FLAGG PARISH COUNCIL

**Minutes of the Parish Council Meeting held Monday 14th November 2016**

Present: Parish Cllrs , Jean Dicken (Chair). Mavis Mycock, Val Palfreyman, Sue Naylor.

Members of the Public, Jim Harris, Brenda Murray, Gordon Murray, Alan Westwood, Brent Barber.

S Mansfield (Incoming Clerk of Flagg Parish Council);

|  |  |
| --- | --- |
| **Agenda item 1** | Attendance Register, Apologies, Public Attendees |
| **Minute 10/01/17/01** | All Parish Cllrs present were noted on the Attendance register by the Clerk prior to the commencement of the meeting. Councillor Jim Harris handed the Clerk a letter of resignation effective forthwith. This letter of resignation was accepted by the Chair with immediate effect.  Members of the Public were all known to the Chair and identified themselves to the Clerk as follows; Brenda Murray, Gordon Murray, Alan Westwood, James Harris, Brent Barber. |
| **Minute 10/01/17/02** | Variation of Order of Business |
| Agenda item 2 | There were no requests to vary the order of business, however The Chair granted permission to members of the public to ask questions during agenda item 7 or at other times where it would help clarify any issues. |
| **Minute 10/01/17/03** | Declarations of Member's Interests  Councillor Sue Naylor declared a family interest in the donation to the persons who had donated the Christmas Tree.  Councillors Sue Naylor, Mavis Mycock and Val Palfreyman declared an interest in planning application NP/DDD/1116/1159. |
| Agenda item 3 | There were no new declarations or requests for dispensations. |
| **Minute 10/01/17/04** | **Determination of Confidential Items** |
| **Agenda item 4** | As members of the Public were present this item was determined but it was resolved that there were no confidential items on the agenda. |
| **Minute 10/01/17/05** | **Minutes of the meeting held in November 2016**  The minutes were approved as a correct record of proceedings at the previous meeting. Proposed Councillor Sue Naylor, Seconded Val Palfreyman |
| **Agenda item 5** |  |
| **Minute 10/01/17/06** | **Matters arising from minutes of previous meeting**  1. A request had been received from two residents for the Parish Council to give a view on allowing the residents to conduct a runners' road race in Flagg. Councillors discussed this matter and were pleased for an event like this to be organised by the residents. The Councillors asked the Clerk to thank these residents for offering to set up the event.  2. The Councillors instructed the Clerk to send a letter of thanks to Billy Naylor and Family for donating and managing the Christmas Tree.  3) The Councillors instructed the Clerk to send a letter of thanks to Mr and Mrs Butterwick with a cheque in the sum of £10.00 payable to the Village Hall for providing the power supply for the Christmas Tree. |
| Agenda item 6 |  |
| **Minute 10/01/17/07** | **Public Speaking** |
| Agenda item 7 | 1) A member of the public questioned the incoming clerk on the methods of filling the vacancy on the Parish Council. The Clerk responded that the appropriate public notice would be displayed on the Parish Council noticeboard on the 11th January for the statutory period (which is 14 working days) informing residents of how to call for an election for the new Councillor. If that election request was not forthcoming then the vacancy can be filled by co-option.  2) A member of the public requested information on the status of the Parish Council website. The clerk explained that the old website was still visible on the web and that all documents from that website had been downloaded and stored. The construction of a new website had been started and should be available to view within a few days. |
| **Minute 10/01/17/08** | **Managed Works**  The Parish Council does not currently manage any works within the parish but there is a requirement for at least one, possibly two Defibrillator installations in the future. |
| Agenda item 8 |  |
| **Minute 10/01/17/09** | **Reporting of Highway Defects**  1 The Clerk was instructed to contact Derbyshire County Council and ask if the road sweeper vehicle could be used on a regular basis on the Main Road and Mycock Lane.  2) There are areas on the roads into Flagg where water accumulates during periods of rainfall. Photographs of these roadside floods should be obtained and an item regarding this matter included on the next agenda. |
| Agenda item 9 |  |
| **Minute 10/01/17/10** | **Policies and Procedures.** |
| Agenda item 10 | 1)A review of the Parish Council's expenditure led to the conclusion that no more expenditure would be likely in the coming financial year than had been made in the previous year. The Chair asked Councillors to consider the installation of one or two Defibrillator units in Flagg and possibly in Pomeroy. The Clerk was instructed to obtain costs for these installations and it was noted that Jonathan Morgan, resident of Flagg, had already investigated this and may have useful information.  2) A discussion took place to set the precept requirement for 2017 to 2018. Councillors discussed raising the precept which has not been increased for a number of years. However, as there is a reasonable reserve in the Parish Council's current account it was felt that raising the precept would be unnecessary. The figure requested was therefore resolved to be £1500. Proposed Val Palfreyman, seconded Mavis Mycock. |
| **Minute 10/01/17/11** | **Planning** |
| Agenda item 11 | 1.One planning application had been received by the Clerk relating to Hobson Farm, Main Road, Flagg under application reference NP/DDD/1116/1159 – Demolition and rebuilding of redundant agricultural buildings to form ancillary living accommodation for the existing attached farmhouse. Councillors who had declared an interest in this application took no part in the discussions regarding this item. The Chair recognised that the meeting covering this item was now inquorate and instructed the Clerk to record “no comment”.  2. The Clerk had been handed a Planning Decision Notice relating to application NP/DDD/0216/0084 , The Knackers Yard, Main Road, Flagg confirming that permission for the proposed development was granted on the 2nd November 2016. |
| **Minute 10/01/17/12** | **Chairman's Announcements** |
| Agenda item 12 | 1) The Chair requested that the Clerk contact Sarah Lamb, Monitoring Officer for DDDC and set up the necessary training for the Clerk and all Members of the Parish Council.  2) The Chair discussed the need to fill the vacancy on the Parish Council. The Clerk explained the correct procedure as he understood it. It was resolved to put up the notice advertising the vacancy on 11th January 2017. Proposed Councillor Sue Naylor, seconded Councillor Mavis Mycock. Action Clerk. |
| **Minute 10/01/17/13** | **Updates from the Clerk including Correspondence Received** |
| Agenda item 13 | 1) The Incoming Clerk informed the meeting that he had been handed all the working papers of the Parish Council in good condition and correctly filed, for which the previous Clerk and RFO should be commended. However, he had not had the time to examine all the records in detail. There were records going back for many years and the Clerk thought that some of the older records should be filed at the Matlock County Records Office. Councillors thought that there may be some papers with a previous Clerk , Elizabeth Cook, who was a resident of Chelmorton. |
| **Minute 10/01/17/14** | **Finance** |
| Agenda item 14 | **1) Current Account balance stands at** £4,874.94 as at 5th January 2017  **2) Cash Account Balance, in two sums,** £14.88 + £3.88 = £18.76  **3) The following expenditure was approved:**  **Liabilities and other disbursements paid by cheque**  Payment for Christmas Tree electricity to Village Hall £10.00 on Chq. 000250  **Work done to be approved, signed off and paid**  Payment for Salary Sept/Oct – Laura McNulty Clerk £280.00 on Chq. 000251  **Total payments made during this meeting £290.00**  The above cheques were issued by the Clerk and signed by Councillors. The Clerk was requested to send or hand deliver the cheques to the payees.  **4) The following income was reported by the Clerk**  None  **5) Accounts Reconciliation**  Due to the recent change of Clerk, without an official handover, the proper inspection by the Parish Council of the accounts will have to be postponed until the next meeting. At the next meeting the Current account transactions will be inspected by councillors, compared with bank statements and signed off by councillors. |
| **Minute 10/01/17/15** | **Date and time of next meeting** |
| Agenda item 15 | Next meeting date and time was agreed as  Tuesday March 14th 2017 at 7:30pm in the Village Hall.  The meeting was closed at 20:20 hours. |
| **Minute 10/01/17/15** | **AOB** |
|  | 1)The Chair requested that the Clerk obtain a key for the notice board to display Parish Council notices in a timely manner. |