

**MINUTES OF THE ANNUAL MEETING OF
SCOTTON PARISH COUNCIL
HELD ON TUESDAY 3RD MAY 2016
IN THE VILLAGE HALL, SCOTTON AT 6.00PM
DRAFT – MAY BE SUBJECT TO AMENDMENT**

- 1 **ELECTION OF CHAIRMAN: NOMINATED:** CLLR B HILL
PROPOSED: CLLR M LANGFORD; **SECONDED:** CLLR M CLARKE;
CLLR HILL WAS UNAVOIDABLY DETAINED DUE TO WORK BUT HAD GIVEN PRIOR ACCEPTANCE
- 2 **ELECTION OF VICE CHAIR: NOMINATED:** CLLR M CLARKE;
PROPOSED: CLLR C MUSGRAVE **SECONDED:** CLLR M LANGFORD;
CLLR CLARKE WAS DULY ELECTED.
- 3 **CO=OPTION OF COUNCILLOR**
Mark Schofield was **proposed** by Cllr M Langford; **Seconded** by Cllr C Musgrave and duly elected Cllr Schofield signed the Declaration of Acceptance
- 4 **PRESENT:** Cllr M Clarke (Vice Chairman); Cllr M Langford; Cllr C Musgrave;
Cllr L Wetherall; Cllr M Schofield;
Also present: Clerk D Millward; District Cllr Pat Mewis, 2 residents
- 5 **APOLOGIES:** CLLR B HILL
DECLARATION OF INTEREST NONE
- 6 **PUBLIC PARTICIPATION AND DISTRICT CLLR REPORT**
A resident spoke regarding planning 134335, 19 Crapple Lane. The comments were noted (copy available from clerk).
Cllr P Mewis spoke about formulation of a Neighbourhood Plan. WLDC have a dedicated officer who can come and speak about this.
- 7 **MINUTES - MARCH 2016**
Signed and agreed as a correct record
Proposed: Cllr M Clarke; Seconded: Cllr L Wetherall. Unanimous
- 8 **PLANNING**
- 8.1 **APPLICATION 134292 – 37A CRAPPLE LANE**
No objections
- 8.2 **APPLICATION 134293 – 37A CRAPPLE LANE**
No objections
- 8.3 **APPLICATION 134335 – 19 CRAPPLE LANE**
The Council considered the comments made by a resident and it was agreed that a site visit was needed. Councillors arranged this for after the meeting. Their comments will be collated from email which is an agreed method in the Council Planning Policy.

Note: Comments returned will be available from the Clerk.

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9 MATTERS TO BE DISCUSSED RAISED AT ANNUAL ASSEMBLY

9.1 BUS SHELTER

Unfortunately after contacting relevant authorities there is nowhere to site a bus shelter.

9.2 DEFIBRILLATOR

Clerk to source funding and available electric supply.

9.3 LITTER

Council wrote to congratulate WLDC on the efficiency of their refuse dept

9.4 CHRISTMAS TREE

ACIS have indicated that they own the land near Dooks Close and will investigate the possibility of the Council putting in an electric supply.

10 HIGHWAYS AND FOOTPATHS

10.1 ALLOTMENT WARDENS

Mr R Ramsay has agreed to become a warden. Clerk to write to thank him and also to write to Mr J Laughton.

11 FINANCE

11.1 INCOME & EXPENDITURE – IN HAND £ 14346.98

11.2 INTERNAL AUDIT REPORT

The Chair read the report from Cllr Smith and the comments were noted. It was agreed that the Clerk should implement the recommendations. A thank you card is to be sent to Mr Smith with Garden Centre voucher.

The Annual Audit Return was duly signed.

11.3 CLERKS BI-MONTHLY SALARY - CHEQUE AUTHORISED £240

11.4 INSURANCE – CHEQUE AUTHORISED - £341.18

11.5 VILLAGE HALL – CHEQUE AUTHORISED £2500

11.6. LIVES – CHEQUE AUTHORISED £50

11.7 CAB – CHEQUE AUTHORISED £50

11.8 SCOTTON PCC – CHEQUE AUTHORISED £270

11.9 VILLAGE CARETAKER – CHEQUE AUTHORISED ££97.50

Clerk reported that windows in the Telephone Box had been broken. Mr Williams has cleared the glass and replaced the windows.

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12 COMMITTEE AND OTHER REPORTS

12.1 VILLAGE HALL – REPRESENTATIVE

 Cllr M Schofield will be Village Hall Representative.

13 REVIEW OF POLICIES

 All policies were reviewed and signed.

 It was Resolved that these policies should be looked at one by one during the coming year and that Risk Management should include all new items to be insured.

14 MEETING CLOSED – 7PM

15 DATE OF NEXT MEETING – Tuesday 7th June 2016 in The Village Hall at 6pm