

Minutes of a Meeting of Elkstone Parish Council

8.00pm, Wednesday 22nd March 2017, in Elkstone Village Hall

Present: Mr Hobbs (Chair), Messrs Collins, Cooch and Muschamp; Mrs Thorn (Clerk)

Apologies: Mr Luck; District Councillor Parsons

1. **Minutes of the last Meeting** (18th January 2017) were accepted and signed.
2. **Matters arising**
 - 2.1 Re item 6 of 18.01.17 – Willow Tree on The Pound
The Clerk contacted the Tree Officer at CDC regarding the Willow Tree on The Pound and unfortunately the Tree Officer does not provide a tree surveying service. They would suggest contacting a tree surgeon to take a look at the tree and if the tree requires removal or reducing in size then EPC would need to complete and submit an application for tree works.
Mr Collins to arrange for a tree survey report to be carried out.
3. **Finance**
 - 3.1 Payment of accounts
 - 3.1.1 Payment of Hall hire charges November 2016 – March 2017 – 3 meetings @ £10.00 per booking = £30.00
A cheque for £30.00 was written, signed and will be hand delivered.
 - 3.1.2 Payment of 50% share of Elkstone village website .co.uk domain name renewal = £9.00
A cheque for £9.00 was written, signed and will be hand delivered.
 - 3.1.3.i Clerk's salary – January 2017 = £258.80 including tax refund of £75.20 and February 2017 = £50.40 – to approve salary payments for January and February retrospectively. The cheques for January and February have already been written, signed and hand delivered.
 - 3.1.3.ii Clerk's expenses – 3 months January to March 2017 – Postage £2.20 and percentage of phone/broadband charge £17.60 = £19.80
A cheque for £19.80 was written, signed and handed over.
 - 3.1.4 Begging letters – no begging letters have been received, however to make a Section 137 donation of £50.00 to Citizens Advice Bureau
Proposed Mr Cooch, seconded Mr Collins
A cheque for £50.00 was written, signed and will be sent.
 - 3.2 Future method of payments to HMRC –
Correspondence has been received from HMRC requesting payments to be made electronically in the future – to consider at the April meeting.
 - 3.3 RFO's Report on Year to Date Income and Expenditure against Budget was received with thanks.

- 4. Annual Reviews**
 - 4.1 Risk Assessment – no changes
 - 4.2 Insurance cover and renewal – the renewal has not yet been received, the cover is as previously
 - 4.3 Internal Controls – no change
 - 4.4 Financial regulations and accounting procedures – no change

- 5. Correspondence from the Parish**
 - 5.1 A Parishioner has raised concerns regarding poles on verges, this was discussed and EPC will monitor the situation.

- 6. Other Correspondence** – was put into circulation.

- 7. AOB** – there was none.

- 8. Public Session** – no items were raised from the floor.

- 9. Date of next Meeting** – Wednesday 26th April 2017 at 7.30pm.

There being no other business, the meeting closed at 8.46pm.