

# ASTLEY PARISH COUNCIL

## Wednesday 16 May 2018 MINUTES

**PRESENT** at Astley Parish Council meeting held at 7pm in ASTLEY VILLAGE HALL:-

*Parish Councillors:* Malcolm Colclough, Stewart Robinson, Kate Lloyd (Chair), Edward Bedell, Katy Galliers, Rob Shelley.

*Together with Shropshire Councillor Picton, Andrea Gabbitas and two members of the public.*

### 1. **ELECTION OF CHAIR**

Cllr Lloyd was proposed by Cllr Colclough and seconded by Cllr Bedell. ELECTED unanimously.

### 2. **APOLOGIES**

No apologies were received.

### 3. **DECLARATION OF INTEREST** *Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the Register of Interests. Declaration of any interest in a matter that may result in bias. An interest may be declared at any time during the meeting.*

There were no declarations of interest.

### 4. **ELECTION OF VICE CHAIR**

Cllr Bedell was proposed by Cllr Lloyd and seconded by Cllr Robinson. ELECTED unanimously.

### 5. **APPOINTMENT OF APC REPRESENTATIVES**

**SALC Area Committee** – Cllr Lloyd was appointed, and Cllr Galliers will act as substitute if required. ALL AGREED

**LJC representatives** – Cllr Lloyd was appointed and Cllr Bedell will act as substitute if required. ALL AGREED

**RAF Shawbury Helicopter Noise Liaison Group** Cllr Lloyd was appointed.

### 6. **MINUTES**

The minutes of APC meeting held on 18 April 2018 were approved and signed as a true record,.

### 7. **OFFICIAL MATTERS**

7.1 **Casual Vacancy** – Following the resignation of Cllr Mark Cintas there is a casual vacancy. Notices to advertise the vacancy were approved and shall be placed on noticeboards and on the website. It was agreed that a letter be sent to Mr Cintas thanking him for his contribution and wishing him the best for the future.

7.2 **Standing Orders, Code of Conduct, and Financial Regulations** – all approved

7.3 **Asset Register:** to confirm register of assets with a number of changes, the new noticeboard is at Bings Heath and is aluminium, not cast iron. The noticeboard at Battlefield has been refurbished. In addition the telephone box should be listed at purchase value, which is £1.

7.4 **Data Protection Annual Report:** The report was agreed.

7.5 **Parish Council Noticeboards:** responsibility for noticeboards was agreed as follows:

- Upper Astley – Cllr Lloyd
- Battlefield - Cllr Colclough
- Astley Village – Cllr Lloyd
- Bings Heath – Cllr Bedell
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- 7.6 **Annual governance and accountability return:** Cllr Lloyd signed the exemption notice which shall be returned to the external auditor.
- 7.7 **Report of Internal Auditor** – The report from the internal auditor was noted.
- 7.8 **Annual Governance Statements** – the annual governance statements were all considered and approved.
- 7.9 **Accounting Statements** – the annual accounting statements were considered and approved.
- 7.10 **Analysis of variances** – The analysis of variances was considered and approved.
- 7.11 **Bank reconciliation 31 March 2018** – The bank reconciliation was considered and approved.
- 7.12 **Notice of the period for the exercise of public rights:** The notice was approved and copies shall be placed on the noticeboards and on the website.

**8. ASTLEY PARISH COUNCIL RECEIPTS AND PAYMENTS 18 May 2018**

It was resolved that the following payments be approved:

8.1 Pay by cheque 447 A Gabbitas (Clerk's salary)	195.49
8.2 Pay by cheque 448 HMRC (tax re Clerk's salary)	48.80
8.3 Pay by cheque 449 SDH Accounting (Internal Audit Fee)	110
8.4 Pay by cheque 450 Came and Company (insurance renewal)	344.11
<b>TOTAL</b>	<b>698.40</b>

cheques signed by EB and RS.

**DATE OF NEXT MEETING** Wednesday 20 June 2018 at Astley Village Hall, 7.30pm.

The meeting closed at 7.25 pm.

*CHAIRMAN'S SIGNATURE* \_\_\_\_\_