

**Minutes of the Annual General Meeting of Roborough Parish Council  
Held in the Village Hall on the 17<sup>th</sup> May 2016 at 7.30pm**

**Present**

Councillor Rob Brown  
Councillor John Bowden  
Councillor Michael Folland

Councillor Martyn Hookway  
Councillor Yvonne Isaac

**Item 1** Apologies

Apologies were received from Councillor Karen Bryant, District Councillor Rose Lock.

**Item 2** Election of Chairman.

Councillor Yvonne Isaac Proposed Rob Brown to continue as Chairman. This was seconded by Councillor Martyn Hookway and agreed unanimously.

**Item 3** Election of Vice Chair

Councillor Yvonne Isaac stepped down from Vice Chair and proposed Councillor John Bowden as Vice Chair. This was seconded by Michael Folland and agreed unanimously.

**Item 4** Election of representatives for other bodies and responsibilities.

Torrington Area Advisory Group

Councillor Rob Brown continues as the representative for the Torrington Area Advisory Group.

Planning subcommittee.

Councillor's Rob Brown, John Bowden, Karen Bryant remain on the planning subcommittee with the addition of Councillor Michael Folland. This was agreed unanimously.

Highways.

Councillor John Bowden remains as Highways coordinator. This was agreed unanimously.

Snow warden.

Councillor Rob Brown remains as Snow Warden. This was agreed unanimously.

**Item 5** Presentation and adoption of Accounts year ending 31.03.2016, Assets and Audit Commission documents.

The Parish Clerk/Financial Officer presented the end of year accounts, supporting statement, Audit Commission forms and Assets Register. These were duly signed by the Chairman.

**Item 6** Matters from the floor.

There were no matters arising from the floor.

The Annual General Meeting was closed by the Chairman at 19.45hrs.

Vice Chairman.....

Clerk.....

Date.....

Date.....

**Minutes of Parish Council Meeting**  
**Following The Annual General meeting the Parish Council Meeting was**  
**convened at 20.00hrs 17<sup>th</sup> May 2016**

**Item 1 Declaration of Interests.**

There were no interests declared.

**Item 2 Approval of Minutes from PC meeting held on the 15th March 2016.**

The minutes of the last meeting held on the 15<sup>th</sup> March 2016 were agreed as correct and signed by the Chairman.

**Item 3 Chairman will invite members of the public to raise issues of concern.**

There were no members of the public present.

**Item 4 Matters Arising.**

- **Action Points from Previous Meeting.**

Queens 90 <sup>th</sup> Birthday celebrations meeting to be arranged	Councillor Yvonne Isaac	In progress
Letter to Records office with offer of £150 donation	Parish Clerk	Completed
Opting out of Pension to commence Jan 2017	Councillor Rob Brown	Ongoing
Parish Councils response to wind energy plan to be Submitted+ Published on Website/notice board	Parish Clerk	Completed
Contact Playsafety – regarding replacement of chain-link fence	Parish Clerk	Completed
Strengthen Goalposts and make safe	Councillor Hookway/Brown	In Progress
Enquire who the District Council use for play equipment maintenance	District Councillor Lock	Completed
Purchase laptop computer and arrange set up with IT specialist	Councillor Bowden	Completed

- Highways report (Councillor John Bowden).

Pot holes continue to be reported.

- Financial Report (Parish Clerk).

NatWest Current Account £3340.42p

NatWest Reserve Account £ 378.72p

IS&I Account £1681.61p

- Insurance renewal (Parish Clerk)

The Parish Council Annual Insurance Policy is due for renewal 1<sup>st</sup> June 2016.

Cost £226.36

- Southern Electric contract renewal (Parish Clerk)

The price for the electricity supply to the Defibrillator Kiosk is due for renewal. This must be renegotiated before 1st August 2016. (AP1) Clerk to give contact details to Chairman. (AP2) Councillor Rob Brown to renegotiate price.

- Update Playing Field gate renewal (Councillors Rob Brown/John Bowden)

Three Quotes have been given for replacing the playing field gates.

1. James Kendrew visited the playing field and quoted £1600-£1700 +VAT for a metal gate +hanging the gate.
2. Tom Lee quoted without a visit, approximately £750-800 +VAT for a powder coated metal gate.

3. Mark Hooper quoted without a visit, approximately £800 for a wooden gate. This would include delivery and fitting.

It was proposed by Councillor Rob Brown and seconded by Martyn Hookway that we would accept the first quote, pending a grant application.

Councillor Yvonne Isaac suggested that the Parish Council should write to the Roborough Community Partnership and inform them of the plans to retain and renew the gateway.

(AP3) Councillor Rob Brown to write to Roborough Community Partnership.

- Update Replacement of perimeter fence (Parish Clerk).

The Parish Clerk has received confirmation from Playsafety that replacing the perimeter fence with like for like chain link would be acceptable. However, since the last Parish Council meeting a Play Equipment Maintenance man has looked at the safety report and has recommended that matting should be placed beneath each end of the see-saw to comply with safety regulations. He will give a quote for the matting, repainting the see-saw and replacement of damaged perimeter fence with stock proof fencing. Parish Clerk has contacted Playsafety to ask if stock proof fencing is acceptable, but has received no response. (AP4) To chase up response from Playsafety. As regards the report on the Helter-Skelter the maintenance man informed the Council that there were no longer spare parts for replacing safety rails highlighted in the report, so suggested contacting Playsafety to get more details from them. Parish Clerk has contacted Playsafety but has received no response. Parish Clerk to Chase up response from them.

When all the quotes are available an application for grant money will be submitted to District Councillor Rose Lock. (AP5) Councillor Rob Brown.

- Purchase of Laptop for Parish Council (Councillor John Bowden)

With the transparency code grant money of £445 Councillor John Bowden has purchased a 17 inch Lenovo Lap Top for sole use of the Parish Council. The software has been installed by an IT engineer and some basic training given to the Clerk. The Parish Records are now backed up in the “Cloud” using Dropbox. (AP9) Logon and password to be given to Rob Brown.

- Response from Wind Energy Consultation (Councillor Rob Brown)

There has been a positive response from our objections to the plans to make North Devon and Torridge a suitable place for Wind Turbines. (AP6) Rob Brown to contact Campaign for Rural England to express our thanks in bringing this plan to our attention.

### **Item 5 Correspondence received since the 15<sup>th</sup> March 2016 Parish Council meeting.**

Local Government Boundary Commission- Beginning Consultation Process. The local boundary commission will be contacted expressing our wishes to remain in the group of 3 Parish Councils. Beaford, St Giles, Roborough. (AP7) Councillor Rob Brown to email our wishes.

NS&I informing Council of reduction of Interest rate.

### **Item 6 New Business including:**

#### **(a) Molehills in Playing field**

It was unanimously agreed that the Mole catcher should be contacted to deal with the many moles that are making molehills in the playing field. (AP8)

#### **(b) Cheques for signature**

DALC	£ 58.47	Cheque no 218
TDC Payroll	£ 24.00	Cheque no 419
Computer/software and training	£528.73	Cheque no 421
Community First	£226.36	Cheque no 422

Internal Audit

£ 25.00

Cheque no 423

**Item (7) Date of next meeting.**

Tuesday 19<sup>th</sup> July 2016

**Action Points**

<b>Action Point</b>	<b>Councillor/Clerk</b>	<b>Outcome</b>
<a href="#">AP1</a> Send Councillor Rob Brown Contact details of Electricity Supplier	Clerk	
<a href="#">AP2</a> Contact Electricity supplier to renegotiate electricity charge for defibrillator.	Councillor Rob Brown	
<a href="#">AP3</a> Contact Roborough Community Partnership stating our intentions to replace playing field gates.	Councillor Rob Brown	
<a href="#">AP4</a> Chase Playsafety regarding specifics for helter-skeleter and Stock proof fencing	Clerk	
<a href="#">AP5</a> Apply for grant money for play equipment maintenance from District Councillor Rose Lock	Councillor Rob Brown	
<a href="#">AP6</a> Email PC's thanks for alerting the PC about plan for Wind Energy - Campaign for Rural England	Councillor Rob Brown	
<a href="#">AP7</a> Email Boundary Commission consultation	Councillor Rob Brown	
<a href="#">AP8</a> Contact Mole Catcher	Councillor Rob Brown	
<a href="#">AP9</a> Log on and Pass word to be given to Chairman	Clerk	

Signature of Vice Chair.....

Clerk.....

Date.....

Date.....