

Bilsdale Midcable Parish Council

Minutes of Annual Meeting held 29th May 2019 Chop Gate Village Hall

Present: Cllrs M Bowes, J Smith, I Brass, D Sporton and G Silver

In attendance: County Cllr B Griffiths, Mr R Stanton (Internal Auditor), Clerk R Chapman

1. Apologies for absence received from District Cllrs R Kirk and R Hudson.
2. Declarations of any personal or prejudicial interests. None declared.
3. Minutes of BMPC meeting on 8th May 2019. Agreed after correcting 2 typographical errors.
4. Matters arising from minutes:
 - a. Chop Gate Methodist Chapel. Cllr Bowes advised the meeting that the planning application will now be resubmitted with officers' recommendation to approve change of use to a private dwelling.
5. Annual returns and internal audit report
 - a. The Clerk presented the draft annual return documents (attached) and thanked Mr R Stanton for his kind and much valued support as internal auditor.
 - b. Mr Stanton presented his report and advice:
 - i. BMPC has some unspent money derived from the Transparency Fund grant. This is held in the same general bank account but BMPC should continue to account for these funds separately. The meeting agreed that this would be done and noted that much of the remaining Transparency Fund grant will be spent on improving the website and some training for the administrators.
 - ii. Mr Stanton highlighted that the PAYE payment to HMRC and the VAT reclaim from HMRC should both be processed urgently.
 - iii. Mr Stanton advised that each revision of the Asset Register should include an assessment of the condition and residual value of each asset.
 - iv. Mr Stanton drew attention to the Clerk's salary and that with inflation, this is likely to be overtaken by the rate for the National Living Wage. Meeting resolved that the Chairman, Vice Chairman and Mr Stanton will meet to review the Clerk's salary.
 - v. Regarding variances compared with the previous year, the meeting noted that with such a small annual budget, any variations in expenditure year on year will inevitably appear significant in percentage terms. In this year, the principal variances were due to one-off grant receipt and payments associated with compliance with the Transparency Code.
 - c. The meeting agreed that the Standing Orders, Risk Assessment and Financial Regulations are adequate at the moment. However, these would benefit from some updating over the coming year.

- d. The meeting agreed that the draft annual return documents were acceptable and should be submitted.
6. Regarding maintenance of the Parish Council assets:
 - a. Cllr Smith and her husband have agreed to care for the area around the war memorial (which is actually situated on their land). They will also monitor the condition of the memorial.
 - b. Cllr Silver offered to tidy the soil around the 'Bilsdale' plinth at the top of Clay Bank and monitor the condition of the plinth.
 - c. Cllr Silver offered to monitor the condition of the bench at Seave Green.
 - d. The Clerk will monitor the condition of the notice boards and also the Parish Council bench at the Village Hall.
 - e. The current Risk Assessment calls for the condition of some assets to be checked prior to every BMPC meeting. This was considered excessively cautious and the planned revision of the document will set a more suitable frequency.
 7. Grass cutting. Only one tender was received for cutting the grass verges. The meeting accepted this tender. The contractor will be requested to provide evidence of adequate public liability insurance, a risk assessment for the work to be done and will also be reminded to preserve certain wild flower areas.
 8. Highways. There is no update on the obstructions that have been placed at the road edge at the top of Carlton Bank.
 9. Election of NYMNPA member representing the Western Area. Two nominations have been received; Cllr Bowes from BMPC and Cllr Bannard from Carlton. At this point Cllr Bowes temporarily withdrew from the room and Cllr Smith Chaired the meeting for this item. The meeting agreed unanimously to cast the BMPC vote in favour of Cllr Bowes. At this point, Cllr Bowes rejoined the meeting and resumed Chairmanship.
 10. Date of next meeting: Wednesday 3rd July, Chop Gate Village Hall 7:30pm

R Chapman
Parish Clerk