

**Minutes of a Meeting of Caldecott Parish Council held on Friday 8<sup>th</sup>  
January 2016 at 7.30 p.m. in Caldecott Village Hall.**

**Present  
2016/01** Cllrs N Campbell (Chair), A Larner, A Davidson, M Tobin, Mrs J Medwell (Clerk) and one member of the public.

**Apologies  
2016/02** Cllrs M Bennett and R Pitt

**Declarations  
2016/03** There were no declarations of interest or requests to speak on agenda items.

**Open Forum  
2016/04** It was observed that the school buses passing through the village appeared to have slowed down, possibly due to the few minor accidents that had occurred with the buses recently. The need for a pelican crossing on Main Street was re-iterated.

**Minutes  
2016/05** The minutes of the meeting held on 26<sup>th</sup> November were **approved** as a true record and duly signed by the Chair.

Proposed Cllr Larner      Seconded Cllr Campbell

**Matters Arising  
2016/06** There were no matters arising.

**Finance  
2016/07** **a) Payments**  
The following cheques were presented for signature and unanimously **agreed**:

David Wall	Expenses	£77.81
Information Commissioners Office	Registration Fee	£35.00
J Medwell	Clerk Salary and Expenses Dec/Jan	£366.50

**b) Receipts**

Transparency Fund	£1,068.00
Rental Income	£108.50

**c) Bank Reconciliation**

Nationwide Account	£5,907.94
Less Ring-fenced Money from CRAG	£1,422.11
<b>Total Balance of Reserves</b>	<b>£4,485.83</b>

The Bank Reconciliation was unanimously **approved** and then duly signed by the Chair.

**d) 2016/17 Budgets :**

The Council discussed the 2016/17 budget at some length and **resolved** to accept the Budget and to authorise a Precept of £3,400 (subject to the receipt of the Local Council Tax Support Grant 2016/17 of £285).

Proposed Cllr Davidson      Seconded Cllr Tobin

The Clerk to submit the necessary precept demand to Rutland County Council. **JM**

**Co-option  
2016/08** There had been no progress in the co-option of another member of the parish council, matter to be kept on the agenda.

<b>Clerk Contract 2016/09</b>	The Council provided the clerk with the NALC Model Employment Contract and Job Description for Clerk and Responsible Financial Officer and <b>agreed</b> to increase the hours to 17.5 per month at SPC 20 in line with NALC recommended working hours. The Contract was duly signed by the Chair and Clerk.	
<b>Registration with ICO and HMRC 2016/10</b>	The Clerk reported that the Parish Council was now registered with the Information Commissioner's Office with regards to Data Control and with HMRC as required under current legislation.	
<b>Neighbourhood Watch 2016/11</b>	The Chair had circulated, prior to the meeting, information regarding the purpose, the role of members and coordinators and the next steps required to set up a Neighbourhood Watch Scheme. The Council <b>agreed</b> for this to be distributed with the next parish magazine.	
<b>Traffic Matters 2016/12</b>	The Council reiterated again the possibility of contributing towards a pedestrian crossing in the village to aid traffic calming, using the donation of monies from the Caldecott Residents Action Group. The Clerk to contact Heather Caldicott, Transport Strategy Officer at RCC for an update on this initiative	<b>JM</b>
	The Council noted that it had responded positively to suggestions by RCC to changes to speed limits in the village but had as yet not received a response. The Clerk to contact Paul Slater, RCC Highways Engineer for an update.	<b>JM</b>
	Cllr Tobin reminded the Council that he was coordinating a 'Speed Awareness Week' in conjunction with LCC Road Safety Officer Chris Bilby at some stage between March and October.	<b>MB</b>
	The Council <b>agreed</b> contact Neil Tomlinson, RCC Senior Highways Manager with regards to an update on the alteration of the traffic light sequences at the Eyebrook bridge to slow down traffic coming into the village.	<b>JM</b>
<b>Changes to the External Audit 2016/13</b>	The Council noted that the SLB, Smaller Authorities' Audit Appointments Ltd, will effectively carry out the function of the Audit Commission related to external audit for parish and town councils. It will procure external auditors and oversee external audit arrangements. On recommendation from NALC, the Council <b>agreed</b> to remain opted-in to the Sector Led Body arrangements for the procurement of external audit from 2017.	
<b>Planning 2016/14</b>	<b>2015/1118/LBA Old Plough Bed and Breakfast Alteration to configuration of rooms and removal of existing window, fit door and door frame.</b> The Council considered this application and made no objection.	
<b>Mill Garage 2016/15</b>	The Council noted that a letter had been sent to County Cllr J Lammie with regards to the concerns raised over the presence and use of an old caravan and lorry at the front of the premises, late night working, and the state of the site to the rear of the property. His advice and assistance in rectifying these issues was sought. No response had as yet been received from Cllr Lammie – the Clerk agreed to follow this up as a matter of urgency.	<b>JM</b>
<b>Allotments 2016/16</b>	The Council noted that two allotments, numbered 7 and 14, had become vacant and <b>agreed</b> for Cllr Tobin and Ms Esther McMillan, as next on the waiting list, to take over the tenancies. The Clerk to draw up all the necessary paperwork.	<b>JM</b>

**Correspondence** The following were distributed by e-mail.  
**2016/17** LRAC – Changes to External Audit  
LRAC – Newsletter  
RCC – Bulletin  
RCC – Information regarding Local Council Support Grant  
Letter - Esther McMillan re Allotments

**D.O.N.M** The next meeting of Caldecott Parish Council will be held on Thursday 17<sup>th</sup>  
**2016/18** March at 7.30 p.m. in Caldecott Village Hall.

The meeting closed at 9.06 pm