

UFFORD PARISH COUNCIL

Councillors	Telephone	Email	Responsible for:	
Keith Lievesley (Chairman)	740679	keith.lievesley@btinternet.com	Barnack Ward Group	Parish Council Liaison
Graham Bowes	740578	Graham.bowes335@btinternet.com	Parish Council Liaison	Police
David Chadwick	740893	david@chadsonline.co.uk	Financial Overview	
Frieda Gosling	740343	friedagosling@yahoo.co.uk	Barnack Ward Group	Planning Advice Forum
Parish Councillor Vacancy (contact the Clerk for more information)				
Clerk & RFO: Susie Caney	07595 377236	uffordparishclerk@live.co.uk	Parish Council Liaison	

Minutes of the Annual Parish Council Meeting of Ufford Parish Council Held on Tuesday 9th May 2017 at 8.30pm

DRAFT MINUTES FOR APPROVAL AT NEXT MEETING

1. Election of Chairman for the Council Year 2017-18. *Keith Lievesley was proposed by Frieda Gosling and seconded by David Chadwick.*
2. Declaration of Acceptance of Office by Chairman. *Declaration signed by Keith Lievesley.*
3. To record names of members present: *Chairman Keith Lievesley (KL), Councillors Frieda Gosling (FG), David Chadwick (DC) and Graham Bowes (GB).*
4. To note apologies for absence – *Ward Councillor David Over.*
5. Declarations of Interest and Dispensations – *None.*
 - a. To receive Declarations of Interest from Councillors in items on the Agenda.
 - b. To receive written requests for Dispensations for Disclosable Pecuniary Interests.
 - c. To grant any requests for Dispensation as appropriate.
6. To confirm and sign the minutes of the council meeting held on 11th April 2017 – *Approved.*
7. To adopt Regulatory Documents for 2017-18: Standing Orders, Code of Conduct, Financial Regulations, Asset Register and Risk Assessment. *The Standing Orders, Code of Conduct and Financial Regulations were approved. DC highlighted the fact that the new play equipment is not listed on the Asset Register. There was a brief discussion about ownership, but it was agreed that UPC owns the equipment and it must therefore be listed on the Asset Register and have a full risk assessment recorded. UPC will speak to PCC to find out their inspection schedule for the equipment and the Register will be updated. Action – Clerk.*

8. Appointment of Council Representatives for:
 - Planning Advice Forum – *FG*
 - Barnack Ward Group – *KL and FG*
 - Police – *GB*
 - Parish Council Liaison – *KL and SC*
 - Financial Overview – *DC*

It was agreed representatives are not currently needed for the Village Hall Committee, Playground Working Party or Speedwatch.
9. Members of the public are invited to address the council with regard to any Agenda item. *None.*
10. Police and crime: To note the latest rural crime report. *Theft in Barnack of a mobile phone from a coat hanging on the back of a chair in The Millstone Inn.*
11. Ward Councillor's report. *None.*
12. Finance.
 - a. Annual Return and Governance Statement for the year 2016-17.
 - i. Council to review findings of effectiveness of internal systems. *Approved.*
 - ii. Approve Annual Governance Statement. *Approved.*
 - iii. Approve Annual Return. *Further to item 7 above, the Asset Register will be updated and the figure on the Annual Return amended to £20,419, showing the £16,354 spend on Play Equipment. Action – Clerk.*
 - b. Monthly Financial Report: to approve financial statements for April 2017 – *Approved.*
 - c. Insurance Renewal. *UPC agreed to renew the existing policy with Came & Company at £335.68 for the year 2017/18.*
 - d. To note receipts. *Noted.*
 - i. PCC: Parish precept, first instalment, £3,895.33
 - e. Authority to pay. *Approved.*
 - i. Susie Caney: Clerk's pay and expenses for April 2017, £28.72.
 - ii. HMRC: Clerk's PAYE tax April 2017, £31.80.
 - iii. Nest: Employer & Employee Pension Contributions, £14.80.
 - iv. CAPALC: Affiliation Fees, £145.68.
 - v. SLCC: 10th Edition Local Council Administration, £26.13 (repayment to S Caney).
13. Planning.
 - a. 15/00307/ENFOTH Compass Barn – to note latest status of skateboard ramp enforcement notice appeal. *Awaiting Decision.*
 - b. 17/00564/FUL Sherwood, Marholm Road – Demolition of existing bungalow with a new two storey dwelling. *Awaiting Decision.*
 - c. 17/00056/HHFUL The Drift, Walcot Road – First floor extension to create habitable space, rear extension and side porch extension to dwelling. *Awaiting Decision.*
 - d. 17/00461/HHFUL 1 Meadow View – Rear and side ground floor extensions. *Comments were approved for submission. Action – Clerk.*
 - e. 17/00696/HHFUL Highlands – Construction of garage. *Comments were approved for submission. Action – Clerk.*
14. Other items.
 - a. Playing Field.
 - i. Transfer Proposal, update. *Pending information from Caroline Rowan. Action – KL.*
 - ii. Football Goalposts. *GB will speak to Karen Howard and look into either removing one set of goal posts, purchasing smaller goals (five a side goals), or repositioning them. Currently the goal nearest the neighbouring property is used the most and the ball is repeatedly kicked into the neighbouring garden. Action - GB*
 - b. Village maintenance: To note and agree action on current maintenance issues and to note updates on issues outstanding:
 - i. Gigaclear Reinstatement, update from last meeting. *UPC will type up the report for Gigaclear. Action – KL.*

- ii. Road Signs and Footpaths, update from PCC. *KL spoke to PCC regarding the leaves near the Spinney on Walcot Road. DC noted that there are still branches and leaves that haven't been cleared. UPC will also request a replacement stile for the entrance to the footpath opposite the Cricket Club. **Action** – Clerk.*
- iii. Telephone Box Adoption. *UPC have the contract to sign. **Action** – Clerk.*
- c. Meetings attended: To receive reports.
- d. Civic Award Ceremony. *Frieda Gosling was awarded a civic award for community involvement by the Mayor in a ceremony at Peterborough Town Hall.*
- e. To note correspondence received.
 - i. Peterborough Parish Council Conference. *GB will attend the conference on behalf of UPC. **Action** – GB.*
 - ii. Peterborough CVS, Funding Opportunity for Local Communities and Groups. *Peterborough CVS are able to offer a funding bid opportunity for any locally based individuals and small community groups that are working, or would like to work, to meet the local needs of people in their neighbourhoods. Join Peterborough CVS on 24th May where they will begin developing a £.5m bid to fund your community services that will meet local need. Contact Louise Porter louise.porter@pcvs.co.uk for more information.*

15. Village Matters – for discussion only.

16. Next meeting: Tuesday 13th June 2017 at approximately 7.30pm. Residents are encouraged to attend.

Meeting closed at 22.15.