

## Redmarshall Parish Council

Minutes of the Parish Meeting held on the Monday, 9<sup>th</sup> April 2012 at 6.30 p.m. in the Methodist Chapel Schoolroom, Carlton.

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

Attendance: Mr E Lambert, Mr A Batie

Apologies: Cllr Ronnie Dee, Cllr Lynne Evans, Cllr Karen Marrison

Clerk confirmed that the meeting was quorate with three Cllrs present.

### **Declarations of Interest (2/4/2012)**

N/A.

### **Minutes of Parish Council Meeting 12<sup>th</sup> March 2012 and Audit Meeting 20<sup>th</sup> March 2012 (3/4/2012)**

Clerk confirmed that Ronnie had agreed with the minutes via email. Trish proposed that the minutes of 12<sup>th</sup> March 2012 be accepted as a true record. Seconded Frank. Frank proposed that the minutes of the Audit meeting be accepted as a true record, seconded Trish. Agreed All.

### **Matters Arising (4/4/2012)**

Langton Wood (7/2/2012)

Frank stated that he and the Clerk had had a meeting with Jay Mason at Shed 2 to discuss access generally and also the purchase of a plot of land in Redmarshall Wood which had recently been sold and to discuss concerns re development of the plot. This would be kept under review.

AOB (9/3/2012)

Clerk reported that changes had been made to the sign for Mainside and the house numbers were now pointing in the right direction.

Frank pointed out that the email address for the Parish Clerk had been changed but unfortunately was still not correct as it had been changed to [clerkredmarshall@talktalk.co](mailto:clerkredmarshall@talktalk.co) and should be [clerkredmarshall@talktalk.net](mailto:clerkredmarshall@talktalk.net). Frank proposed the Clerk contact Gwynn Dunn to have this amended. Trish seconded. Agreed.

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On-line banking (5/3/2012)

Clerk reported that initial enquiries indicated that we would not be able to transfer monies between accounts via this method due to the restriction of 2 signatures needed. As we already use telephone banking to check balances and mini statements to monitor payments between official statements there did not seem to be any benefit in signing up for this. Agreed All.

Planning for Housing Consultation – online ‘false’ responses (7/3/2012)

Frank stated that he had not yet contacted the Evening Gazette as we were currently awaiting further information from the LA. The Clerk informed the meeting that she had contacted Cllr Andrew Stephenson who had confirmed that he had contacted Cllr Ken Lupton re the above and would follow this up and also that she had asked for further information re how many of

the 'false' replies supported further building in Western and Northern Parishes. The LA had now come back to ask exactly which questions in the consultation replies Cllrs needed analysing. Mr Lambert asked if Cllrs could find out how many replies had been received from Western Parishes in total. Trish proposed the Clerk contact the LA re the analysis of questions and request information on the total number of replies received. Seconded by Frank. Agreed All.

### **Finance (5/4/2012)**

- Monthly Financial Project & VAT – the Monthly Financial Projected Spend circulated with the agenda was discussed. It was noted that the Clerk had not requested any monies to be transferred from the Deposit Account to the Current Account this month. Trish proposed that the Monthly Financial Project Spend be accepted. Seconded ChrisJ. Agreed All.
  - Cheques due:
    - No cheques required.
  - Audit Financial Year End Accounts – a Review of Audit meeting was held on 20/3/2012 to check all paperwork was in order. The Clerk had circulated a draft explanation of variances between 2010/11 and 2011/12, copies of the proposed Section 1 Statement of Accounts and Section 2 Governance Statement, and final accounts prior to the Parish Council meeting for discussion and comments. Frank confirmed that he had no amendments and proposed that the be accepted, seconded by Trish. Agreed All. Clerk to prepare Audit file to give to Simon Hole, Internal Auditor. Noted that the Notice of Electors' Rights needed to be displayed from 21/5/2012 – 3/6/2012 and the Annual Return deadline was 9/7/2012.

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### **Planning Applications (6/4/2012)**

N/A

### **Review of Policies & Procedures (7/4/2012)**

Clerk had previously circulated:

Health & Safety Policy

Disciplinary & Dismissal Policy

Grievance Polcy

Parish Clerk Job Description and Contract of Employment

It was agreed that no amendments were needed to the above, however, it was noted that the Minimum Wage would increase in October 2012 and would need to be reflected in the Clerk's salary at that time. Trish proposed that the policies remain unchanged, seconded ChrisJ/. Agreed All.

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### **Parish News (8/4/2012)**

N/A

### **Queen's Diamond Jubilee (9/4/2012)**

Frank informed the meeting that he had had a preliminary discussion with the Landlord of The Ship, who was hoping to put a gate in the back fence of the garden leading onto The Green and had already taken down a panel. He had also stated that it may be possible to provide food. Trish informed the meeting that she had been contacted by Carlton Parish Clerk re a joint celebration with a b-b-q at the Smiths Arms and games on Carlton Playing field. After discussion re marquees, furniture, etc. Cllrs considered that this would take a great deal of organising and it may be best to gauge support throughout the Village. Trish proposed that she put together an A5 leaflet asking residents if they wanted a celebration, if so, should it be held on The Green and The Ship or joint with Carlton and would ask her son,

TB/CC

Richard to distribute this to all households. Any further action would depend upon the response. Seconded ChrisJ. Agreed All. Clerk to contact John Turnbull re whereabouts of marquee.

**Correspondence (10/4/2012)**

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. SBC DNS Rebecca Wren 30/3/12 - Planning for the Future of Rural Villages updated 2012
2. SBC DNS Countryside 19/3/12 – Green Infrastructure Strategy
3. SBC Technical Services email 5/4/12 – Charges for Blue Badge Holders for Off Street Parking
4. Flyer 9/4/12 – ‘about Fun’ North East – soft play hire

**AOB (9/3/2012)**

N/A

The Parish Council meeting closed at 7.00 p.m.

**Open Forum (11/4/2012)**

N/A.

The meeting closed at 7.00 p.m.

The next meeting will be held on Monday **14<sup>th</sup> May 2012**. Agenda items to Chris by **Friday, 4<sup>th</sup> May 2012**. **This meeting will be preceded by the Annual General Meeting at 6.30 p.m.**

**Signed:** .....

**Date:** .....