

REDMARSHALL PARISH COUNCIL

Minutes of the Parish Meeting held on the Monday, 14 January 2008
The Methodist Chapel Schoolroom, Carlton 6.30pm

Present Cllr T Bowker (Chair) Cllr J Turnbull
Cllr J Stevens Cllr S Bell
Mrs A Wray (Parish Clerk)

Apologies Cllr R Dee Cllr L Evans

Attendance Mr E Lambert

Declarations of interest - None

Minutes of the previous meeting

Minutes of the 10 December 2007 were agreed and signed as a true record; but it is noted that the in item 5/12/07 the date was wrongly put as 12 November and should read 12 December.

Action

Matters Arising (1/01/08)

All items covered by Agenda.

Finance (2/01/08)

- **Cheques** –
 - 100086 BDO Stoy Hayward £885.95 Audit Fee
 - 100087 Audrey Wray – Parish Clerk £300.00 Salary
- **Petty Cash** – Petty cash was checked at £5.51.
- **Budget Sheet** – this was previously circulated with the Agenda. Cllr Turnbull brought Councillors attention to the fact that to cover the cheques raised at the meeting, it would be necessary to transfer the bulk of the Council's money into the current account (£1,350) – and this was agreed, leaving £90.00 in the deposit account. It was agreed that no further cheques could be drawn in this financial year. JT
- **Audit** – We have now heard from BDO Stoy Hayward and the Audit has been signed off, with five issues raised -
 - *No risk assessment had been carried out* – this has been addressed and a risk assessment is in place. However, it will be put on next month's Agenda in order to compare to the example provided by Auditors. Risk Assessment should be re-affirmed each year. TB
 - *Asset Register* – purchase costs not entered for some items, which Cllr Turnbull has no record of. Cllr Stevens to look at archived paperwork she holds to see if the missing amounts can be found. JS
 - *Budgetary Process* – It was agreed that even though the budget sheet is considered at at each meeting, it needs to be formally minuted.
 - *S137 Payments* – It was noted that any donations in the future should be minuted as recommended . . . 'Resolved that the Council in accordance with its powers under S137 of the Local Government Act 1972, should incur the following expenditure, which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a matter commensurate with the expenditure.'
 - *Agenda for meetings* – Agenda's should be signed, and this is something that has already been put in place.

Cllr Turnbull agreed to put the Notice of Audit and Audit Return on the Noticeboard. JT
- Cllr Turnbull has agreed to be the acting Responsible Financial Officer in an unpaid capacity, following the resignation of the Parish Clerk. JT

Parish Precept (3/01/08)

Cllr Turnbull presented budget figures for discussion, and due to the unforeseen expenditure in the current year for auditing fees it was proposed that the precept needed to be £3,000. This was seconded by Cllr Stevens, and unanimously agreed.

Cllr Turnbull to send in form with the correct bank details for payment.

JT

Village Green (4/01/08)

Cllr Turnbull said he would draft a newsletter for the next meeting, which would include the proposal for holding a celebration for a acquisition of the village green. Details of the Village Green Committee would be included for people to contact with ideas. Audrey confirmed that if needed she would be happy to help with any grant application.

JT

Newsletter (5/01/08) - As reported above, Cllr Turnbull to draft for next meeting.

Planning (6/01/08)

The Stables, Kirk Hill 07/2684/OUT Erection of two/three bedroom affordable housing – this application has been refused. It was pointed out that the deadline for a previous enforcement notice on this property is 2nd February 2008.

Drovers Lane (7/01/08)

Following last month's meeting a letter was sent to George Garlick at Stockton Borough Council. A reply has been received to say it has been passed to Neil Schneider, who will be responding to our queries directly.

Parish News (8/01/08) - There were no items for the Parish News.

Correspondence (9/01/08)

- o 10 Dec 07 C E Electric - info
- o 13 Dec 07 SBC Planning – Refusal Notice – D Holmes 07/2684/OUT
- o 14 Dec 07 SBC – Local Validation Requirements
- o 19 Dec 07 SBC Resources – Parish Council Precept requirements
- o 21 Dec 07 SBC Law & Democracy – declarations of interest
- o 24 Dec 07 SBC George Garlick – acknowledgement of our letter
- o 03 Jan 08 SBC David Bond – ack of Cllr McDonald's resignation
- o 04 Jan 08 SBC Law & Democracy – Guidance on Casual Vacancy for Cllr
(*Notice of Vacancy in the Office of Cllr to go on Noticeboard*)
- o Dec 07 SBC – details of 2008 dates for Stockton News –
 - Copy by 30 January for 31 March edition
 - Copy by 9 April for 30 May edition
 - Copy by 28 May for 18 July edition
 - Copy by 6 August for 26 September edition
 - Copy by 8 October for 28 November edition
- o Weekly Planning Lists, plus summary

TB

Any Other Business (14/10/07)

Cllr Bowker said that the Parish Clerk's resignation had been accepted, and wished to thank Audrey for her work whilst in post. As a result of there now being a vacancy for Parish Clerk: Cllr Stevens will be named for receiving correspondence; Cllr Turnbull will be the acting RFO as minuted above, and will also do the minutes; All other letter/jobs to be shared out.

Meeting closed at 19.50pm.

Next meeting to be held on Monday, 11 February 2008
– Agenda items by 4th February 2008

Signed Date.....

Open Forum

Mr Lambert asked if we still got skips, and it was confirmed that one is in the village twice a year. He also asked if everything was now finalised and paid for in relation to the green, and it was confirmed that everything is completed.