

FORTON PARISH COUNCIL

Minutes of Meeting Held Wednesday 10th May 2017

PRESENT: Cllrs: S Tomkinson (Vice Chair), D Toon (Vice Chair), D Carver (RFO), M Smith, E DeQuincey, S Spencer.

C Little (Clerk)

1. Apologies for Absence:

Apologies were accepted from Cllr Hammond and Cllr Perks and Borough Cllr Williamson. County Cllr Winnington was not present.

2. Declaration of Councillors personal interests:

No interests were declared.

3. Minutes of Meeting held on Wednesday 15th March 2017 and matters arising not on this agenda:

Minutes were agreed and signed by the Chairman and the matters arising are dealt with at the appropriate points on the agenda.

4. Financial report and authority for payments:

4.1 2016/2017 Year-End

The financial statement for the year ended 31 March 2017 balanced to the bank statements covering the year-end with a closing balance of £725.67 (previously estimated @ £723.98). It is this statement that provides the figures for the Annual return.

Councillors accepted the 31 March 2017 financial statement as a true record and the chairman signed a copy.

4.2 2017/2018 Quarter One

The financial statement dated 03 May 2017 balanced to the latest bank statements received with a closing balance of £1307.67 this includes the first tranche of £582.00, Precept, Council Tax Grant and Concurrent monies received from Stafford Borough Council on 03 April.

Councillors accepted the Quarter 1 financial statement as a true record and the chairman signed a copy.

4.3 Insured Risks

The Council undertook its annual risk assessment with a review of its insurance cover. The papers from broker Came and Company had been circulated and showed the scope of cover offered under the Parish Council's three years' agreement with Ecclesiastical Insurance. (Insurance cover runs from 01 June to 31 May).

After discussion, Councillors agreed that the cover provided by Ecclesiastical Insurance should adequately cover all risks they envisage the Council might face in the year to 31 May 2018.

Councillors agreed to continue insurance with Ecclesiastical Insurance on the terms offered from 01 June 2017 to 31 May 2018 at the premium of £288.46.

4.4 Payments for Approval

Precept Payments	Budget	Actual	Agreed to Pay
Clerk's Salary – 1 st quarter	£103.04	£103.04 (gross)	yes
Clerk's expenses	£15.00	nil	-
Ecclesiastical Insurance premium	£279.25	£288.46	yes
Parish Hall rent for 2017	£121.20	£120.00	yes
SPCA subscription 2017	£113.12	£98.00	yes

Councillors approved the above four payments.

4.5 Annual Audit 2016/2017

The audit papers have to be submitted by 02 June this year. The necessary notices for the exercise of electors' right to inspect accounts and records are due to be posted with the period allowing examination from Monday 05 June 2017 to Friday 14 July 2017. Action RFO

The internal audit (page 5 of the Annual Return) was successfully concluded by Robert Watson Jones FCA on 11 April.

Councillors gave a vote of thanks to Robert Watson Jones for his undertaking of the internal audit, conducted without charge.

4.6 Governance

Councillors answered the Annual Return Governance Questions Nos 1 – 8 in the affirmative (page 2 of the Annual return) and the Chairman & Clerk signed the bottom of page.

4.7 Accounting Statement

Councillors examined the Annual Return Accounting Statement (page 3 of the Annual Return) noting that it agreed with the year-end financial statement dated 31 March 2017 mentioned at 4.1 above and the RFO & Chairman signed the bottom of the page.

4.8 Other matters

Cllr Carver stated that he had received a note of thanks from Mr Brian Watson-Jones for the donation the church received from the Parish Council in March.

5. Planning Applications:

No new applications had been received.

6. Matters requiring attention in the Parish:

The Clerk advised that the incidents reported to SBC from the last meeting; potholes in Meretown and the dangerously overgrown footpath on the A519, had both been given category 3 status in the last week.

Category 3 items are perceived by SBC to offer low risk and will be grouped together with similar repairs in the area, currently 50% of which are repaired within 60 days and the rest as soon as possible.

7. Update on Safety on A519:

The clerk confirmed that whilst Mark Keeling (Community Infrastructure Liaison Manager) and Cllr Winnington had written to confirm that two surveys had been

commissioned the outcomes have not yet been forthcoming. The clerk agreed to chase this up. Action Clerk

8. Any Other business:

It was reported that the recent Rabbit Farm appeal had been unsuccessful. Potholes on the A519 were reported near the monument facing the Eccleshall direction and down the bank just before the speed limit sign. A ditch is developing on the North side of the A519 between the cricket club and the Forton crossroads, posing a particular danger to cyclists. The clerk agreed to take photographs and log calls.

Action Clerk

9. Correspondence:

There was no correspondence.

10. Date of next Meeting:

Wednesday 19th July 2017

The meeting was closed by the Chairman at **19:50 p.m.**