

Newton and Biggin Parish Council

Minutes of the meeting of Newton and Biggin Parish Council held at 8pm on Thursday 7th April 2016 at Newton Village Hall.

- 1. Announcement read by Chair regarding recording or filming of parish council meeting:** In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council or its committees when they are open to the public. This does not extend to live verbal commentary.

Filming and photography will only be permitted from the area designated. No flash photography or additional lighting should be used without prior consent.

Anyone wishing to report on the meeting should notify the Clerk or Chairman so that they can be afforded reasonable facilities.

People under the age of 18 or other members of the public not wishing to be filmed or photographed should notify the Clerk or Chairman and should sit in the area designated for this purpose.

Improper conduct or any disruptive behaviour could result in expulsion from the meeting.

- 2. Present:** Cllrs Dave Carter, Chair (DC), Jim Hotten, Vice Chair (JH), Frank Preston (FP), Judith Leggatt (JL), Ann Davies (AD), Cllr Leigh Hunt (LH), Cllr Philip Morris-Jones (PM-J).
- 3. Apologies:** None
- 4. Declarations of interest and dispensations**
 - a. To receive declarations of interest from councillors on items on the agenda:** DC is related to the council's first choice of internal auditor in item 11b.
 - b. To receive written requests for the dispensations for disclosable pecuniary interests:** None
 - c. To grant any requests for dispensation as appropriate:** None
- 5. Minutes of the meeting held on Wednesday Thursday 18th February 2016 at 8pm.** Agreed and signed as correct.
- 6. Correspondence:**
 - a. Items for circulation:** distributed.
 - b. Police report;** none
 - c. Letter from resident about roads:** It was decided that the inconsiderate parking was happening too infrequently to take action, but the clerk was asked to contact Dan at WCC about the tree and stump at St Thomas's Cross.
 - d. Clerk resignation :** NBPC to appoint new clerk and item added to the agenda for next meeting.

8. Burial Committee: Report and update by members of the burial committee. It was reported that decision making is being made very difficult due to members of Clifton Parish council. Funding remained an issue. A new member from NBPC would have to be appointed after the elections as JL would no longer be on the burial committee. The clerk has also resigned from the burial committee.

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9. **Highways update** : Only one issue that was dealt with in correspondence item 6c.

10. **LED lighting progress report**: Currently out to tender and awaiting quotations.

11. Finances:

a. **Statement of account** : Bank statements shown.

b. **internal audit**: Clerk to complete accounts paperwork for internal audit. Dc is to ask Anne Cleaver as first choice to internally audit the books. If Anne is not available then Sarah Palmer to be asked.

c. Accounts for payment:

i. **burial committee grant / precept**: not approved, NBPC to wait for further reports / developments from the burial committee members

ii. **Eon street light electricity** : approved and cheque signed

iii. **Midland Admin Payroll**: approved and cheque signed

iv. **Clerk's salary**: approved and cheque signed

v. **HMRC**: Payee approved and cheque signed.

12. **Items for inclusion in next meeting**: Appointment of new clerk.

13. **Date of next 2 meetings**: The date of the next meeting was set for 12th May 2016 at 8pm at the Village Hall.