

**MINUTES OF THE MEETING OF GOREFIELD PARISH COUNCIL**

**HELD AT GOREFIELD SCHOOL ON TUESDAY 17<sup>TH</sup> MAY 2011**

**Present:** Councillors Humphrey, Carroll, Holt, Ridley, Mrs Hall and Mrs Humphrey  
PCSO M Bogunovic

**Apologies:** Councillors Mrs Hunns and Seaton

43/11 Minutes of previous meeting held on 5<sup>th</sup> April 2011 were confirmed and signed.

44/11 None

45/11 None of the Councillors had any personal or prejudicial interests to declare

46/11 **POLICE LIAISON**

Crimes reported since last meeting: Property in Cattle Dyke egged, vehicle related nuisance, vehicle stolen and set on fire. Caravan broken into, quad bike stolen, theft of diesel, Cattle Dyke criminal damage, heating oil taken, waste bin taken from Playing Field.

Will be attending Gorefield Show, speed watch taking place 19<sup>th</sup> April and 16<sup>th</sup> June.

47/11 **MATTERS ARISING ON THE AGENDA**

**(1) Highway Matters**

Hard standing for bus stop still waiting for price, will also give names of contractors which will have to be used. Graffiti on road signs, Councillor Ridley has cleaned several of them but the village sign on Wolf Lane cannot be cleaned. To be reported to Street Scene. Footpath West End to Church very uneven.

**(2) Garden Allotments**

Copy of a specimen lease was circulated to Councillors. Proposed by Councillor Carroll and seconded by Councillor Ridley that this will be acceptable. Clerk to send out to all the new tenants.

**(3) Play Equipment/Launch Event**

Fenland Leisure were working on the Playing Field today. Completing track and Hop Scotch. Matting will not be done until grass has rain on it. Tidy Bear taken from field. Clerk to write to Glasdon disappointed at quality of the bear. Too easy for the back to be removed to gain access to the fixing bolts.

Launch Event arranged for 23<sup>rd</sup> July 2011 from 10 am to 2pm. Councillor Carroll to contact all those who helped with providing funding. Clerk to book "Uncle Mick" the clown who attended the previous event. Meeting arranged for Thursday 23<sup>rd</sup> June at 7 pm at chairman's home to finalise everything.

**(4) Parish Plan**

Nothing to be reported

**(5) Playing Field**

Tender documents are now being prepared. Need to make a decision about type of drainage system to use. A treatment plant can be provided at similar cost to a pumped system to the village sewage system. Agreed to go with a treatment plant.

Bowls Club request for use of small area of land adjacent to bowls green. Chairman has met on site with the chairman of the Bowls Club and has confirmed the amount of land required. It is 10 metres long and the width of existing bowls club building. Any fence should be in line with building and made of materials in keeping with that building. This will be subject to security fencing being removed from roof of playing field pavilion.

**(6) British Heart Foundation Recycle Bin**

Agreed that there is room for a clothing bin next to the other bins on High Road. Clerk will write and confirm this.

**(7) Wisbech & District Neighbourhood Forum**

Meeting Wednesday 22<sup>nd</sup> June at 7 pm at Queen Mary Centre, Chairman not available to attend  
Councillor Mrs Hall will try to attend

48/11 **CORRESPONDENCE**

All correspondence to be circulated to Councillors

49/11 **PLANNING MATTERS**

**Application received:**

**F/YR11/0305/F** – erection of an extension with loading bay to existing fruit storage building involving demolition of existing brick built store and re-sheeting of existing packhouse to match proposed – Fruit Stores Allens Drove – no objections

50/11 **FINANCIAL MATTERS**

**Internal Audit Report 2010/11**

Copy was circulated to all Councillors with the minutes.

**Action Plan**

Council to be provided with quarterly bank reconciliations

Standing Orders and Financial Regulations should be tailored more to the Council's specific needs (copy circulated with correspondence for Councillors comments)

Financial limits for formal tender action set between £20,000 and £25,000

The powers used to make grants and donations to local bodies should be identified in the minutes

Councillors signing cheques should also sign the corresponding invoice so approving the payment

Purchase invoices should show cheque number used for payment and filed in cheque number order  
 Proforma invoices should be provided if no trade invoice is provided  
 VAT claims to be submitted half yearly  
 Assessment and Management of Risk – copy of a specimen document to be circulated with the correspondence for Councillor comments  
 Public liability and Fidelity Guarantee cover to be increased (insurance company have been asked to quote for this).  
 Quarterly budget reports to be provided  
 Clerk's £1 overpayment on expenses to be deducted from next payment  
 Clerk's salary to be reviewed  
 Clerk to be provided with a contract of employment  
 Council will have to register a PAYE scheme (this has already been done)  
 Asset Register is required  
 Asset value on Annual return must be amended

**Approve Accounts for year ending 31<sup>st</sup> March 2011**

Councillor Ridley proposed and Councillor Carroll seconded the motion that the accounts as presented be approved. Everyone in agreement.

**Annual Governance Statement**

It was possible to answer all the questions in the affirmative except question 5 which asks about risk assessment. This will be addressed shortly.

**Accounts to be paid:**

OGGO (Rubber safety matting)	£126.00
Playsafe Ltd (Play equipment annual inspection)	£172.80
B & Q (Fixings for new seats)	£77.76
Village Voices (Parish Council page)	£200.00
CPALC (Annual subscription)	£379.93
Cambs Acre (Annual subscription)	£35.00
Geoff Holyoake (Structural calculations new pavilion)	£1,740.00
AON (Annual insurance premium)	£2,624.72
Auditing Solutions (Internal Audit)	£192.00

**Balance of Accounts**

Current Account	£1,102.07
Business Premium Account	£8,650.96
High Interest Account	£72,519.58
	<u>£82,272.61</u>

51/11 **REPORTS FROM COUNCILLORS**

Village Voices

Parish Council page to be ready by 15<sup>th</sup> June, Chairman will have it completed before he goes on holiday.

New bins on playing field Chairman will arrange through Street Pride to get them regularly emptied.

**Next Meeting** – Tuesday 5<sup>th</sup> July 2011

Signed ..... Date.....