

THORPE MALSOR PARISH COUNCIL

Minutes of the Annual Meeting of Thorpe Malsor Parish Council held on 28th May 2019 at 7.30pm in the Village Hall.

Present: Cllr Mrs F Pope (Chairman), Cllr Mrs H Sharp, Cllr Mr R Walton, Cllr E Stevenson, 2 members of the public.

Apologies: Cllr Mrs Z Powell

Clerk: Mrs Anne-Marie Walton-Miller

1. Election of a Chairman

Cllr Mrs Pope was unanimously re-elected as Chairman, proposed by Cllr Mrs Sharp, seconded by Cllr Mr Stevenson. Cllr Mrs Pope signed the Declaration of Acceptance of Office form.

2. Election of a Vice-Chairman (“V-C”)

Consideration was given to the election of a V-C however taking into account the size of the PC and the fact that the election of a V-C was not compulsory it was unanimously agreed that there would be no election of a V-C.

3. Apologies for Absence

Apologies received from Cllr Mrs Powell.

4. Declaration of Interest

Cllr Mrs Sharp declared an interest in item 10 on the agenda.

5. Approval of Minutes

The Minutes of the Meeting held on 19th March 2019 were read, proposed by Cllr Mrs Pope and seconded by Cllr Mrs Sharp before being signed.

6. Public Participation Session

No matters were raised by the attending member of the public.

7. Progress Reports from the last meeting

a. Inconsiderate Parking

Cllr Mrs Pope advised the Committee that the wooden posts that had been promised by KBC had not materialised so she proposed to contact the Police/Highways Agency to find out what signage options could be proposed with a view to addressing this issue.

b. Defibrillator for insertion into the phone box

Cllr Mrs Pope advised the Committee that enquiries were still ongoing but a power source to the telephone box needed to be established as the defibrillator would need to be kept warm.

c. Play Area

Cllr Mr Stevenson advised that he had been in contact with Dave Lane at KBC to discuss equipment required and once he has finalised things his end it is hoped that the installation can progress. As the project is being managed, insured and maintained by KBC there is no action that the PC can take at this time to speed up progress.

8. Internal Audit

a. Approval of the Annual Return Certificate of Exemption 2018/2019

The Annual Return Certificate of Exemption was read, agreed and signed by Cllr Mrs Pope.

b. Approval of the Annual Governance Statement 2018/2019

The Annual Governance Statement 2017/18 was read, agreed and signed by Cllr Mrs Pope.

c. Approval of the Annual Statement 2018/2019

The Annual Statement 2017/18 was considered, proposed and duly adopted.

d. Review of the Internal Audit Report 2018/2019

The Audit Report dated 30th April 2019 was considered, proposed and accepted.

9. ICO Model Publication Scheme

The Clerk agreed to review and tailor the NCALC template document and email it to Cllrs for consideration ahead of the next Meeting.

10. Finance

The Clerk advised that BHIB's renewal quotation for annual insurance was £279.11 a slight increase on last year but still a competitive quotation. The quotation was discussed, proposed and duly agreed.

Cllr Mrs Sharp withdrew from the meeting. The following accounts were passed for payment:-

Invoice Mrs Helen Sharp (annual domain registration/website hosting)	£101.99
Invoice BHIB Limited (annual insurance)	£279.11

It was proposed by Cllr Mrs Pope that these be paid, seconded by Cllr Mr Stevenson.

11. Planning

The Clerk advised that there were no new planning applications.

- i. KET/2019/0089 – by way of an up-date it was reported that this application had been withdrawn by the Applicant before the committee meeting.
- ii. KET/2018/0981 – by way of up-date it was reported that this application is due to be considered by the KBC planning committee on 4th June 2019. As yet no official invite to TMPC had been received from KBC albeit this was expected.

12. Correspondence

Cllrs raised no comments concerning the items of correspondence circulated ahead of the meeting. There were no new items of correspondence to consider.

13. Any other Business/Items for the next meeting

To be advised

14. Date of Next Meeting

This was fixed for Tuesday 13th August 2019 at 7.30pm

Signed:

Dated: