**WILLOUGHBY WATERLEYS PARISH COUNCIL**

**Minutes of the Parish Council Meeting**

**Held on Thursday 17th May 2018 at 7.45 pm**

**In the Village Hall, Willoughby Waterleys.**

**Reference 003/2018**

**Present:** Councillors: Mr D Campbell-Kelly, Ms K West, Mr P Leech. Dr A Lyons, Mrs E Clanfield

**In attendance:** Mrs Helen Denton-Stacey (Clerk) and 1 parishioner

**2018-021. Apologies for Absence:** None,

 **2018-022 Declarations or interest or dispensations:** None

 **2018-023. Minutes:**

Minutes of the Parish Council Meeting and Annual Parish Meeting held 19th April 2018 were tabled and agreed to be correct by the PC

**Resolved: Proposed by KW for Chair to sign, AL seconded, Signed by Chair.**

 **2018-024 Matters Arising:**

Clerk advised she had received the renewal notice for the PC insurance, Came and Company had provided three quotations as follows:

 Inspire £370.37/ Hiscox £537.46 and Ecclesiastical £688.

**Resolved: Proposed by AL to renew with Inspire at £370.37 KW seconded, all agreed.**

The PC wish to give thanks to Roger Glover for his expertise on

Repairing the village bench.

**2018-025. Parishioner’s Time**

Graham Hart raised the subject of the proposed bypass and the implications it may have on the village, the PC discussed at length the possibilities of development and locations. DCK is going to monitor the proposals and report back to the PC

**Resolved: DCK proposed to invite the leader of Blaby District Council to attend the next PC meeting to discuss further, AL seconded, all agreed.**

 **2018-026. Planning Applications:** None

 **2018-027. Correspondence:**

Nalc have issued new salary scales for Clerks.

**Resolved: KW proposed to adopt £9.34 per hour as advised for Clerk, AL seconded, all agreed.**

**2018-028 Commemoration WW1 and Passing of People Act**

**Resolved: EC proposed for Clerk to apply for grant for bench to commererate, KW seconded, all agreed.**

**2018-029 Banking Options**

Clerk advised that NALC were sending guidance

**2018-030 Path Renewals**

KW explained that at the south end of the village the paths were overgrown, Clerk is to contact highways and ask to have cut back.

 **2018-031 Flag explanation on notice board**

Discussed how to approach, Clerk is to obtain standard protocol and distribute to agree a process.

 **2018-032. Audit**

As the PC are now using Excel for finance, the following procedures have been adopted.

Maintain anti virus software at all times.

Any documents forwarded are password protected and sent in PDF

All files are backed up on the Cloud

**Resolved: Adopted by the PC DCK proposed, PL seconded, all agreed.**

**2018-032.1 Consideration of the Internal Audit Report**

**Resolved: Proposed by DCK, EC seconded.**

**2018-032.2 Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements.**

**Resolved: Proposed by DCK, AL seconded, all agreed.**

**2018-032.3 Approve the Accounting Statements by Resolution**

**Resolved: Proposed by DCK, AL seconded, all agreed.**

**2018-032.4 Approve Self certification of smaller authority**

**Resolved: Proposed by DCK, AL seconded, all agreed.**

**The PC thanked Andrew West for his contribution to this year’s Audit.**

 **2018-033 Finance Report as at 30th April 2018**

**Resolved: Report agreed by PC. DCK proposed, KW seconded,**

**Payments:**

|  |  |  |
| --- | --- | --- |
| H Denton-Stacey | Clerks Salary May 18 | 180.62 |
| 2 Commune | Annual Website hosting | 330.00 |
| Eon | Street Lighting | 87.10 |
| Village Hall | Village Hall Hire  | 60.00 |
| Leicestershire Gardens | Mowing April 18 | 70.00 |
| HDC | Green bin renewal | 40.00 |
| Came and Company | Insurance Renewal | 370.37 |
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**Resolved: Authorised for payment, DCK proposed, PL seconded.**

 **2018-034. Any Other Business**

Clerk advised green bin in cemetery was due for renewal

**Resolved: Proposed by PL to authorise payment. AL seconded, all agreed**

 **2018-035. Items to be discussed at the next meeting:**

Flag on notice board, Website costs, Church gates and PCC intentions to prevent theft.

**2018-036. Date of next meeting:**

Confirmed as Thursday 5th July 2018.

The meeting finished at 20.57pm

Signed……………………………….

Dated……………………………….

P Leech Chairman