

Kingsley Parish Council
Minutes of the Annual Parish Council Meeting
held on Thursday 25th May 2017 at 7.30pm in the Kingsley Centre

Present: Cllr Chris Rigden
Cllr Richard Coury
Cllr Karin Clayton
Cllr David Lowe
Cllr Robin Gregory
Cllr Roger Fletcher

In attendance: Karine Nana Yonko, Clerk
4 members of the public

The Annual Parish Council Meeting was held on 25 May 2017 after the meeting planned for 28 April 2017 had to be adjourned because no chairman was elected at that meeting.

Cllr Lowe, as last year vice-chairman, opened the meeting.

21.11 Apologies for Absence
None

21.12 Election of Chairman
Cllr David Lowe asked for nominations for the post of Chairman for the coming year. There was only one nomination for Chairman: Cllr David Lowe.

Proposed Cllr Karin Clayton
Seconded Cllr Roger Fletcher
All agreed unanimously

21.13 Declaration of Acceptance of Office as Chairman
Cllr David Lowe accepted the nomination and was duly elected as Chairman for the year 2017/2018. The declaration of acceptance for Chairman was duly completed and signed.

Cllr Lowe thanked Cllr Rigden for his dedicated work during his years of chairmanship

21.14 Election of Vice-Chairman
Cllr Lowe asked for nominations for the post of Vice-Chairman. There was only one nomination for Vice-Chairman: Cllr Roger Fletcher.

Proposed Cllr Karin Clayton
Seconded Cllr Chris Rigden
All agreed unanimously

21.15 Declaration of Acceptance of Office as Vice-Chairman
Cllr David Lowe accepted the nominations and was duly elected as Vice-Chairmen for the year 2016/2017. The declaration of acceptance for Vice-Chairman were duly completed and signed.

21.16 Approval of the Minutes of the Annual Parish Council Meeting held on 28th April 2016
The Minutes were approved as a true record of the meeting and duly signed by Cllr Lowe.

Proposed Cllr Chris Rigden
Seconded Cllr Karin Clayton
All agreed unanimously

21.17 Registers of Interests

No register of interest form has been handed out to the clerk as no change of circumstances have occurred from any councillors.

21.18 Review of Appendix F of Standing Orders and Agreement of Lead Councillors for 2016/17 (Appendix attached ANNEXE 1)

It was agreed to:

Add to St Nicholas Chapel & Cemetery Cllr Fletcher and Cllr Gregory

Add to Lower Green Cllr Rigden for Footpath 6

Replace Eco Town by External Parish Affairs

21.19 Approval of Standing Orders, Financial Regulations & Risk Assessments

Cllr Chris Rigden confirmed that the Standing Orders & Financial Regulations have been amended through the year in regards of the banking arrangements, payment of accounts and employee's pension which are referred in sections 5, 6 & 7, therefore it was proposed that no further recommendation for change were needed.

Proposed: Cllr Chris Rigden

Seconded: Cllr Richard Coury

All agreed unanimously

21.20 Approval of the Accounts for the Financial Year 2016/2017

Detailed accounts had been circulated to Councillors prior to the meeting. Cllr Rigden confirmed that the internal audit was carried out on in May 2017 and that the report has only one recommendation in regards of the capital receipt. (*See Internal auditor report ANNEXE 2*)

The balance at 31st March 2017 was £71,567.61

(*See KPC's Bank reconciliation ANNEXE 3*).

The audit form section 2 was approved. Section 1 was duly read out and all points were accepted. The Chairman and Clerk signed both sections.

The form will now be sent to the Audit Commission by the clerk for external audit.

The accounts for the financial year 2016/2017 were approved.

Proposed: Cllr Robin Gregory

Seconded: Cllr Roger Fletcher

All agreed unanimously

21.21 Date of next Annual Parish Council Meeting

The next Annual Parish Council Meeting will be held in April 2018.

There being no further business, the meeting closed at 8:00pm.

ANNEXE 1

Appendix F to Kingsley Parish Council Standing Orders

Lead Councillors

Planning:

Planning applications and other matters: **Cllr Richard Coury**

Looking after the Parish Council owned Estate:

Allotments: **Cllr Chris Rigden**
St Nicholas Chapel & Cemetery: **Cllr Chris Rigden, Roger Fletcher & Robin Gregory**
Regular inspections of St Nicholas Chapel and Cemetery: **Cllr Richard Coury**
Upper Green and Playground: **Cllr Robin Gregory**
Lower Green/Footpath 6: **Cllr David Lowe & Chris Rigden**
Other Miscellaneous Items: (eg Notice Boards, Map Boards, Seats); **General council**

Maintaining and enhancing the village environment:

Commons, Greens and Rights of Way: **Cllr David Lowe**
Fly-tipping and litter: **The Clerk**
Transport, Highways and Road Safety: **Cllr David Lowe**
Community Resilience: **Cllr Karin Clayton**
Environment and Biodiversity: **Cllr Karin Clayton**
Housing, Business and Commerce: **Cllr Chris Rigden**
ECO –Town consultation: **Cllr Robin Gregory**
Minerals and Waste: **Cllr Karin Clayton**
Village Broadband: **Cllr Richard Coury & Cllr Karin Clayton**

Liaison with local groups:

Village Forum: **Cllr Karin Clayton**

Finance:

Accounts: **The Clerk** is the Responsible Finance Officer
Budget and Precept: **The Clerk** prepares budget for consideration at November meeting.
Insurance: **The Clerk**

Administration:

Routine Administration: **The Clerk** (eg collecting the post, posting notices, Council meetings).
Responding to ad hoc enquiries: **The Clerk** provides initial response and involves Councillors as necessary
Parish Council website: **Cllr Rigden** to facilitate design and **Clerk** to administer once working
Correspondence: **The Clerk**
Ongoing Contracts: **The Clerk**

Other matters:

Other matters as necessary **Chairman, Clerk or as agreed at Council meeting**