

Swinbrook & Widford Parish Council Meeting

19th December 2016

Minutes of the Parish Council Meeting held at the, Swinbrook Village Hall, on Monday 19th December 2016 at 7.00pm

Present

John Matthews (Chairman), Jeremy Duckworth (JD), Neil Norridge (NN), Andrew Mitchell (AM)

In attendance: Lisa Harrop (Clerk)

Apologies: Linda Baillie

The meeting was called to undertake the following business

0001 **Apologies**

Apologies were received from Linda Baillie

0002 **Declarations of Interest**

There were no declarations of interest

0003 **Minutes**

The minutes of the meeting held on 21st November 2016 were approved and signed as a true record.

0004 **Matters arising from the minutes**

Andrew Mitchell enquired about the email received from Daryl Buck regarding British Native Crayfish in the previous meeting.

Action: LH to email Andrew Mitchell Daryl Buck email. JM to email LH the Landowners details along the Swinbrook.

0005

Correspondence

1. None Received

0006

1. Parish Council Website – LH presented to the Parish Council at the previous meeting a proposal to engage a company called ParishCouncil.net to develop a Parish Council Website for Swinbrook & Widford PC. LH advised that they have 3 packages available,

- a. Bronze £150 development £100 Annual Hosting, 1st year costs £250 year 2 onwards £100 per annum
- b. Silver £250 development £200 Annual Hosting, 1st year costs £450 year 2 onwards £200 per annum
- c. Gold £500 development £300 Annual Hosting, 1st year costs £800 Year 2 onwards £300 per annum

LH advised the PC that the Bronze Package would be sufficient for the PC's needs. The Parish Council approved the Spend for the Bronze package.

Action: LH to contact ParishCouncil.Net and start the process.

0007 **Councillor Vacancy**

1. LH informed the PC the process for co-opting a new member to the Parish Council. Due to Joyce retiring from the PC a vacancy has become available. LH contacted Keith Butler at WODC to confirm the process for co-opting a new member to the PC. A notice of vacancy has been placed on the Village Noticeboard which details the vacancy and the process for calling an election which must be made by 10 local government electors making a formal request to WODC by the 6th January 2017. In the event that an election is not called then Swinbrook PC are able to co-opt an individual to the PC. JD informed the PC that he wished to be co-opted on to the PC. The PC took the decision that as the next PC meeting was not scheduled until March/April 2017 and that there is a requirement by law to co-opt a person to fill the vacancy as soon as practicable after the expiry of the period of 14 days and based on the advice given by Keith Butler, the PC voted to Co-Opt JD onto the Parish Council at this meeting with the understanding that if an election was called then the process for an election would be undertaken. This was supported by AM, JM, NN, LB (by email).

Action: - LH to contact Keith Butler in the New Year to confirm the election outcome and confirm the Co-Option of JD onto the PC.

0008 **Finances**

1. Budget Report
JD went through the 5-year cash flow forecast for the Parish Council.
2. Precept for 2017/2018
JD informed the PC that the application for setting the Precept needed to be completed and sent to WODC by the end of the year. JM proposed that the Precept for 2017/2018 should not be raised stating that in the PC meeting held on the 21st November 2016 the general feeling from the PC and the community was that the precept should remain as is. JM proposed that the Precept would not be raised for 2017/2018 this was seconded by NN & AM.

0009 **Speeding Update**

1. LH gave the PC an update on the Speeding application. At the previous Parish Council meeting on the 21st November 2016 it was proposed that the speeding surveys are conducted in the Spring. LH confirmed that the costs for conducting the surveys would be £100 +VAT per site that required a radar to be deployed. LH confirmed that 6 surveys would be required. JM proposed that the surveys would be conducted in the spring this was seconded by NN & AM. The PC approved the costs for the 6 speeding surveys amounting to £720.

0010 AOB

1. AM raised concerns about the number of potholes in the village and on the approach roads.

Action: - LH to contact WODC to understand the process for reporting potholes and report back at next council meeting.

There being no other business the meeting closed at 8.10pm.