

Redmarshall Parish Council

Minutes of the Parish Meeting held on the 11<sup>th</sup> April 2011 at 6.30 p.m. in the Methodist Chapel Schoolroom, Carlton.

Present: Cllr Trish Bowker (Chair)  
Cllr Frank Cooke  
Cllr Lynne Evans  
Cllr Chris Johnson  
Mrs Chris Cooke (Parish Clerk)

Attendance: Mr Eric Lambert, Mr Andrew Stephenson

**Apologies (1/4/2011)**

Cllr Ronnie Dee

**Declarations of Interest (2/4/2011)**

None

**Minutes of Meeting 14<sup>th</sup> March 2011 (3/4/2011)**

Finance (5/3/2011)

Noted that Chq No 100129 was £225.00 not £1225.00.

Lynne proposed that the minutes of the meeting of 14<sup>th</sup> March 2011 be accepted as a true record, seconded by Frank. Agreed.

**Matters Arising (4/4/2011)**

Planning Applications (6/1/2011)

Frank informed the meeting that the planning application for Lamb's Hill Wind Farm, Stillington had been called in for Government review.

AOB(10/1/2011)

High View, Hill House Farm entrance.

Clerk reported that SBC had confirmed that planning permission is required for the above and that this had not been applied for and that a retrospective planning application would need to be submitted.

Finance 5/2/2011)

Frank stated that he would need a pick up truck in order to move the salt bins from their current site to Redmarshall. Clerk confirmed that SBC had still not confirmed that they were able to supply salt.

FC\CC

Drovers Lane (7/2/2011)

Clerk stated that no further information had been received. Frank proposed that the Clerk write to Brian Buckley, SBC Highways, seconded Trish.

CC

Finance (5/3/2011)

Clerk confirmed she had transferred £55.00 from the Current Account to the Deposit as agreed and was currently setting up the new Standing Order.

CC

Planning Applications (6/3/2011)

Frank confirmed that a meeting had been arranged with Carol Straughan for Thursday, 14/4/2011).

FC

## HMRC PAYE Reforms(7/3/2011)

Clerk confirmed she had 'registered' Redmarshall Parish Council as an 'Employer' but had not yet received any further details. Discussion took place regarding the need for a Job Description, Contract of Employment and salary scales. Agreed that the Clerk produce a draft Job Description, Contract etc. to be circulated prior to the May meeting.

CC

## Finance (5/04/11)

- Budget Sheet & VAT – budget sheet was presented and accepted. The Clerk also informed the meeting that the sum of £29.75 was due as a VAT reclaim. It was agreed that as this was a small amount and, hopefully, the purchase of salt refills was imminent and there would be a VAT element to this, no claim should be made at present.
- Clerk confirmed that no cheques were required.
- Audit\Financial Year End Accounts – a Review of Audit meeting was held 28/3/2010 to check all paperwork was in order. Clerk had circulated draft explanation of variances between 2009/10 and 2010/11, copies of the proposed Section 1 Statement of Accounts and Section 2 Governance Statement, final accounts, including amendment to the way Fixed Assets were reported prior to the meeting 11/4/2011 for discussion and comments. All documents were discussed. Trish proposed that the Annual Accounts be accepted, seconded by Lynne. Clerk to prepare Audit file to give to Jane Vaslet, Internal Auditor. Noted that the Notice of Electors' Rights needed to be displayed from 23/5/11 – 5/6/11 and the Annual Return deadline was 8/7/11.

CC

## Planning Applications (6/4/2011)

Clerk confirmed that the High Farm Planning Applications: 10/3198/FUL & 10/3197/FUL Erection of farm buildings for housing livestock had been approved.

## Review of Health & Safety Policy (7/4/2011)

Discussion took place re the impact of the Clerk now being an 'employee' of the Council on the Health & Safety Policy. Frank proposed Clerk investigate any changes in legislation which may require changes to the policy, ChrisJ seconded. Agreed. Suggested that the Clerk may need to contact Derek McDonald, SBC Health & Safety Officer.

CC

## Parish Council Elections (8/3/2011)

Clerk confirmed that Redmarshall had an 'uncontested' election with current Cllrs being re-elected and a new Cllr, Karen Marrison, also elected. Discussion took place re timescales for the election and the impact this may have on holding the AGM which would normally be held on Monday, 9<sup>th</sup> May 2011 prior to the monthly Parish Council meeting. Cllrs would normally either 'retire' or 'take office' 4 days after the election i.e. 9<sup>th</sup> May however, Standing Orders state:

### 1) Meetings

"Meetings will take place on the second Monday of every month (excluding August) at the Carlton Methodist Chapel Schoolroom starting at 18:30,

CC

### The Statutory Annual Meeting

- a) In an election year shall be held on the first monthly meeting following seven days after the announcement of the election results"
- b) In a year which is not an election year shall be held on the second Monday in May".

Proposed by Trish, that this be amended to

"Meetings will take place on the second Monday of every month (excluding August) at the Carlton Methodist Chapel Schoolroom starting at 18:30. except in an election year when a suitable date following the announcement of election results will be agreed upon.

## The Statutory Annual Meeting

- a) In an election year shall be held on a suitable date following the announcement of election results.
- b) In a year which is not an election year shall be held on the second Monday in May”

Seconded Frank. Agreed. Clerk informed the meeting she had queried timescales with Law & Democracy and that it may be possible to still hold the AGM on 9<sup>th</sup> May. (*Update: Parish Council election results have now been announced and posted on noticeboards, therefore the AGM will be held on 9<sup>th</sup> May 2011*).

## Parish News (9/4/2011)

N/A

## Correspondence (10/4/2011)

Clerk confirmed that correspondence of importance or with a deadline had already been circulated. Additional correspondence was examined at the meeting and agreed that the Clerk would take agreed action and circulate for additional information.

1. Weekly Planning Applications 13/3/11 – 3/4/11
2. SBC Planning email 15/3/11 Katie Cormack: Alleged erection of brick/wall pillars to front highway: High View, Hill House Farm – ref 11/0041/EWKS
3. SBC Planning Approval Notice 10/3197/FUL High Farm Erection of building for livestock
4. SBC Planning Approval Notice 10/3198/FUL High Farm Erection of building for livestock
5. SBC Law & Democracy email from Linda Lawty 4/4/11 – Draft Statement of Persons nominated and contested Parishes
6. SBC Law & Democracy email from Linda Lawty 5/4/11 – Statement of Persons nominated and fee for ‘uncontested elections’
7. Tees Valley Rural Community Council – The Role of Trustees & Management Committees meeting 17/5/2011

## AOB (11/4/2011)

N/A

The Parish Council meeting closed at 7.35 p.m.

## Open Forum (12/4/2011)

Mr Lambert noted that the ‘Derestriction’ sign on the left hand side of the road just past the crossroads towards Stillington had been knocked down. Agreed Clerk to report this.

Mr Lambert asked if anyone knew why gates had been erected on the verge on each side of the road at Whitton. (*Update: After the meeting the site was inspected and it is assumed that the sets of gates have been erected to give a visual speed restricting “gateway” for Whitton*).

The meeting closed at 7.40 p.m.

The next meeting will be held on Monday 9<sup>th</sup> May 2011. Agenda items to Chris by **Sunday, 1<sup>st</sup> May 2011. This meeting will be preceded by the Annual General Meeting at 6.30 p.m.**

Signed: .....

Date: .....