**AYLMERTON PARISH COUNCIL**

**ANNUAL MEETING OF THE PARISH COUNCIL**

**MINUTES**

**8th May 2018**

**P1/18**

The meeting commenced at 7.45pm

Present - Councillors: K Rounce (Chairman) P Fisher, J Lynes, G Medler

In Attendance: 2 Members of the public, Clerk Patsy Adams.

1. **APPOINTMENT OF CHAIRMAN.** Kieth Rounce was nominated and, having confirmed he would be prepared to take the Chair, was unanimously elected.
2. **CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE.** The Chairman, Keith Rounce read out the Declaration of Acceptance and signed it in the presence of the meeting.
3. **APOLOGIES FOR ABSENCE**. Apologies received from Cllr Johnny Lynes And County Councillor Butikofer.
4. **DECLARATIONS OF INTEREST** – None
5. **APPOINTMENT OF VICE-CHAIRMAN** It was AGREED to defer the election of the Vice Chairman until Cllr Johnny Lynes was present.
6. **MINUTES** – After consideration the Minutes of the meeting held on 29th November 2017 were approved and signed accordingly.
7. **TO RECEIVE UPDATE ON ITEMS FROM THE MINUTES.** The Clerk informed the meeting that the change to the signing arrangements had been accepted by Barclays Bank and the next stage would be online banking. This should be in place within a few weeks and it was AGREED that payments for the bus stop flowers and associated works, if received before the next meeting, should be paid online.
8. **REPORTS** *– To receive reports from the District & County Councillors and the Police.* All reports had been previously circulated and read out during the Annual Parish Meeting. It was AGREED that Police reports would be circulated but not read out at future meetings as the information therein was too vague and therefore, of little use.
9. **PLANNING**

*Applications Received:*

*PF/18/0074 The Firs, Beechwood Ave. Single Storey Ext - No Objection*

*PF/18/0709 Edgewood Cottage, Extension - No Objection*

1. **HIGHWAYS AND TRANSPORT** – No further matters to report
2. **FINANCE& GOVERNANCE** 
   1. *To consider and Approve the Annual Governance Statement.* **Approved**
   2. *To consider and approve the Accounting Statement for 20117/2018.* **Approved**
   3. *To consider the Internal Auditor’s Report.* The Internal Auditor’s report was **Approved**
   4. *To consider and approve Insurance cover for 2018/19* **Approved**
   5. *To consider the GDPR Policy and to appoint the Clerk as DPO***. Approved**
   6. *To consider and resolve whether to approve outstanding invoices for payment*. The following invoices were approved for payment:

S Meakins (Internal Auditor) £85.00

NALC £158.94

Came & Co Insurance £335.00

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The Clerk’s Salary & Expenses £432.42

Donation - Scouts £50.00

The Chairman asked if the Members would approve the payment of approximately £70 for the purchase of a hamper for the Village Fete on the 6th July**. Approved**

The appointment of Mr Meakins as Internal Auditor for 2018 – 2019 was APPROVED

1. **GENERAL PUROSES COMMITTEE**

**The Pond** Cllr Fisher handed the pond check sheets to the Clerk. Cllr Fisher informed the meeting that there was a problem with the pond overflow and work would be required to flush the water through.

**The Bus Shelter.** Cllr Fisher informed the meeting that the fascia boards have split. It was AGREED to replace the board with plastic.

1. **ALLOTMENTS** – *To receive an update .* The Clerk informed the meeting that an Allotment Holder had asked whether they may keep bees on their plot. The Members asked the Clerk to write to the Allotment Holders to ask their opinion and it was AGREED that if any Member of the Allotment Community objected the request would have to be refused. The Fallen tree was discussed. The Allotment holder has asked that the tree be left until the birds have finished nesting. The Clerk was asked to discuss the matter with the Allotment Holder and report back at the next meeting.
2. **CORRESPONDENCE -**  Correspondence had been previously circulated and no further comments were received.
3. **SECOND PUBLIC PARTICIPATION** No comments we received.
4. ITEMS FOR THE NEXT AGENDA:

* The fallen Tree on the Allotment Ground
* Red Barn Lane

1. TIME AND DATE OF THE NEXT MEETING. 10th July 2018. There being no further business the Chairman closed the meeting at 8.55pm