

SNELSON PARISH COUNCIL

Clerk - Liz McGrath
Telephone - 07973681226

Chairman - Janet Winrow
Vice Chairman - Hazel Ardern

<p>Minutes of the Annual meeting of the Parish Council held at 7.30pm on Tuesday 3rd July 2018 at Snelson Methodist Church, Pepper Street.</p>
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<p>Present: Janet Winrow (JW), Gordon Phillips (GP), David Clarke (DC).</p>
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		Action
18.28	Police report: the police were not in attendance. However, a monthly report was read to the meeting and will be made available online.	Clerk
18.29	Parishioners' Question Time: None	
18.30	Apologies: Les Stanier (LS), Hazel Ardern (HA), John Firth (JF) and George Walton (GW)	
18.31	Declarations of Interest: None	
18.32	To approve the Minutes of the last Meeting on Tuesday 8th May 2018: the minutes were agreed and signed as a correct record.	
18.33	To discuss matters arising from the last meeting, not already covered in the agenda: None	
18.34	Newsletter. – To be hand delivered. Clerk to add SAE and divide into roads for members to deliver. DC to deliver to members	Clerk DC
18.35	Review Standing Orders and Financial Regulations. There have been no changes to the Financial regulations in the last twelve months, however these are to be reviewed prior to the next meeting for approval then. The new model standing orders are to be reviewed with a view to adopting them at the September meeting.	Clerk JW
18.36	Review Risk Assessment – the risk assessment was amended to include the GDPR policy. No other amendments were deemed necessary and the risk assessment agreed.	
18.37	Finance: JDH Business Services were appointed as internal auditor for 2018/19. The receipt and payments report were presented to the meeting with the bank reconciliation. These were signed off and agreed. The report from the internal auditor was discussed and the points answered. The clerk is to report these back to the auditor and publish on the website. Mandate – has been completed and we are awaiting notification of the changes from the bank.	Clerk

18.38	Highways – The Clerk is to follow up with CE on progress of the Bell curb changes and ask for a possible timeline. Clerk has emailed the hauliers, to send a reminder email in a months' time.	Clerk
18.39	Common: Clerk to contact contractor re Japanese knotweed.	
18.40	Planning: None. The Clerk has reviewed the planning situation for Highfields Farm and obtained copies of the consents for the conversion of the existing barns to offices. The large sheds will have been granted planning permission by default due to permitted agricultural development. The Chair to review the position further. Neighbourhood Plan. Questionnaires to be delivered with the Newsletter inviting local residents to join a Steering Group. Chair to then arrange a meeting with Tom Evans.	
18.41	Correspondence: Highways road closures have been circulated. A member of the parish has been approached to see if they would be interested in getting more involved in Parish Council meetings. DC to follow up and get contact details. Meeting ended at 20.15	DC
NEXT MEETING 7.30 P.M. TUESDAY 4 th SEPTEMBER 2018.		