

EASTINGTON PARISH COUNCIL

Minutes of the Meeting held on 28 May 2013 in Eastington Methodist Church.

1. **Attendance and apologies for absence:** In attendance were Cllrs Niblett (Chair), Allen, Edwards Edis-Bates, Evans, Greenaway and Simmons: Andrea Durn (Clerk), Robert Powell (RFO). There were no members of the public present. Apologies for absence were accepted from Cllr Bullock. No apologies were received from Cllr Cozens.
2. **Chairman's announcements:**
None.
3. **Declarations of interest in items on the agenda:**
None.
4. **To consider changes to the order of business:**
None

5 Resolutions

5.1 Finance

- 5.1.1 RFO gave an update of the 2012-13 final accounts, referring to the reports circulated at the meeting (copy attached to the signed copy of these Minutes). These documents will be included with the Annual Return for the Internal Auditor.
Councillors reviewed the level of reserves and noted that it is higher than the year's worth of expenditure. They were considered to be reasonable and appropriate in anticipation of future year expenditure and grant changes.
Cllr Greenaway proposed approval of the final accounts, seconded by Cllr Evans and carried unanimously. The schedule is attached to the signed copy of these Minutes.
- 5.1.2 EPC insurance should be reviewed annually with the asset register. It was recognised that there were a number of additions and amendments to be made.
ACTION: Insurance to be reviewed and updated (Clerk)
ACTION: Clerk to be trained in Cemeteries and Burial Law. Costs to be brought to future EPC meeting (Clerk)
ACTION: Play equipment to be reviewed with OHMG. (Cllr Evans)
ACTION: Insurance policy to be circulated (Clerk)
ACTION: Resources and Policy Committee to review report when above actions completed
The Chair proposed the payment to EPC insurers and the above actions. Carried.
- 5.1.3 The RFO went through the details of the mobile phone contract. This would dial a local landline number that would transfer to the mobile phone. It would not have the expense of having a fixed line installed and would have the advantage of being easily transferred to another person if necessary. The cost would be £41 per month. Cllr Allen proposed the approval of the contract, this was seconded by Cllr Greenaway. Carried.

5.2 Planning

The Chair thanked Tom Low for all his work on the Parish Plan. Tom introduced the work done on the Parish Plan which is near completion. The format will be of a brochure style and slightly glossy in format. A copy will go to all households as well as to partners and local authorities. There will be a separate delivery to the ECN in June subject to consultation with volunteers. The Chair proposed to accept the Parish Plan as now and to delegate to Cllr Greenaway approval on the final proofs. Tom gave an update of the Housing Needs Survey which is to be delivered at the same time as the Parish Plan. The principles have been established but there is further work to be done before completion. A second draft will be circulated by Tom after agreement with Martin Hutchings of GRCC.

ACTION: Tom Low

Cllr Edis-Bates proposed to accept the delegation of approval of the Parish Plan to Cllr Greenaway, this was seconded by Cllr Allen. Carried.

ACTION: Cllr Greenaway

Cllr Greenaway proposed to have approval for printing 1250 copies, this was seconded by Cllr Simmons. Carried.

ACTION: Tom Low

5.3 Committee and Group Structure

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Signed.....
Chairman/Responsible Officer

Date.....

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Items 5.3.1 to 5.3.3 were taken as one agenda item. There was a lengthy debate on who was to be involved in each committee and working group. Committees are to be empowered to carry out their terms of reference and to be accountable to the parish council. Cllr Evans proposed the agreement of the committees, groups and membership, this was seconded by Cllr Greenaway. A copy of the agreed committees and working groups is attached to the minutes.

It was asked for further guidance on developing terms of reference to be circulated to each committee .

ACTION: Clerk

Each committee to draft their terms of reference and send them to the Clerk for inclusion on a future agenda.

ACTION: ALL

Any Other Business for Next Meeting

Cllr Edwards asked that the payment of the EPC Footpath Notice Boards and the quotation for kissing gates be put on the next agenda.

Notice: The next meeting of Eastington Parish Council will be on Tuesday 11th Junel 2013. Anybody with an item they wish to bring to the attention of the Council, should forward details, in writing, to the Clerk to the Parish Council, no later than Monday 3rd June 2013.