

Ufford Parish Council

Councillors	Tel	email	Responsible for:			
Keith Lievesley (Chairman)	740679	keith.lievesley@btinternet.com	PC Liaison	Barnack Ward Group		
Marian Browne	740062	chris@thespinneys.clara.co.uk	PC Liaison	Speed Watch		
Frieda Gosling	740343	friedagosling@yahoo.co.uk	Planning	Barnack Ward Group		
Peter Grist	740973	sibsonace@aol.com	Police	Speed Watch	Financial Overview.	Village Hall
Clerk: Catherine Franks	765984	uffordparishclerk@live.co.uk				

Minutes of the Annual Meeting of Ufford Parish Council held at Ufford Village Hall on Tuesday 12 May 2015 from 20.50

1. Election of Chairman for the Council Year 2015-16. *Keith Lievesley was proposed by Frieda Gosling, seconded by Peter Grist and duly elected.*
2. Declaration of Acceptance of Office by Chairman. *Declaration signed by Keith Lievesley*
3. Names of members present: *Chairman, Keith Lievesley. Councillors, Marian Browne, Frieda Gosling, Peter Grist. Resident, Jim Spindlow*
4. Apologies for absence. *Ward Councillor, David Over*
5. Declarations of Interest and Dispensations: *None received*
 - a. To receive Declarations of Interest from Councillors on 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. The minutes of the meeting held on 21 April 2015 *were confirmed and signed.*
7. Members of the public are invited to address the council with regard to any Agenda item. *Jim Spindlow of North Lodge addressed the meeting to protest at a letter that had been delivered to residents close to his property about the use of his lane. Following discussion it was agreed that the lane was well-maintained and Mr Spindlow received an apology for any misunderstanding about this. It was agreed that, to avoid misunderstanding, the Council should take up any objections of residents on their behalf only when they had been brought in writing to a meeting and that actions on behalf of the Council should always be in response to a minuted and specific action point.*

8. The following Regulatory Documents for 2015-16 were agreed and adopted: Standing Orders, Code of Conduct, Financial Regulations, Asset Register and Risk Assessment. *It was agreed to review the Standing Orders at a later meeting during the year.* **Action - Clerk**

9. The following Council Representatives were appointed for:
Police – Peter Grist, Village Hall - Peter Grist, Barnack Ward – Keith Lievesley and Frieda Gosling, Parish Council Liaison – Keith Lievesley and Marian Browne, Planning – Frieda Gosling, Neighbourhood Watch - removed, Speedwatch – Marian Browne and Peter Grist, Financial Overview – Peter Grist.

10. Finance.

- a. Annual Return: the Council Accounting and Governance Statements for the year 2015-16 were approved and signed.
- b. Monthly Financial Report: to approve Statement for April 2015. *Approved and signed.*
- c. Authority to Pay:
 - i. Catherine Franks: Clerk's salary and expenses for April 2015, £4.05 (£181.08 paid on 30 April by standing order). *Agreed.*
 - ii. HMRC: Clerk's tax for April 2015, £38.40. *Agreed.*
 - iii. Broker Network Ltd: Aviva insurance renewal 2015-16, £308.38. *Agreed.*
 - iv. CAPALC: Annual membership 2015-16, £139.79. *Rejected pending clarification from CAPALC.*
 - v. Bainton & Ashton PC: 50% of annual Scribe accounts software licence, £117.00. *Agreed.*
 - vi. Bainton & Ashton PC: 50% of CiLCA Session 1 training, £35.00. *Agreed.*
 - vii. Peter Grist expenses: Postbox keys, £9.00. *Agreed.*
- d. Banking: Removal of Robin Morrison from bank signatory list. *Agreed and signed*

11. Planning.

- a. 15/00592/HHFUL: Hightrees, 2 Walcot Road – Partial demolition of existing single storey side extension and rebuild new two storey side extension with new cladding/render to front and rear elevation. *No objections*

12. Other items.

- a. *Agreed to hold future meetings on the 2nd Weds of month.* **Action – Clerk**
- b. *Noted that all benches and rear of the bus shelter need to be reported to PCC for attention* **Action - Clerk**
- c. *Noted that Lampit Drift padlock is faulty.* **KL to follow-up**
- d. *Agreed there was no objection to the possible removal of a stile on the footpath adjacent to The Spinneys.*
- e. *An email had been received from the resident of 5 Newport Way about a request from Cross Keys regarding sewage connection for the new bungalow.* **KL to investigate**

13. Village Matters – for discussion only.

Complaints had been received about the poor quality of Gigaclear's making good after streetworks - Gigaclear have written to assure quality once work fully complete.

14. Next meeting: 7.30pm on Wednesday 15 June 2015.

Meeting closed at 22.05

Signed as a true record of the meeting ..... Keith Lievesley, Chairman, 14 July 2015