

Minutes of the Annual General Meeting of Elkstone Parish Council

8.00pm, Wednesday 16th May 2018, in Elkstone Village Hall

Present: Mr Hobbs (Chair), Mr Collins, Mr Cooch and Miss Gass; Mrs Thorn (Clerk)

Apologies: Ms Toase

1. Election of Officers

Chairman: Mr Hobbs; proposed: Mr Collins, seconded: Mr Cooch
Mr Hobbs took the Chair.

Vice Chair: Mr Collins; proposed: Mr Hobbs, seconded: Miss Gass

2. Minutes of the last Meeting (18th April 2018) were accepted and signed.

3. Matters arising – there were none.

4. Finance

4.1 Payment of accounts

4.1.1 Invoice to carry out the internal audit - £125.00 plus £25.00 VAT = £150.00. A cheque for £150.00 was written, signed and will be posted.

4.1.2 Clerk's salary – April 2018 = £321.03 less PAYE £38.00 = £283.03 – to approve salary payment for April retrospectively. The cheque for April has already been written, signed and handed over. A cheque for £38.00 has already been written, signed and posted to HMRC.

4.2 Internal audit/annual return – the Internal Auditor's report was clear.

4.2.1 RFO certification of Accounting statements – this was completed.

4.2.2 Completion and approval of Section 1 of Annual Return (Governance) – this was considered and completed.

4.2.3 Approval of Section 2 of Annual Return (Accounting statements) – this was considered and completed.

4.3 RFO's Report on Year to Date Income and Expenditure against Budget was received with thanks.

5. Insurance renewal

The Clerk had circulated prior to the meeting a comparison of the 3 quotes received. BHIB being £151 cheaper than Came and Company and £179 cheaper than Zurich. BHIB following the transfer of business from AON for a 3 year Long Term Agreement £193.74 providing the same level of cover.

A cheque for £193.74, was written, signed and will be sent.

6. Planning

6.1 17/05203/FUL – Coombe End Manor, Elkstone: Noted CDC have granted permission for proposed Conversion of existing stables to a single bedroom residential dwelling.

6.2 18/01047/FUL – Ethridges, Elkstone: proposed single and double storey extensions and boundary wall – Councillors had no objections.

7. **Correspondence from the Parish** – there was none.
8. **Other Correspondence** – was put into circulation.
9. **AOB**
 - 9.1 The salt bin on Pike Hill has now been put back into position thanks to Mr Collins.
 - 9.2 Work to repair potholes has started to take place.
 - 9.3 The cabinet for the defibrillator has been delivered, arrangements are now being made with the electrician for the installation.
10. **Public Session** – no items were raised from the floor.
11. **Date of next Meeting** - Wednesday 18th July 2018

There being no other business, the meeting closed at 8.35pm.