

DALLINGTON PARISH COUNCIL

Minutes of the Annual Dallington Parish Council Meeting held on 16th May 2017

Present

Councillors W. Miers (Chairman), N. Holyoake (Vice-Chairman),
P. Ridley, P. Wilson
Mrs. I. Marchant (Clerk/RFO)
Members of the Public

1. ELECTION OF CHAIRMAN 2017-18
RESOLVED - that Councillor Miers be elected Chairman of Dallington Parish Council for 2017-18. Councillor Holyoake proposed and Councillor Ridley seconded, the voting was unanimous. The Chairman signed the Declaration of Office, which was countersigned by the Clerk as Proper Officer.
 2. ELECTION OF VICE-CHAIRMAN 2017-18
RESOLVED - that Councillor Holyoake be elected Vice-Chairman of Dallington Parish Council for 2017-18. Councillor Wilson proposed and Councillor Ridley seconded, the voting was unanimous.
 3. DISPENSATIONS
None requested.
 4. DISCLOSURES OF INTERESTS
None.
 5. APOLOGIES FOR ABSENCE
None received.
 6. ACCURACY OF THE MINUTES OF THE PREVIOUS MEETING
RESOLVED - that the draft minutes of the DPC meeting held on 21.03.17 be confirmed as being an accurate record of that meeting. Councillor Holyoake proposed and the Chairman seconded, the voting was unanimous.
 7. ADJOURNMENT
 - 7.1/2 County (ESCC) and District (RDC) reports - none, Councillor Barnes sent his apologies.
 - 7.3 Village Hall report - Mrs. J. Jeremy
 - Repairs to the toilet block roof are now complete.
 - Mr. R. Woodhams is to audit the Village Hall accounts.
 - The Village Hall constitution is to be "revamped."
 - A vinyl floor is to be installed in the toilets.
 - A microphone is to be purchased.
 - Fund raising events are ongoing and funds will be increased with the two elections.
 - 7.4 Public Question Time - no questions.
- THE MEETING RECONVENED
8. LEGAL COUNCIL PROCEDURES/DOCUMENTS
RESOLVED - to re-adopt DPC's current Code of Conduct, Standing Orders and Financial Regulations. Councillor Ridley proposed and Councillor Holyoake seconded, the voting was unanimous.
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9. DALLINGTON PARISH COUNCIL RISK ASSESSMENT
RESOLVED - to adopt the Dallington Parish Council risk assessment, dated 26.04.17, as presented by the Clerk. The Chairman proposed and Councillor Wilson seconded, the voting was unanimous.
10. RESOLUTION/APPROVAL OF THE ANNUAL RETURN 2016-17
- 10.1 **RESOLVED** - to approve the Annual Governance Statement 2016-17 (section 1) and confirm that the Council can answer Yes to statements 1-9. The Chairman and the Clerk signed the required sections. Councillor Wilson proposed and Councillor Holyoake seconded, the voting was unanimous.
- 10.2 **RESOLVED** - to approve the Accounting Statements 2016-17 (section 2). The Chairman signed the required section (the Clerk had previously signed as required). The Chairman proposed and Councillor Ridley seconded, the voting was unanimous.
- 10.3 **RESOLVED** - to approve the Explanation of Variances and Bank Reconciliation 2016-17. The Chairman proposed and Councillor Wilson seconded, the voting was unanimous.
- 10.4 **RESOLVED** - to approve the Internal Audit Report 2016-17 and to appoint Mr. R. Woodhams as DPC's internal auditor for 2017-18. The Chairman proposed and Councillor Ridley seconded, the voting was unanimous.
DPC and the Clerk would like to thank Mr. Woods for the professional and constructive manner in which he conducted the audit. Mr. Woodhams has requested that his fee for the internal audit (£50.00) be donated to the Village Hall.
(ACTIONS - CLERK)
11. APPOINTMENTS TO OUTSIDE BODIES
Councillor Ridley was appointed as DPC's representative to ESALC. The Chairman was appointed as DPC's representative to RALC.
12. DPC INSURANCE 2017-18
RESOLVED - to accept a 3-year agreement with AON Insurance (to start 01.06.17) for the sum of £285.45 annually. Councillor Holyoake proposed and Councillor Wilson seconded, the voting was unanimous. **(ACTION - CLERK)**
13. LEGAL REQUIREMENTS FOR PENSION REGULATOR
DPC do not have an employee for automatic enrolment. They have written to the Clerk, who has confirmed that she does not wish to take a pension from DPC. She will inform the Pensions Regulator using the required online system. **(ACTION - CLERK)**
14. DALLINGTON RECREATION GROUND (standing item)
- 14.1 **RESOLVED** - to authorise Mr. D. Wilson to purchase a hose and reels to the value of £80.00. The Chairman proposed and Councillor Holyoake seconded, the voting was unanimous.
- 14.2 Other DRG matters
- DPC are very grateful to Mr. C. Gillett for the loan of the triple-gang mower. The Clerk will write and thank him. **(ACTION - CLERK)**
 - Mr. D. Wilson is to purchase a lantern for emergency lighting and a heater to replace the old one over the door.
 - The Chairman is to invite Coffee and Company to the "path opening" on 28.05.17.
15. PLANNING (standing item)
- 15.1 No planning applications for consideration.
- 15.2 No other planning matters for discussion.
16. ENFORCEMENT (standing item)
- 16.1 No DPC items on RDC enforcement list.
- 16.2 No other enforcement matters for discussion.

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17. ROADS, PATHS, VERGES (standing item)
- 17.1 **AGREED** - to accept the offer by ESCC for wildflower verges outside the post office and Parkfield Farm, also to request the replanting of the wildflower verges in South Lane, which were vandalised by ESCC contractors. **(ACTION - CLERK)**
Mr. Bagnall is to follow up the issue of wildlife verges with the Sussex Wildlife Trust.
- 17.2 Speeding issues
- Mr. A. Bagnell is looking at the legality of installing a speed camera inside his house.
 - All should be aware that there are a lot of deer on the roads at the moment.
- 17.3 **RESOLVED** - to accept the quotation from JAAK Signs for a new fingerpost at the junction of Herrings Road/South Lane, for the sum of £943.60, this will be match-funded by ESCC. Councillor Ridley proposed and Councillor Wilson seconded, the voting was unanimous. **(ACTION - CLERK)**
18. FINANCE (standing item)
- 18.1 Bank balances at 30.04.17
- | | |
|---------------------|------------|
| DPC deposit account | £14,996.28 |
| DPC current account | £574.22 |
| DRG custom account | £1,040.42 |
- 18.2 **RESOLVED** - to approve the following payments. Councillor Wilson proposed and Councillor Ridley seconded, the voting was unanimous.
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| MPC ACCOUNT | |
| Clerk (Apr/May17) salary, home office, expenses | 641.50 |
| Dallington Recreation Ground, VAT refund | 590.00 |
| ESALC/NALC, subscription 2017-18 | 92.93 |
| JAAK Signs, fingerpost repair | 481.20 |
| Dallington Village Hall, donation in lieu of internal audit fee | 50.00 |
| AON Insurance | 285.45 |
| TOTAL | £2,141.08 |
| DRG ACCOUNT | |
| D. Wilson, plumbing materials/lawn seed/mop | 96.75 |
| ION Safety, annual fire inspection/new extinguisher | 125.50 |
| D. Sewell, field rolling/petrol for mower | 52.00 |
| CGN Services, mower service | 134.59 |
| TOTAL | £408.84 |
- 18.3 **RESOLVED** - to approve the fourth quarter accounts (31.03.17) for 2016-17, as presented by the Clerk. Councillor Holyoake proposed and the Chairman seconded, the voting was unanimous.
- 18.4 The Members received and noted the budget monitor and bank reconciliations at 30.04.17.
19. DATE OF NEXT MEETING
18th July 2017, at 7pm in Dallington Village Hall.