

Fencott & Murcott Parish Council

Minutes of Meeting – 6th October 2016 Fencott and Murcott Village Hall

Present:

J Lewis

J Wylie

K Bott

D Rawlinson

1. Apologies for absence

None

2. Declaration of Interest

None

3. Approval of Minutes of last Meeting

The Minutes of the meeting of the previous meeting held on 3^{0th} June 2016 were approved and signed by the chairman.

4. Public questions, comments or representations

Members of the Village Hall Committee, Doug McClure and Marilyn North, presented plans to upgrade the Village Hall to make it fit for purpose into the future, and for which they are seeking funding from a number of sources. Work would include replacing windows, insulating walls and roof, and fitting improved heating. A request was made for financial support from the Parish Council. The chairman agreed to move this item to the agenda for discussion at this meeting.

5. Chairman's announcements

- The chairman noted that a parishioner has shown interest in becoming a councillor and has been invited to the next parish council meeting.
- Once again the chairman noted the difficulties that lack of Parish Clerk is causing. It was agreed that the net would be cast wider, appealing to students at universities who might be keen to gain experience in administration and also web site management.

6. Finance

- The RFO presented the financial spreadsheet and bank statements which showed reconciliation of the books.
- The RFO presented the documentation received from BDO relating to the Annual Return, and noted that previous qualifications had been dealt with and this Parish Council has been given a 'clean bill of health'.

- The Annual Return was approved.
- Notices informing parishioners of how to request inspection of Annual return documents are to be posted on noticeboards.
- The RFO noted that obligations to review the Financial Risk Assessment documentation had been met for this calendar year.

7. Parish business

- Planning application for 5 houses at Moorlands Farm has been withdrawn and replaced with an application for 3 houses.
- Planning application for stables at land behind Fir Tree House was reviewed and it was noted that neighbours had responded with certain concerns. The Parish Council recognised those concerns as valid and would notify CDC Planning to that effect.
- The chairman reported that he had discussed with the council's insurer the matter of whether the Parish Council might be deemed liable for Alice's Meadow as it is under the management of the Parish Council. The insurers confirmed that it would be deemed to be the responsibility of the Parish Council ("Assumptive ownership") in the event of an insurance claim event, and assure the Chairman that under such circumstances it is covered within our insurance policy. Furthermore the insurers advised that quarterly inspections should be carried out and documented so that the Parish Council can be seen to be exercising a duty of care. The Chairman presented a draft management plan and procedure for regular checks of Alice's Meadow and acting on any maintenance requirements. This management plan was approved to be adopted going forward and an inspection will be undertaken in due course.
- The Chairman raised the issue of the transparency code obligations of the Parish Council, and drew the attention of the councillors to the web site which he has set up in order to meet these legal requirements. He advised the councillors that grants are available for certain aspects of web site management and agreed to furnish further information at a forthcoming meeting.

8. Urgent business not on agenda

The presentation by the Village Hall Committee and their request for funding support was discussed. Due to the urgent deadline on their grant funding process elsewhere it was decided that Parish Council funds would be contributed to the renovation work up to an amount of £6,000 across the entire project, with the proviso that this would be fed in at 25% or thereabouts of ongoing staged costs for the project. The Parish Council noted that it could accommodate certain flexibility in the rate of funding but for now the cap would be set at £6,000. This expenditure was approved and would be communicated to the Village Hall Committee.

8. Date of Next Meeting

Meeting of Parish Council:

24th November at 7.30pm

Chairman :