> <li>➤ <b>RESOLVED: Cllrs. Thomas, Scott and Goodliffe appointed as Members of the Planning Sub-Committee. The Chairman Cllr. Overall are included as ex-officio Members.</b></li> </ul> </li> </ul>
<b>10.2</b>	<ul style="list-style-type: none"> <li>• <b>Standards Sub-Committee</b> <ul style="list-style-type: none"> <li>➤ <b>RESOLVED: All items are referred to the Full Council.</b></li> </ul> </li> </ul>
<b>10.3</b>	<ul style="list-style-type: none"> <li>• <b>Playground Sub-Committee</b> <ul style="list-style-type: none"> <li>➤ <b>RESOLVED: Cllrs. Tottman and Goodliffe appointed as Members of the Playground Sub-Committee.</b></li> </ul> </li> </ul>
<b>A11</b>	<b>To receive nominations for existing areas of responsibility:</b>
<b>11.1</b>	<ul style="list-style-type: none"> <li>• <b>Footpaths</b> <ul style="list-style-type: none"> <li>➤ <b>RESOLVED: Cllr. Overall is appointed with responsibility to Footpaths.</b></li> </ul> </li> </ul>
<b>11.2</b>	<ul style="list-style-type: none"> <li>• <b>Hedges and Verges</b> <ul style="list-style-type: none"> <li>➤ <b>RESOLVED: Cllrs. Thomas and Tottman are appointed with responsibility to Hedges &amp; Verges.</b></li> </ul> </li> </ul>
<b>11.3</b>	<ul style="list-style-type: none"> <li>• <b>Open Spaces</b> <ul style="list-style-type: none"> <li>➤ <b>RESOLVED: Cllr. Scott is appointed with responsibility to Open Space.</b></li> </ul> </li> </ul>
<b>11.4</b>	<ul style="list-style-type: none"> <li>• <b>Highways &amp; Traffic Matters</b> <ul style="list-style-type: none"> <li>➤ <b>RESOLVED: Cllr. Scott is appointed with responsibility to Highways &amp; Traffic Matters.</b></li> </ul> </li> </ul>
<b>11.5</b>	<ul style="list-style-type: none"> <li>• <b>Police Liaison</b> <ul style="list-style-type: none"> <li>➤ <b>RESOLVED: Cllr. Scott is appointed with responsibility to Police Liaison.</b></li> </ul> </li> </ul>
<b>11.6</b>	<ul style="list-style-type: none"> <li>• <b>Tree Warden</b> <ul style="list-style-type: none"> <li>➤ <b>RESOLVED: To ask Dr. John Feltwell if he will continue as Tree Warden</b></li> </ul> </li> </ul>
<b>11.7</b>	<ul style="list-style-type: none"> <li>• <b>Dog Warden</b> <ul style="list-style-type: none"> <li>➤ <b>RESOLVED: Cllr. Goodliffe is appointed with responsibility as Dog Warden</b></li> </ul> </li> </ul>
<b>11.8</b>	<ul style="list-style-type: none"> <li>• <b>Pond Warden</b> <ul style="list-style-type: none"> <li>➤ <b>RESOLVED: Cllr. Thomas is appointed with responsibility as Pond Warden</b></li> </ul> </li> </ul>
<b>A12</b>	<b>Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.</b> ➤ <b>RESOLVED: No new Committees were required.</b>
<b>A13</b>	<b>To review and adopt if appropriate Standing Orders and Financial Regulations.</b> ➤ <b>RESOLVED: No requirement to review the Standing Orders or Financial Regulations</b>
<b>A14</b>	<b>To review arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.</b> ➤ <b>No arrangements currently exist.</b>
<b>A15</b>	<b>To nominate / confirm representation to outside bodies.</b>
<b>15.1</b>	<ul style="list-style-type: none"> <li>• <b>RALC</b> <ul style="list-style-type: none"> <li>➤ <b>RESOLVED: To appoint Cllrs. Overall and Holgate for the ensuing year.</b></li> </ul> </li> </ul>
<b>15.2</b>	<ul style="list-style-type: none"> <li>• <b>East Sussex ALC Ltd</b> <ul style="list-style-type: none"> <li>➤ <b>RESOLVED: To appoint Cllrs. Overall and Holgate for the ensuing year.</b></li> </ul> </li> </ul>
<b>15.3</b>	<ul style="list-style-type: none"> <li>• <b>Village Hall Committee</b> <ul style="list-style-type: none"> <li>➤ <b>RESOLVED: To confirm the appointment of Cllr. Goodliffe for the ensuing year.</b></li> </ul> </li> </ul>
<b>15.4</b>	<ul style="list-style-type: none"> <li>• <b>History Centre</b> <ul style="list-style-type: none"> <li>➤ <b>RESOLVED: To appoint Cllr. Overall for the ensuing year.</b></li> </ul> </li> </ul>
<b>A16</b>	<b>In a year of elections, if a Council's period of eligibility to exercise the Power of Wellbeing expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.</b> NB. Power of Wellbeing has now been replaced by the General Power of Competence. ➤ <b>RESOLVED: To be reviewed when The Clerk has gained her CiLCA qualification.</b>
<b>A17</b>	<b>To review of inventory of land and assets including buildings and office equipment.</b> ➤ <b>RESOLVED: To table for review.</b>
<b>A18</b>	<b>To review and confirm arrangements for insurance cover in respect of all insured risks.</b> ➤ <b>RESOLVED: To be discussed at the next Parish Council Meeting.</b>
<b>A19</b>	<b>To review of the Council's and/or employees' memberships of other bodies.</b> <ul style="list-style-type: none"> <li>• <b>RALC</b></li> <li>• <b>East Sussex ALC Ltd</b></li> </ul>

	<ul style="list-style-type: none"> <li>• AiRS</li> <li>• CPRE</li> <li>• Fields in Trust</li> <li>• Society of Local Council Clerks <ul style="list-style-type: none"> <li>➤ That the above Membership's are approved for the ensuing year.</li> </ul> </li> </ul>
<b>A20</b>	<p>To establish or review the Council's complaints procedure.</p> <ul style="list-style-type: none"> <li>➤ RESOLVED: To table for discussion.</li> </ul>
<b>A21</b>	<p>To establish or review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.</p> <ul style="list-style-type: none"> <li>➤ RESOLVED: To table for discussion.</li> </ul>
<b>A22</b>	<p>To establish or review the Council's policy for dealing with the press/media</p> <ul style="list-style-type: none"> <li>➤ RESOLVED: To table for review.</li> </ul>
<b>A23</b>	<p>To set the dates, times and place of ordinary meetings of the full Council for the year ahead.</p> <ul style="list-style-type: none"> <li>➤ RESOLVED: To accept the meeting dates as the 1<sup>st</sup> Wednesday of each month at 7.30pm in Hermon Cottage.</li> </ul>
<b>A24</b>	<p><b>Finance</b></p>
<b>24.1</b>	<p>To receive the internal audit report</p> <ul style="list-style-type: none"> <li>➤ RESOLVED: That the Internal Audit Report is received with no areas for concern identified.</li> </ul>
<b>24.2</b>	<p>To approve the Final Accounts for 2014/15</p> <ul style="list-style-type: none"> <li>➤ RESOLVED: That the Final Accounts for 2014/15 are approved.</li> </ul>
<b>24.3</b>	<p>To authorise the Chairman to sign the Annual Return</p> <ul style="list-style-type: none"> <li>➤ RESOLVED: That the Chairman is authorised to sign the Annual Return.</li> </ul>
<b>24.4</b>	<p>To appoint Bank Signatories</p> <ul style="list-style-type: none"> <li>➤ RESOLVED: Cllrs. Overall, Thomas and Tottman are appointed as Bank Signatories.</li> </ul>
<b>A25</b>	<p><b>To consider a response request for a press release by Lightsource Renewable Energy in relation to St Francis Solar Farm</b></p> <p>Kendalls – a PR and Marketing Company - had been asked to write a press release on the new solar farm Lightsource had installed at St Francis Farm. They were interested in knowing how Parish Council was planning on spending the Community Benefit received and how it will help the Community. They also wished to know how Lightsource had worked with the local community during the planning process.</p> <ul style="list-style-type: none"> <li>➤ RESOLVED: Cllr. Overall will contact Kendalls and explain, due to the elections the Community Benefit had not yet been discussed by Parish Council.</li> </ul>
<b>A26</b>	<p><b>Any other business / reports</b></p> <ul style="list-style-type: none"> <li>➤ Letter of complaint regarding dog fouling at the playing field</li> <li>➤ Public Liability Insurance – what happens if a claim is in excess of £10m?</li> <li>➤ A new 'Transparency Code for Smaller Authorities' i.e. with a turnover of £25k or less came into effect on 1<sup>st</sup> April 2015</li> </ul>
<p>There being no other business the meeting closed at 10.00pm</p>	

Chairman.....

Date.....