

**Minutes of the Annual General Meeting of Caldecott Parish Council held
on Thursday 17th May 2018 at 7.07 p.m. in Caldecott Village Hall.**

Present 2018/31	Cllrs Campbell (Chair), Bennett (Vice Chair), Brown, Davidson, Hide, Richardson and Saunders, Mrs J Medwell (Clerk) and four members of the public.	
Election of Chair 2018/32	<p>The position of Chair was open to all Councillors. Cllr Richardson nominated Cllr Campbell and was seconded by Cllr Davidson.</p> <p>Cllr Campbell agreed to become Chair and duly signed the Declaration of Acceptance of Office witnessed by the Clerk.</p>	
Election of Vice Chair 2018/33	<p>The position of Vice-Chair was opened to all Councillors. Cllr Campbell nominated Cllr Bennett and was seconded by Cllr Hide.</p> <p>Cllr Bennett agreed to become Vice-Chair and duly signed the Declaration of Acceptance of Office witnessed by the Clerk.</p>	
Apologies 2018/34	County Cllr James Lammie.	
Declarations 2018/35	<p>There were no declarations of interest.</p> <p>There were no changes to the members Register of Interests.</p>	
Open Forum 2018/36	<p>The Chair welcomed the visitors.</p> <p>A parking issue at 23 Main Street was raised. The Council will monitor and write to the resident involved to request that the pavements and front doors are not obstructed.</p> <p>The missing bollard outside 33 Main Street was raised – The Chair will notify RCC.</p> <p>Concern was expressed at the amount of dog fouling on the playing field. A discussion took place regarding the possibility of prohibiting dog walking on this area. The Clerk will source the necessary signs should the Council agree this action.</p> <p>Concerns were also raised regarding the parking at Mill Garage. It appears that the businesses operating there are extending their premises along Mill Lane and consequently restricting access. The Council agreed to monitor and write to the two occupants. The Chair will forward details to the Clerk.</p> <p>Meeting closed to the public at 7.45 pm.</p>	<p>JM</p> <p>NC</p> <p>JM</p> <p>NC JM</p>
Minutes 2018/37	<p>The minutes of the meeting held on 8th March 2018 were approved as a true record and duly signed by the Chair.</p> <p>Proposed Cllr Davidson Seconded Cllr Richardson</p>	
Matters Arising 2018/38	There were no matters arising.	

a) Payments

The following cheques were presented for signature and unanimously agreed:

RCC	Electric Contribution	£154.31
LRALC	Membership	£141.03
J Medwell	Clerk Salary / Admin Expenses	£478.94
Zurich	Insurance	£273.96
Ian Arnott	Internal Auditor	£60.00
Community Heartbeat Trust	Defibrillator	£875.00

Receipts	
Precept / Grant	£3,550.00
Rental Income	£27.00
VAT	£208.68

b) Bank Reconciliation

Nationwide Account	£8,174.16
Less Ring-fenced Money from CRAG	£547.11
Transparency Fund	£400.00
Total Balance of Reserves	£7,227.05

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

c) Approval of Certificate of Exemption 2017/18

The Council noted that its gross income or expenditure did not exceed £25,000 in the year ending 31st March 2018 and therefore **agreed** to certify itself as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Proposed Cllr Bennett Seconded Cllr Brown

The Certificate of Exemption was then duly signed by the Chair and Responsible Financial Officer and will be returned to the External Auditor.

JM

d) Approval of Approval of Annual Governance Statement 2017/18

The Council considered and **approved** the Annual Governance Statement 2017/18.

Proposed Cllr Campbell Seconded Cllr Davidson

This was duly signed by the Chair and Responsible Financial Officer

Approval of Annual Accounting Statement 2017/18

The Clerk had prepared the 2017/2018 Financial Accounts in accordance with the Accounts and Audit Regulations 2015 and circulated prior to the meeting.

The Council considered and **approved** the Annual Accounting Statement 2017/18.

Proposed Cllr Campbell Seconded Cllr Bennett

This was duly signed by the Chair and Responsible Financial Officer.

e) Internal Audit Report:

The Clerk informed the Council that the accounts had been successfully presented to the Internal Auditor with no issues raised.

All matters pertaining to finance are displayed on the website on www.caldecott-pc.gov.uk

**Neighbourhood Watch
2018/40**

Cllr Davidson informed the Council that he wished to retire from the role of 'Neighbourhood Watch' Co-ordinator. This position will be advertised in the parish magazine and on the Facebook page.

There were no incidents of crime to report.

**General Data Protection Regulations and New Standing Orders
2018/41**

General Data Protection Regulations

The Council **agreed** at this stage to appoint Cllr Campbell as its DPO.

Proposed Cllr Davidson seconded Cllr Sanders

The Council then considered and unanimously **agreed** to adopt the Data Protection, Data Breach and Records Retention Policies and Data Map which had been circulated to all Councillors prior to the meeting. The Councillors then duly completed and signed the Security Compliance Checklist.

New NCALC Model Standing Orders – These were circulated to all Councillors prior to the meeting. The Council noted the changes to the handling and storage of data and duly **agreed** to adopt these Standing Orders.

Proposed Cllr Campbell Seconded Cllr Bennett

**Traffic Matters
2018/42**

Cllr Sanders informed the Council that he had been invited to speak at Uppingham Planning Committee, along with Rockingham Parish Council on 30th May to discuss unanimous concerns regarding the issues of speed, size and volume of traffic on the A6003. The Council **agreed** that it would be advantageous at this stage to unearth any previous existing data collected on volume and speeds, possibly through CRAG.

DS

**Safety Review of Parish Assets
2018/43**

Cllr Hide had carried out a safety review of parish assets. He stated that the goalposts were sound but needed preserving. Cllr Richardson volunteered to research some 'wrapping' for the posts. Cllr Hide also stated that whilst cracks were appearing in the playing field wall, it was deemed safe for the time being.

SR

**Children's Playpark
2018/44**

Cllr Hide reported that he had met with a company providing play equipment on the playing field site in order to ascertain an idea of suitable equipment and costs. The next step is to carry out a survey in the parish to gauge need and target audience with a view to funding the project via the precept.

CH

**Parish
Defibrillator
2018/45**

The Chair was pleased to inform the Council that the defibrillator equipment has now been ordered from the Community Heartbeat Trust and on behalf of the Council, he expressed thanks to the Karen Ball Fund for its very kind donation of £1,000 towards the equipment.

**Planning
2018/46**

2018/0227/FUL 7 Main Street Proposed internal alterations including reverting one dwelling back into two independent dwelling

The Council had previously considered this application and whilst it had no objection to the conversion back to two properties, it did have concerns regarding the lack of provision for extra parking.

**Allotments
2018/47**

The Clerk informed the Council that two allotments had not been paid for. The Council **agreed** to ascertain whether these were being tended and to contact the tenants involved to return payment by the end of June otherwise the allotment would be offered to the next on the waiting list.

It was agreed to advertise the existing vacancy on the Facebook page and Parish magazine.

**Correspondence
2018/49**

The following were distributed by e-mail.

LRALC – GDPR Compliance
PKF Littlejohn – Audit Instructions

**Next Meeting
2018/50**

The next meeting of Caldecott Parish Council will be held on Thursday 19th July at 7.30 p.m. in Caldecott Village Hall.

Items for next agenda

Playing Field – No dog area

The meeting closed at 8.37 pm

This document was created with Win2PDF available at <http://www.win2pdf.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.
This page will not be added after purchasing Win2PDF.