

Ashfield cum Thorpe Parish Council

Approved Minutes of the Council Meeting held on Wednesday 9 May 2018 at 8.00pm at the Community Hall, Ashfield

Present: Cllr Myles Hansen (Chair), Cllr Robert Grimsey, Cllr Geoff Hazlewood, Cllr Ann Langley and Cllr Paul Whayman

Attendance: Simon Ashton (Parish Clerk)

1. Election of Chair and Signing of the Declaration of the Chair's Acceptance

The meeting commenced at 8.40pm following the conclusion of the Annual Parish Meeting. Cllr Hansen confirmed that he would stand for election as Chair. There were no other contenders declared by the Members present, or in advance by those not present. Members then voted in Cllr Hansen's favour who was then appointed as Chair until the Annual General Meeting in May 2019. Cllr Hansen signed the Declaration of the Chair's Acceptance.

2. Election of Vice-Chair and Signing of the Declaration of the Vice-Chair's Acceptance

There were no declarations made by any Members present, or in advance by those not present, confirming an intention to stand as Vice-Chair until the Annual General Meeting in May 2019. Members agreed to consider this item again at the next meeting.

3. Apologies and Approval of Absences

(a) Apologies were received from Cllr Ruth Hart and her absence was approved. Apologies were also received from Cllr Simon Garrett.

(b) The Parish Clerk presented a SALC briefing note on apologies and non-attendance at meetings. Members were requested to advise the Parish Clerk of an absence in advance of any future meetings with sufficient information to enable Members to consider approval of their absence at the start of the meeting. Members were also advised that they would be disqualified, without any discretion, following a six month period of unapproved absence.

4. Declarations of Pecuniary or Non-Pecuniary Interests by Members

There were no interests declared by any of the Members.

5. Approval of Minutes of the Previous Meeting on 14 March 2018

Minutes of the previous meeting of the Parish Council on 14 March 2018 were received and approved as a true record and signed by the Chair.

6. Contributions by Members of the Public

There were no issues raised by members of the public.

7. Consideration of Planning Applications and Decision Notices

- (a) MSDC DC/18/01112: Application Received (Comments Overdue 13 April 2018)
Ashfield Lodge and Land to the East of The Street, Ashfield cum Thorpe, IP14 6ND
Members noted that no comments had been submitted on this application.
- (b) MSDC DC/18/01113: Application Received (Comments Overdue 13 April 2018)
Ashfield Lodge and Land to the East of The Street, Ashfield cum Thorpe, IP14 6ND
Members noted that no comments had been submitted on this application.
- (c) MSDC DC/18/01402: Application Received (Comments Due 10 May 2018)
Pear Tree Farm, The Street, Ashfield cum Thorpe, IP14 6NA
Members agreed not to submit any comments on this planning application.
- (d) MSDC DC/18/01888: Application Received (Comments Due 24 May 2018)
Glebe House, The Street, Ashfield cum Thorpe, IP14 6LX
Members agreed not to submit any comments on this planning application.

8. Finance

- (a) Cashbook, income, expenditure and budget reports of activity to 31 March 2018 were reviewed and noted.
- (b) Approval of the Statement of Accounts, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr Whayman, seconded by Cllr Hazlewood and agreed by Members.
- (c) Approval of the Bank Reconciliation of activity to 31 March 2018 and Asset Register 2017/18, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr Whayman, seconded by Cllr Langley and agreed by Members.
- (d) Approval of the Governance Statement, Accounting Statements and Variances 2017/18, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr Whayman, seconded by Cllr Langley and agreed by Members.
- (e) Approval of the Council's Internal Audit 2017/18 report by SALC, presented by the Parish Clerk and reviewed by Members, was proposed by Cllr Whayman, seconded by Cllr Langley and agreed by Members. The Parish Clerk agreed to raise any queries with SALC.
- (f) Members agreed to consider an update on the consideration of a defibrillator for the Community Hall at the next meeting.

9. Governance

- (a) Approval of an updated list of Members' Responsibilities 2018/19 presented by the Parish Clerk was reviewed and agreed by Members.
- (b) Members considered that GDPR legislation was likely to exempt parish councils from having to appoint a Data Protection Officer despite this continuing to be good practice.

10. Highways

- (a) Members agreed that there were no current or previous Highways issues requiring consideration.

11. Matters for Future Consideration

- (a) Review of Payments & Authorisation of Cheques by Cheque Signatories
- (b) Review of Conclusion of External Audit & Reporting Requirements 2017/18

12. Dates of the Next Meetings

- (a) 13 June 2018 (Agenda Items & Supporting Documents Received by 5 June 2018)
- (b) 12 September 2018
- (c) 12 December 2018
- (d) The meeting finished at 9.50pm.

Simon Ashton, Parish Clerk

actpc.clerk@gmail.com

13 June 2018