

**MINUTES OF THE ANNUAL GENERAL MEETING**  
**HELD ON 12<sup>th</sup> MAY 2019 AT 6.30PM HUXLEY PARISH HALL**

Chairman: Cllr O de Braekeleer -Chairperson	Cllr R Bird
Clr M Pilkington	Cllr L Sackett
Clr S Ratledge	Cllr J Windsor
Clr S Martin	17 Members of the public

**APPOINTMENT OF CHAIRPERSON AND VICE CHAIRPERSON**

**RESOLVED 19/012** – that Ollie De Braekeleer be elected as Chairperson for 2019-20.

**RESOLVED 19/013** – that Jane Windsor be elected as Vice-Chairperson for 2019-20.

Acceptance of office declarations were signed at the meeting for these positions.

**APOLOGIES FOR ABSENCE**

Apologies of absence were received from Cllr S Hyden due to being out of the country, Cllr M Roscoe due to family commitments.

**DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS & DISPENSATION REQUESTS**

There were no new declarations of interest and no dispensations sought.

**PUBLIC SESSION**

Ms Jo Coppin read a statement on behalf of the Lee family to the Parish Council and all present with regards to the proposed auction of the Methodist Chapel in Huxley and the sale of the graveyard on a 999 leasehold agreement. The family had 15 members of its family buried in the churchyard and was aware that two more members of the family were looking to be buried there in the future. The family noted that the Methodist Chapel was proposing to 'close' the graveyard and ask for clarification as to whether there would be plots available for the future. The family asked for clarification on a number of areas from the Methodist circuit and were disappointed that the sale had been proposed without any consultation to community who had family members buried in the graveyard. The family requested that the auction be delayed until the areas of concern that they had raised had been addressed.

A reply from the Methodist Circuit was provided by Rev. Stacey who responded to the concerns raised and explained that the closure of the chapel and following that the decision to sell the site had not been made lightly. There were 22 chapels in the Chester and Delemere Circuit that they were responsible for and Huxley were a small congregation, over the last 5 years the building had been insured and maintained at a cost of around £16,000. The Methodist Circuit are bound by Charity Law to act responsibly with the assets they have and if an asset is not used but seen to be costing the Methodist Circuit money then they can be scrutinised. That said they are not allowed within their Charitable status to become landlords of assets and make a profit. Within their constitution they are required to dispose of assets when no-longer needed and achieve the 'Certified best price'.

Three criteria would be written into the lease prior to the sale of the graveyard:-

- The owners would be responsible for maintaining the graveyard.
- The owners would allow access to the graves as currently allowed.

- Where grave still have spaces then burials would still be permitted in the future. It was agreed that no sale could happen without a full lease and the Rev Stacey undertook to discuss this with his advisors to review a possible delay in the auction date until this crucial document was available to all parties concerned.

The Parish Council thanked all who attended and requested site of the lease agreement if possible, prior to the sale of the site.

It was also reported that within the graveyard there was one of two carving that the village do to commemorate the Queens Jubilee, these were owned by Hargrave and Huxley Parish Council and it was asked that the Parish Council consider to relocate the one that is currently situated in the Methodist Churchyard.

17 members of the public left the meeting.

## **MINUTES**

**RESOLVED 19/014** that the Chairperson signs, as a true and correct record of the minutes of the meeting held on 10<sup>th</sup> March, 2019.

## **AUDIT**

The Clerk provided the meeting with information regarding to the finances for 2018-19.

Significant Variances – The chairperson requested that reserves be put in place as follows:-

£1,000 for an election

£500 towards replacement noticeboard

£1,000 towards supply and fitment of a Defib machine in Huxley

Risk Assessment – **RESOLVED 19/015** that the Council adopt the Risk Assessment as circulated.

Asset Register – that this be updated with the two carvings in Huxley and Hargrave that had been undertaken put the villages to commemorate the Queens Jubilee.

Certificate of Exemption **RESOLVED 19/016** – That the council wish to certify themselves as exempt from a limited assurance review.

Governance Statement **RESOLVED 19/017** – That the council agree to all points on the Governance Statement Section 1 of the Annual Governance and Accountability Return (AGAR) 2018-19.

Accounting Statement **RESOLVED 19/018** – That the Council agree the accounting statement of the AGAR 2018-19.

Internal Audit Report - the Council noted the report dated 05/05/19 from the Internal Auditor.

## **BUSINESS**

Guy Lane Speed Limit – Following approving the £1,000 funding from the Parish Council after the last meeting there was not update from CWaC with regards to the next step of going to 'Formal Consultation' the Clerk had chased on several occasions. Cllr Pilkington will liaise with Cllr Jones (CWaC) to seek his support on this. Cllr Bird reported upon a recent fatal accident that had occurred on Guy Lane, it was requested that this also be fed back to CWaC.

40mph speed limit – the Clerk had written to Cllr Jones (CWaC) to request his support and a contribution towards speed limiting interactive signs for Huxley Lane. No response had been received.

Cllr Sackett reported upon the SID training she has organised with CWaC for 21<sup>st</sup> May, and proposed to suggest some additional positions for CWaC to review and approve for the SID machine to be situated.

Fly Tipping – Following the Clerk writing to CWaC with regards to the increased Fly Tipping a response had been received but it was unsatisfactory. It was felt that fly tipping was still on the increase with recently a large chair being abandoned in Hargrave which had since been thrown into a Field. Additionally, a large amount of refuse had been thrown from the bridge into the canal which had been recorded on camera and reported.

National Litter Picking Day – This took place on 6<sup>th</sup> April and 13<sup>th</sup> April and felt to be a great success, all who attended were thanked for their contribution to this event. It was welcomed by the community and felt that it should be undertaken slightly earlier next years. A letter of thanks to T&G should be written for the donation of gloves and litter pickers. The Clerk also confirmed that she had written to the owners of the Crocky Trail and they had confirmed that in future they would look to undertake litter picking down Guy Lane towards Huxley.

Hargrave & Huxley Parish Council Website – This had now been set up by the Clerk and it was requested that the password and login details be shared with the Chairperson and Vice Chairperson for future protection. It was suggested that a notice be put on the noticeboard about the new website and also it be reported in the next newsletter.

Defibrillator – Following the last meeting Cllr O de Braekleer had spoken to Mr Lees from The Inn at Huxley and he was not comfortable with the idea of being responsible for the defib. Further communication with owners will be needed which Councillor Pilkington offered to undertake.

Conservation Area Application – At the last meeting Cllr Roscoe submitted information with regards to applying to become a Conservation Area, following this Cllr Windsor had spoken with CWaC and found out it was a division of the Planning Department that undertook this work. She proposed to ask a member of the Planning Department to attend the next meeting or have a meeting prior to the Parish Council Meeting to explain the benefits of becoming a Conservation Area.

Old Post Office, Chapel Lane – following last meeting where it was reported that brambles were overgrown and coming onto the footpath, the Clerk had reported this to CWaC and they had confirmed that they had been in contact with a local resident who knew the owners of the property and well CWaC had written to the owners and were monitoring it.

## **PLANNING**

Planning Register was accepted, no new planning applications had been received.

## **FINANCIAL ITEMS**

### Accounts for payment

Income received since last meeting :- £5,703 from CWaC for precept.

Payments made since last meeting for approval :-

Clerk Pay	Tax Point 1	£292.29	100531
Clerk Pay	Tax Point 2	£280.28	100535
Autela Group Limited	Q4	£48.47	Direct Payment
PDK LittleJohn	Audit Fine for 2018-19	£96.00	100530
WordPress	Annual Subscription	£48.00	100533
CHALC	Subscription	£144.36	100532
Clerks Expenses		£97.43	100534

**RESOLVED 19/019** to accept these payments since the last meeting.

**RESOLVED 19/020** to accept to be made throughout the year between meetings in-line with budget:-

Clerk Salary & HMRC Payments	Monthly & Quarterly	Budget £2,600
Autela Group Ltd	Quarterly	Budget £230

**RESOLVED 19/021** to move money from Current Account to Deposit Account and only keep enough to cover yearly budget in current account.

On-line banking – It was reported that the on-line banking that had been set up was not appropriate for the requirements of the Parish Council and it was **RESOLVED 19/022** to move to an alternative bank account. The clerk was authorised to start the necessary procedure to move both bank accounts to Barclays and will report at the next meeting.

Clerk's salary – to accept the NALC recommended pay increase from 1st April, 2019. The Chairperson undertook to discuss outside the meeting with the Parish Council and confirmed back.

## **2019-20 MEETINGS**

**RESOLVED 19/022** that the Parish Council would meet on the first Sunday in the month at 5.00pm moving forward.

PC meetings ... on every alternate month as follows:-

Sunday 7<sup>th</sup> July, 5pm at Hargrave Village Hall

Sunday 1<sup>st</sup> September, 5pm at Huxley Village Hall

Sunday 3<sup>rd</sup> November, 5pm at Hargrave Village Hall

Sunday 5<sup>th</sup> January, 5pm at Huxley Village Hall

Sunday 1<sup>st</sup> March, 5pm at Hargrave Village Hall

## **FINANCIAL REGULATIONS**

**RESOLVED 19/023** that the Financial Regulations be adopted as presented at the meeting.

## **PERMANENT APPOINTMENT OF CLERK**

Following the four-month temporary cover that has been supplied by Mrs T Ryall-Harvey, the Parish Council **RESOLVED 19/024** to move her contract to a permanent contract as Clerk and Responsible Financial Officer from 1<sup>st</sup> May 2019.

## **NEXT MEETING**

**Sunday 7<sup>th</sup> July, 2019 at 5pm in Hargrave Village Hall**

Apologies were received from Cllr Windsor and Cllr Ratledge.

The meeting closed at 8.45pm

Signed:.....

Dated:.....

Action	Under Taken By	Result
Submit Acceptance of Office Declarations to CWaC	Clerk	
Submit Certificate of Exemption to PFK LittleJohn	Clerk	Done
Put Audit Paperwork on website	Clerk	Done
SID – Cllr Sackett to provide additional sites for CWaC to approve	Cllr Sackett	
Letter of thanks to be sent to T & G for their donation to the Community Litter Picking Events	Clerk	Done
Clerk to provide passwords to Chairperson & Vice-Chairperson of the Wordpress website	Clerk	
New Website address to be put in the newsletter	Cllr Sackett	
Notice of the new website to be put on the noticeboards	Clerk to provide	
Defibrillator – to follow up with owners	Cllr Pilkington	
Guy Lane Speed Limit – to follow up and seek support from Cllr Jones	Cllr Pilkington	
Conservation Area Application – arrange a meeting with CWaC planning	Cllr Windsor	
Make payments as approved at meeting	Clerk	Done
Move all money out of Current Account into Deposit Account apart from budget amount	Clerk	
Banking – look for alternative bank	Clerk	
Confirm salary for clerk for 2019-20 as per NALC 2018-19 Salary Guidelines	Cllr O de Braekeleer	
Put adopted Financial Regulations onto the Website	Clerk	Done
Put amended meeting dates on website	Clerk	Done
Put Amended meeting dates notice on the noticeboard	Clerk/Cllr Roscoe & Ratledge	Done
Amend books at Village Halls for new dates	Clerk/Cllrs Roscoe & Hyden	Done