

GULDEN MORDEN PARISH COUNCIL

**Minutes of the Annual Meeting of the Parish Council meeting held in the Village Hall
on Monday 21 May 2007 at 9.40pm.**

Present: Cllrs: Mrs J Davis, J Holroyd (Chairman), Mrs D Mitchell, B Holme and R Murfitt.

In attendance: Mrs G Stoehr (Clerk) and 1 member of the public.

Comments and observations from members of the public

None.

1. Elections and Annual Meeting Business

1.1 Chairman and declaration of acceptance of office

The proposal by Cllr Murfitt, seconded by Cllr Mrs Mitchell that Cllr Holroyd be elected Chairman was carried unanimously. Cllr Holroyd signed the declaration of acceptance of office.

1.2 Vice-Chairman

The proposal by Cllr Mrs Mitchell, seconded by Cllr Murfitt, that Cllr Holme be elected as Vice-Chair was carried unanimously.

1.3 Appointment of Committees, Working Groups, Representatives on Outside Bodies

On a proposition by Cllr Holroyd, seconded by Cllr Holme it was agreed that this should stand as at present unchanged. It was agreed to draft clear terms of reference for members and volunteers.

1.4 Appointment of Charity Trustees

It was agreed that existing trustees should continue for a further year or until their term of office ends.

1.5 Member responsibilities

On a proposition by Cllr Holme, seconded by Cllr Murfitt it was agreed that this should continue as follows:

	Responsibility
Cllr B Holme	Allotments/Craft
Cllr Mrs D Mitchell	Burial Grounds
Cllr R Murfitt	Cambridgeshire Association of Local Councils & Cambridgeshire Acre
Cllr R Murfitt and Cllr B Spall	Finance
Cllr B Spall	Footpath & Highways
Cllrs Mrs J Davis and Mrs D Mitchell	Mobile Warden Scheme
Cllr R Murfitt	Neighbourhood Watch/Police Consultation meeting
Cllr J Kennedy	New Village Hall Steering Committee

Cllr K Saban	Recreation Ground
P Dellar	Ruddery Pit Warden
Cllr K Baker	Transport Information
Cllr J Holroyd C Paget-Wilkes	Trees & Conservation Tree Warden
Cllr J Kennedy	Village Hall Committee
Cllrs Mrs J Davis and Mrs D Mitchell	Welfare Matters /Warden Scheme
Cllrs Mrs D Mitchell and J Holroyd	Worboys Grave Fund Trustee
Cllr J Holroyd	Planning
Mr J Dellar (2010) Cllr B Holme (2008) Mr B Went (2008) Mr T Osbourne (2010)	The Poores Charity and Townlands Charity
Cllr J Holroyd P Dellar J Dellar	Ruddery Pit, Vineyard Ruddery Pit Honorary Warden Vineyard Honorary Warden
Cllrs Holme, Holroyd, Baker and Cllr Mrs Davis	Village Appraisal

- 1.6 **Review of standing orders, financial regulations and risk assessment**
On a proposition by Cllr Holroyd, seconded by Cllr Holme having undertaken a review of the current procedures and processes of the standing orders, financial regulations and risk assessment it was agreed that no change was required at present.
- 1.7 **Annual Report**
The Annual Report was noted and thanks were expressed to the Chairman for all his hard work.
2. **To receive apologies for absence and declarations of interest**
- 2.0 Apologies were received from: Cllrs Kennedy, Spall (out of parish), Baker and Saban (out of parish).
- 2.1 **To consider and adopt the new Code of Conduct and to consider Paragraph 12(2)**
The new Code of Conduct for parish councils was considered.
On a proposition by Cllr Holme, seconded by Cllr Holroyd it was unanimously agreed that the Parish Council adopt the Model Code of Conduct 2007 for Parish Councils (un-amended) and opt into paragraph 12(2). The Standing Orders are to be amended to detail that members with prejudicial interests and the public may speak during ‘Comments and Observations from members of the public’ on the agenda only.
3. **To approve the minutes of the last meeting**
The minutes of the last meeting on 19 March 2007 were approved as a true record after one amendment under members present ‘Barker’ should read/be spelt ‘Baker’.
The Chairman signed the minutes.
4. **Matters arising to note or carried forward for discussion/decision**
- 4.1 **Parish Plan**

Prior to the Annual Parish Meeting the working group had sought residents' views on the priorities. It was agreed that the working group should bring a prioritised list to the next meeting for further consideration.

- 4.2 (3.2) O/s matters - Footpath between The Bells and the Church, encroachment path 15 nr cemetery and smelly ditch – carried forward. It was noted that 2 tests are to be taken by Cllr B Holme and that he will liaise with the authorities. County Councillor Mrs Oliver is to be informed.
- 4.3 (4.5) Rabbit control at the Ruddery Pit.
Carried forward to the next meeting.
- 4.4 The Parish Council noted the concerns of the APM about proposed stacking patterns and that Cllr Mrs Oliver would keep the village informed.

5. To consider correspondence/communication & members reports received

5.1 SCDC consultation on litter and dog bin provision

On a proposition by Cllr Holme, seconded by Cllr Holroyd it was agreed that the Parish Council has adequate bins therefore option 2 should be chosen.

5.2 Travellers liaison & site provisions

This is to be carried forward to the next meeting and the notes from SCDC are to be circulated when available.

6. Financial, procedural and risk assessment matters

6.1 Tree monitoring reports

Reports on tree checks undertaken by members were noted. There was no urgent action identified for trees that are the responsibility of the Parish Council.

6.2 Finance report and to approve the payment of bills

The financial report was received and considered. Invoices for payment and supporting papers were checked by a member before the cheques were signed. On a proposition by Cllr Holroyd, seconded by Cllr Holme the following payments were approved for payment

Buchans (grass cutting)	£839.78
Allianz Cornhill (insurance)	£1150.43
Cambridge Water Company (water bill)	£21.45
CALC (affiliation fee)	£247.17
LGS Services (admin support)	£448.28
Cambridge Water Company (water bill)	£42.90
LGS Services (Electronic PAYE returns)	£52.88
Playsafety Ltd (annual inspection)	£70.50
Buchans (grass cutting)	£1453.46
LG Stoehr (salary)	£106.67
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LGS Services (admin support)	£412.11

6.3 Insurance review and fidelity guarantee

A review of the Insurance and fidelity guarantee was undertaken and on a proposition by Cllr Holroyd, seconded by Cllr Murfitt it was agreed that no changes are required at this time.

6.4 To approve the accounts for FY 2007 and the statements in Section 2 of the Annual Return

On a proposition by Cllr Holme seconded by Cllr Mrs Mitchell the accounts were approved by resolution of Guilden Morden Parish Council and the statements in Section 2 of the Annual Return were all answered 'Yes' apart from Trusts which was N/A. The Chairman signed Sections 1 & 2 and the supporting accounts on the Parish Council's behalf. It was noted that the assets value is to be added one the value of the village hall is received.

It was noted that Mr Lynch was undertaking the internal audit and that if he had any concerns Moore Stephens would be asked for a time extension to allow the Parish Council to consider this further at its next meeting.

7. To consider planning and tree works applications received/considered since the last meeting

7.1 Tree works

7.1.1 Silver Birch – 31 High Street

The Tree Warden's report was considered and it was agreed to recommend to SCDC that the tree is retained.

8. Closure of meeting

Noting the consensus of the Parish Meeting that the Parish Council should do all it could build a new village hall it was agreed to carry this forward to the next meeting when the recently commissioned survey report on the village hall should be available. In the meantime Cllrs Kennedy and Holroyd are to explore the options and bring a recommendation to the next meeting.

There was no further business and the meeting was declared closed at 10.32 pm

Signed _____ dated _____