

Minutes of the Annual Meeting held in Village Hall, The Lane, Wyboston on Monday, 9 May 2011

**Present at the Meeting:**

**Councillors:** Cllr R Brown, Cllr V Howson, Cllr N Willoughby, Cllr G Woodman, Cllr M Yemm

**In Attendance:** Mr R Grasmeder (Clerk), Borough Councillor T Wootton

1. **Election of the Chair and Vice Chair:**

On a proposal from Cllr Yemm seconded by Cllr Willoughby **it was resolved** to elect Cllr Woodman as the Chair. Cllr Woodman completed the declaration of acceptance of office in the prescribed form and assumed the Chair.

On a proposal from Cllr Willoughby seconded by Cllr Brown **it was resolved** to elect Cllr Howson as the Vice Chair.

2. **Apologies for Absence:**

No apologies were received.

3. **Disclosures of interest by members (and employees) in items on the agenda:**

There were no disclosures of interest.

4. **Appointment of a Representative to the Village Hall Committee:**

On a proposal from Cllr Howson seconded by Cllr Woodman **it was resolved** that Cllr Brown be appointed to represent the Parish Council at the Village Hall Committee meetings.

5. **Appointment of a Highways Representative:**

On a proposal from Cllr Woodman seconded by Cllr Brown **it was resolved** that Cllr Willoughby be appointed as Highways Representative.

6. **Appointment of a Representative to the Joint Action Group:**

On a proposal from Cllr Yemm seconded by Cllr Willoughby **it was resolved** that Cllr Howson be appointed to represent the Parish Council at the Joint Action Group.

7. **Appointment of a Representative to the Milton Park Liaison Group:**

On a proposal from Cllr Willoughby seconded by Cllr Yemm **it was resolved** that Cllr Woodman be appointed to represent the Parish Council at the Milton Park Group.

**Standing Orders were suspended for Requests for Information**

An enquiry was made regarding the closure of Colesden Road. The Clerk was asked to send details to the Wavelength.

**Standing Orders were Re-instated**

8. **Minutes of Meeting 4 April 2011:**

With the agreement of all those present the above minutes were confirmed as a correct record and signed by the Chairman.

9. **Co-Option to the Vacancy on the Parish Council:**

**It was resolved** that the Clerk draft an announcement for Wavelength asking for people to put themselves forward for co-option.

10. **Planning:**

a) **Planning Application No: 11/00048/EXTM**

The Council noted that this application to extend length of planning application for Innovation Centre had been withdrawn.

b) **Planning Application No: 10/02869/OUT**

The Council noted that an appeal had been lodged against the refusal of this application for a 60 bed care home.

11. **Reports:**

a) **Sustainable Community Plan:** Cllr Yemm advised that the SCP was close to publication and that the Steering Group would be meeting on 24 May for a final review.

b) **Police Report:** Cllr Howson advised that there had been three crimes reported in April:- criminal damage; burglary and another offence – all in Wyboston. The first police surgery in the Village Hall had only attracted two attendees. The next surgery would be 13 May, 6.30-7.00.

c) **Ward Councillor:** Cllr Wootton thanked everyone for his re-election. He confirmed that following his meetings with parishioners during the election he had placed on his agenda:- Speeding; HGV and oversize vehicle traffic; weight restrictions; traffic levels generally; school catchment areas and police visibility and would be doing his utmost to resolve these problems.

12. **Finance:**

a) **Report from Internal Auditor** - The annual accounts had been audited by the Internal Auditor and his report had been circulated. It was noted that the low level of reserves would require close budgetary control during the year.

b) **Annual Accounts** - The accounts were approved by all those present and signed by the Chair and Responsible Financial Officer.

c) **The Annual Return for the Year Ended 31 March 2011** was considered and with the approval of all those present the Annual Statement (Section 1) and the Annual Governance Statement (Section 2) were signed by the Chair and Responsible Financial Officer.

d) **An Application for Donation from Black Cat (formerly Wyboston & Chawston) Womens Institute** was considered. It was noted that this amount had been the subject of a Ward Members Grant and **it was resolved** that the Parish council would use its powers under Section 137 of the Local Government Act 1972 to donate 100 jute bags in accordance with the quotation attached to the Grant Application Form.

e) **Urban Grass Cutting Agreement** – It was noted that the grant had not increased from the previous year and **it was resolved** that the Parish Council wished to continue to be responsible for grass cutting and the Clerk was asked to complete and return the Agreement.

- f) **Renewal of Grass Cutting Contract with D J Grainger Grounds Maintenance Ltd** – This was discussed and in view of the increased cost of the cuts and the unchanged level of the Grass Cutting Agreement **it was resolved** that 5 cuts only would be ordered for Wyboston and Chawston.
- g) **Renovation/Repair of Parish Assets – it was resolved** that quotations would be obtained from two contractors who had carried out work previously and were engaged on the village hall currently for work on the benches, seats, notice boards, hydrants and Colesden gateway. The Clerk was asked to contact Yvonne Fletcher at BBC to obtain a replacement Parish map for the Bell Farm notice board.
- h) **Accounts for Payment:**  
The payment of the following accounts was approved by all those present:
- i. BATPC – Annual affiliation fee 2011/12 - £147.00 (*LGA 1972 s143*)
  - ii. Multiplex Internet Services Ltd – UK domain name and web hosting - £57.00 (*LGA 1972 s111*)
  - iii. Tees Sport – Table tennis equipment invoice 0000245995 - £120.00 as MoM 4/4/2011 item 6b (*LGA(Misc. Prov.)1976 s19*)
  - iv. Wyboston & Chawston Village Hall – Hire on behalf of Wyboston & Chawston Womens Institute invoice 22 - £12 (*LGA 1972 s133*)
  - v. Wyboston & Chawston Village Hall – Hire of hall invoice 25 - £20 (*LGA 1972 s111*)
  - vi. J R Sumner – Internal Audit fee 2010/2011 - £80.00 (*LGA 1972 s111*)
13. **Correspondence:** None received
14. **Items for Information:** An invitation had been received to attend a meeting with Alistair Burt and the Chief Constable on 17 June. A letter had been received from Amey confirming that the warranty for the VAS signs expires in 2014.
15. **Date of Next Meeting:**
- a) 13 June 2011 at the Village Hall commencing at 7.30 p.m.
  - b) The Chairman closed the meeting at 9.00 p.m.

**Signed by Cllr G Woodman (Chair)**

**at the meeting held on 13 June 2011**