

# WITHERNWICK PARISH COUNCIL

CHAIR: COUNCILLOR NORMAN WILKIE

PARISH CLERK / RFO:

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17th May 2017

Dear Councillor,

You are hereby summoned to attend a meeting of Withernwick Parish Council to be held at **St Alban's Church, Withernwick** on **WEDNESDAY 24th May 2017** following the closure of the Annual meeting to transact the business on the agenda below.

Yours faithfully,

*P L Wilson*

Phil Wilson CPFA

(Clerk to Withernwick Parish Council)

## WITHERNWICK PARISH COUNCIL

### AGENDA – 24th May 2017

#### 1) PARISHIONERS QUESTIONS

A period of up to fifteen minutes for members of the public to ask questions of the Parish Council or to make representations about a matter to be discussed in the meeting.

#### 2) APOLOGIES

To receive any apologies for absence and to consider giving consent for individual councillors to be absent from this meeting.

#### 3) DECLARATIONS OF PERSONAL AND PREDJUDICIAL INTERESTS

Members to declare any interest in items on the agenda and the nature of such interest and for the Council to determine if that interest could be prejudicial.

#### 4) MINUTES OF PREVIOUS MONTHLY MEETINGS

To consider and approve the **attached** minutes of the meeting held on 26th April 2017 as a true record.

#### 5) MATTERS ARISING FROM THE ABOVE MEETINGS

To consider any relevant matters arising not covered elsewhere on the agenda.

#### 6) PLANNING

- i. To consider responses to consultation on planning applications received - None.
- ii. To confirm responses to consultation on planning applications taken since last meeting:- None
- iii. To note ERYC decisions on previous consultation applications – None

#### 7) FINANCE

- i. To approve payments :-
  - a. P.6 – 1/05/17 - HAPS – Grass-cutting payments for April - **£182.40.**
  - b. P.7 - 24/05/17 - P. Wilson - Clerk's net pay for April - **£210.23**
  - c. P.8 – 24/05/17 - HMRC (via Post Office) – PAYE deducted from April pay - **£52.40.**
  - d. P.9 - 09/05/17 - R. Dixon - Internal Audit Fee 17/18 - **£310.00**
  - e. P.10 - 09/05/17 - Came and Company - Insurance premium 2017/18 - **£382.07**

**Total £1,137.10.**
- ii. To note receipt of 1st half years Precept of £3,525.50.
- iii. To receive, note and resolve to act as necessary the Internal Audit Report for 2016/17 (**previously circulated**), and particularly the following recommendations:-
  - a. Test 3 (VAT) - never assume all VAT can be recovered. Seek HMRC advice for new projects, significant capital expenditure or any new matters. **Clerk comment - "this would always be done - the recommendation is more of a timely reminder than based on anything in the accounts".**
  - b. Test 8 (Pay) - The Council may wish to review salary payments in accordance with the 2016/18 NJC National Salary Award. **Clerk comment - "This pay award was missed by me and so was never implemented. If the Council wishes to continue to pay me based upon the national scheme, an increase in the hourly rate wef 1/4/16 of 1% (9.6p) to £9.647 and wef 1/4/17 of 1% (9.6p) to £9.743 is required. The cost of this is not significant as the cost of back pay to correct this would be £42.24 in total. **The Council's wishes are sought.****
  - c. Test 11 (Year-end accounts/Annual Return) - Explanation of Variances requires amendment to agree to Annual Return prior to submission. **Clerk comment - "This has already been done.**
- iv. To note that the Annual Return was submitted on 16 May 2017

#### 8) WITHERNWICK COMMUNITY WIND FARM FUND

To receive details of progress on potential bids.

- i. Defibrillator – update - no contact yet with electrician due to year end work.
- ii. Benches and Litter Bins - update - presented cheque awaited to enable claim for remaining 50% of grant..
- iii. Planters - "parked " for now.

9) **LOCAL ISSUES**

- i. Conservation Area - no action yet due to year end work

10) **OTHER ITEMS OF INFORMATION**

Any other correspondence and other matters to be verbally reported by the Clerk.

11) **ANY OTHER BUSINESS**

None reported

12) **NEXT MEETING**

To confirm the next Parish Council Meeting is Wednesday 28th June 2017 at 7pm in St Alban's Church.

END OF AGENDA