

**Little Bardfield Parish Council Annual Parish Meeting
Held on Monday 14th May 2019 @ St Katherine's Church
commencing @ 7:00pm and concluding at 8:50 pm**

1 Members Present

Cllr. William Gardiner (Chairman), Cllr. Terry Cutmore (Vice Chairman), Cllr. Clare Beeston, Cllr. Andrew Davies, Cllr. Colin Simpson, District Cllr. Alan Storah, Nancy Powell-Davies (Internal Auditor), Jan Warren, Derek Whitty and J Charles Thompson (Members of the Public), Delia Scott and Liz Williamson (Outgoing and incoming Clerks).

2 Apologies

Cllr. Simon Walsh.

3 Election for the post of Chair to the Parish Council

It was proposed by Cllr. Davies, seconded by Cllr. Beeston and unanimously agreed that Cllr. Gardiner continued as Chairman. The Declaration of Acceptable of Office was duly signed.

4 Election for the post of Vice Chair to the Parish Council

It was proposed by Cllr. Gardiner, seconded by Cllr. Beeston and unanimously agreed that Cllr. Cutmore continued as Vice Chairman. The Declaration of Acceptance of Office was duly signed.

5 The Declarations would be sent to UDC.

Action: The Clerk

6 Minutes of previous APM meeting 13 May 2018

The previous minutes were agreed by Cllr. Davies, seconded by Cllr. Beeston and signed by the Chairman, Cllr. Gardiner.

7 Annual Report

The annual report produced by Cllr Cutmore had been distributed to 104 households in the parish. A copy of the report had been uploaded to the website and had also been sent to the District Councillor and County Councillor. It was agreed that despite not receiving any feedback from recipients, Cllr Cutmore would continue to produce the report.

Action: Cllr. Cutmore

8 Cllr's joined in thanking Cllr. Cutmore for his hard work in producing the annual report.

9 End of Year Balance

The end of year balance was considered and the contents noted.

10 AGAR Part 2 (Page 4) Internal Audit Report

The Internal Auditor's report was considered by Cllrs and the contents noted. An oral report was provided by Nancy Powell-Davies who had carried out the internal audit. She stated that the control over internal systems had improved although concern was raised regarding the setting of the precept. The setting of the precept was required to be discussed at a full Parish Council meeting or an extraordinary meeting to which the public had access. The precept figure should be based on a formal budget monitored throughout the year to inform on the final decision. Thought would be needed on when the precept setting would need to take place. An item would go onto the September PC meeting.

Action: The Clerk

11 The Community fund should be included in the annual return.

Action: The Clerk & Cllr Cutmore

12 In addition Lightsource had requested that a report was sent annually to them on expenditure from its annual payment held in the Community Fund.

Action: The Clerk

13 The Parish Council thanked Mrs Powell Davies for her advice and hard work in the preparation of the audit report.

14 It was asked whether the Community Fund could be used for funding upkeep of the Church. This was currently a grey area. Cllr. Simpson would investigate and report back.

Action: Cllr. Simpson

14 Donations Section 137

In discussion, it was agreed that the charities given donations last year would receive donations for this year as follows;

- Thaxted Mini Bus - £100,
- Essex Air Ambulance - £100, and
- The Hundred Parishes Society - £10.

In addition, the Stop Stansted Expansion group would also receive £100.

Action: The Clerk

15 AGAR Part 2 Section 1 (Page 5) Annual Governance Statement

This was tabled and signed by Cllr. Gardiner and the Clerk.

16 AGAR Part 2 Section 2 (Page 6) Annual Accounting Statement

This was tabled and signed by Cllr. Gardiner and the Clerk.

17 AGAR Certificate of Exemption (Page 3)

This was tabled and signed by Cllr. Gardiner and the Clerk.

18 The AGAR documents would be sent to PKF Littlejohn the external auditors. They would also be scanned and placed on the website.

Action: The Clerk & Cllr Cutmore

19 Review of Standing Orders

The Clerk reported that no revisions were necessary to the current 2018 standing orders. Therefore it was proposed to use the current model. This was proposed by Cllr. Gardiner, seconded by Cllr. Davies. Cllr. Cutmore would update the website with the 2019 model standing orders.

Action: Cllr. Cutmore

20 Review of Financial Regulations

The document was tabled and considered by Councillors. The matters raised by the internal audit report need to be addressed and the regulations updated where necessary. The revised version would be placed on the website

Action: The Clerk & Cllr. Cutmore

21 Risk Assessment

The document was tabled and considered by Councillors. An amendment was to be made to the Risk Assessment following a ruling by UDC's Standard's Committee. The proposed wording would be formalised by Cllr. Simpson and passed to the clerk for inclusion in the register. Cllr. Beeston proposed the amendment which was seconded by Cllr. Davies.

Action: Cllr. Simpson &The Clerk

22 Asset Register

The asset register was discussed and it was noted that under Local Government regulations it was required to show the purchase price of items plus any installation cost. The Clerk to note.

Action: The Clerk

- 23 If a defibrillator was purchased that would need to be included in the register.

Action: The Clerk

- 24 A discussion took place regarding the pump located at Oxen End which was included in the Asset Register. It was thought that the pump might no longer be in situ. (**Clerk's Note: Cllr' Simpson has confirmed that the pump has been unlawfully removed, therefore the Asset Register will be noted.**)

25 Insurance Renewal

Cllr. Simpson reported that he had reviewed the insurance renewal request from Zurich Municipal and the level of cover remained suitable and the policy offered best value. Cllrs agreed that the renewal would take place with Zurich Municipal. The Clerk to arrange for payment. (**Clerk's Note: See the May 2019 PC minutes).**

26 County Councillor Report

Cllr's. had received a copy of the annual and the May reports and the contents were noted. The report would be added to the website.

Action: Cllr. Cutmore

27 District Councillor Report

Cllr's had received a copy of the report from District Council Howell (who retired from office on 31 March) and the contents were noted. The report would be added to the website.

Action: Cllr. Cutmore

28 Welcome to the new District Councillor

District Councillor Storah was welcomed to the meeting. He wanted to assure the Parish Council of his commitment to electors and that he would be available to discuss any issue, with either the Clerk or Cllr's, whether on Parish or District matters. Cllr. Storah had experience as a town planner and shared the PC's concerns over what on occasion seemed to be a random approach to planning decisions by UDC and that often the PC's views did not appear to have been considered which was noted.

- 29 Cllr Storah would be invited to meetings and the Clerk advised that she would add him to the distribution list for PC agendas and minutes.

Action: The Clerk

- 30 In addition, the Clerk would request from the publication team that a copy of the Bardfield Times would be sent to him.

Action: The Clerk

32 Annual Alms-House Report

The report had been circulated to Cllr's. and its contents were noted.

33 Ultrafast Broadband Update

Cllr Beeston had no further updates regarding the ultrafast broadband installation. It was noted that the Saffron Walden Recorder had reported several road closures in the area and therefore it was assumed that Gigaclear had commenced works which was noted.

33 Scholarship Scheme

Cllr's discussed the paper and the recommendations. It was agreed that the scheme would be formally adopted subject to amendments which were required to it. Those were to remove the total sum allocated annually, to remove the criteria for more than one application per resident and to amend the reference to "The Villager magazine" to the "Bardfield Times." The Clerk would amend the scheme accordingly and it would be placed on the Parish noticeboards and the website.

Action: The Clerk, Cllrs. Gardiner, Cutmore and Simpson

34 Scholarship Scheme – Request for Funds from the Cricket Club

Applications had been received from the Cricket Club requesting funds for both equipment and club signage. After detailed discussion it was agreed that a donation of £500 would be given towards the shortfall on the provision of replacement equipment. The Clerk to send off the cheque with a letter of explanation of the decision on funding.

Action: The Clerk

- 35 A discussion took place regarding the possible relocation of Parish Meetings to the Cricket Pavilion although there might be issues on using it in the winter when it stored the cricket equipment. Cllr. Gardiner would speak with Alan Kemp the club's captain to request that the PC could use the pavilion for future meetings.

Action: Cllr. Gardiner

36 Progress on obtaining a defibrillator

Cllr's. had the paper on obtaining a defibrillator before them. In discussion, Cllr. Gardiner confirmed he had met with Alan Kemp and Bradley Hickson on the siting of a defibrillator (which Mr Hickson had kindly said he would supply power to) at Rose Cottage or the entrance to the Cricket Club. It had been agreed that the defibrillator could be placed on the land at the entrance to the club. Advice provided by the British Heart Foundation (BHF) and the Primary Care Services (PCS) which both supplied defibrillators was that any defibrillator would need to be fixed to a wall.

- 37 Part funding might be obtained from the BHF provided the cabinet in which the defibrillator was kept remained unlocked and the public had 24/7 access to it. If the unit was obtained from the PCS it would require a locked cabinet. The cabinet would need to be fitted by the purchaser. It was agreed by all present that the defibrillator could be securely fitted to a pole (as there is no wall available) and the defibrillator would be sourced from the BHF as it was not considered that the cabinet would be at risk of vandalism/theft if it was kept unlocked.
- 38 The cost of the part funded defibrillator from the BHF was £600 plus an additional cost for the cabinet. The running cost for the year was about £26. The defibrillator needed to be kept in a heated cabinet hence the requirement of a power source.

39 It was unanimously agreed to proceed with the purchase of the defibrillator and the cabinet through the BHF. Miss Scott was thanked for her hard work in researching the purchase of the defibrillator.

Action: The Clerk

40 New LBPC Website Launch

The new website had now officially been launched. All of the Cllr's joined in thanking Cllr Cutmore for his commitment and hard work in setting up the new website. Cllr Cutmore reported that since the Annual Report had been distributed the website had received 56 hits with some from overseas.

41 Cllr Cutmore wished to place on record his thanks to Simon Olney the Web Designer for his guidance and input into setting up the website.

42 Date of Next Meeting

The date of the next meetings would be **Monday 9 September; Monday 11 November; and Monday 9 March 2020 @ 7:30 pm** with the venue to be confirmed.

43 Cllr. Beeston confirmed apologies for the September meeting and Cllr. Davies for the March meeting.
The Clerk to note.

Action: The Clerk