**WERRINGTON PARISH COUNCIL**

Minutes of the Parish Council meeting held on 6th March 2017 at 7.00pm

Present: Mrs Helen Price (Chairman) Mrs Ann Dennis (Parish Clerk)

Parish Councillors – Mr John Dennis, Mrs Jacqui Walters, Mr Philip Ellacott, Mr Edward Bailey, Mr Peter Hawke.

 **Apologies** Ward Councillor Mr A. Paynter

17/26 **Minutes of previous meeting 6th February 2017** These were approved and signed

17/27 **Acceptance of Office** – The new chair, Mrs Helen Price signed the appropriate form.
 17/28 **Matters arising –** Highways had been contacted regarding the flooding at Bullapit the clerk read the email response that the area would be checked.

17/29 **Declarations of interest** None declared

17/30 **Public Participation** – 2 residents were present at the meeting. The question was raised as to what was the phone kiosk going to be used for if a notice board was possibly going to be purchased. The clerk confirmed that the Tourist Information Office had been contacted and they would be providing local information to be kept in the kiosk.

17/31 **Governance documents** – The clerk handed the councillors their copies of the following documents which had been updated. Standing orders; Code of Conduct; Financial regulations; Internal control and Risk Assessment.
 All the documents had been checked and alterations made where needed. The councillors signed a form showing receipt of the documents. They were asked to read and bring any errors to the clerks’ attention at the next meeting.

17/32 **Neighbourhood Plan**  - Cllr. Price also a member of the steering group reported on progress. Another delay as our contact at CC is now not in work for the foreseeable future. Amendments are to being made after the last meeting with CC. Hopefully there will be public consultations on March 28th and March 31st. Housing survey was delivered and currently 49% returned.

17/33 **Election -** The clerk advised that decisions needed to be made regarding the renaming of the AGM and deciding on the date for the first meeting after the elections. The time frame for this being very limited for legal reasons. After discussion the Parish Open Meeting (3rd April) was the replacement name and 15th May the date for the meeting of the new council.

17/34 **Notice board** – This to be used for council notices. There were many discussions regarding this ( style, cost and also placement). Suggestions for placing the notice board were the old chapel wall and a board on a post next to the kiosk. The decision was that a board be used in the kiosk initially and to see if this arrangement worked. Signs for the kiosk itself were also discussed but no decision made.

17/35  **Finance -** The new mandate arrangements having been approved.The following cheques were approved and signed. Cheque for £419 to Southwest Garden Machinery for new mower.
 Cheque for £18.00 to Mrs A Dennis for newsletter
 Cheque for £ 20.80 to Mrs A. Dennis for petrol to clerks meeting in Wadebridge (26x2@40p/mile).
 Cheque for £78 for hire of hall, to Yeolmbridge Methodist Church

 Cheque For £120 to Easyprint for Housing Survey.

Contact from Diane Malley regarding payroll services. This years charges would increase to £67. The clerk asked that it be agreed to continue using her services as it has removed the stress of dealing with HMRC. All councillors voted in favour.

 Current balance £ 4073.32

17/36 **Correspondence –** emails had been forwarded to councillors
 The clerk made the councillors aware that as Werrington parish council were her employers she now had information from the Pension Regulator with regard to the new laws. The clerk said that she would work through the process but did not want a pension from the council.
Prior to the meeting the Ward Councillor Mr Adam Paynter had delivered the nomination papers for the forthcoming election.

17/37 **Next meeting** Monday April 3rd 2017. This is the Parish Open Meeting (formerly AGM)

**AOB - anything that the chair regards as urgent that requires attention before the next meeting**

The clerk had to order inkjet cartridges and paper urgently.
 Cheque to Mr J. Dennis for £50.00 for 5 black inkjet cartridges ordered on behalf of the clerk.
 Cheque to Mrs A. Dennis (clerk) for £45.82 for printing paper and colour cartridges.

 It was also decided that as the next meeting was the Open Meeting it was appropriate to sign the salary cheque (due 31st March) for the clerk at this current meeting. Cheque to Mrs A Dennis for £260 4th quarter salary.

All these cheques were approved and signed.

Current balance is now £3717.50

 **Meeting closed at 8:05pm**.