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| Ashleworth Parish Council  Clerk: Nicky Hill  Orchard Cottage  Hill Farm Lane  Tirley  GL194EZ  **Tel**: 01452 781028 **Email**:ashleworthpc@gmail.com | small |

**Minutes of the Meeting of 14th May 2019**

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| **Councillors Present** | **In attendance** |
| Tony Eardley (TE) Chairman | Clerk: Nicky Hill (NH) |
| Paul Finch (PF) Vice Chairman | Members of the public x 1 |
| Grant Elliott (GE) |  |
| Aly Shayle (AS) |  |

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| 761/0519 | Chairman **TE** welcomed everyone to the meeting.  Election of Chairman and Vice Chairman for 2019-20 (in accordance with local council regulations)  Tony Eardley was duly elected as Chairman (proposed by **PF** and seconded by **GE**)  Paul Finch was elected as Vice Chairman (proposed by **GE** and seconded by **AS**)  All Councillors signed acceptance of office and have received register of interest forms to be returned to clerk within 28 days of acceptance of office. |
| 762/0519 | **Public question time**  Chairman **TE** welcomed everyone to the meeting and opened the public session.  A member of the public enquired as to the status of the speed issues in the village.  **TE** reported on the various ongoing communications and suggested a site meeting with the local Highways manager and community police officer as they were not able to attend tonight’s meeting. **TE** to arrange and then invite councilors if available and to reply to letter of support from a member of the public.  There was an enquiry as to the progress of the planning for the village shop. **TE** stated that APC have not been informed of any application as yet, so was not able to comment however, **TE** will contact TBC to request an update.  It was agreed to minute the recognition of all the hard work and invaluable advice received over the years from Borough Councilor Philip Awford. |
| 763/0519 | **Apologies for absence.**  None |
| 764/0519 | **Declaration of Interests:**  None |
| 765/0519 | **To confirm and sign the minutes of the meeting 12th March 2019 and exchange of backed up/updated APC files USB.**  No amendments were necessary, and the minutes were agreed and signed. The Clerk exchanged the APC updated USB with the Chairman. |
| 766/0519 | **Matters arising /review of actions from the last meeting not on the agenda.**  **TE** noted that there were still several outstanding Highways issues and that he would include as necessary with the proposed site meting with the Highways manager regarding the speed issues. These will include:   * State of the road from The Stream to Stonebow * Pot holes at Nup End * Verge overgrowth that is now restricting visibility at various junctions * Verge damage and marker posts damage * Low height of sign near bus stop, potential hazard |
| 767/0519 | **Reports from invited speakers on relevant items**  On behalf of Neighbourhood Watch **GE** had nothing to report. |
| 768/0519 | **Grass cutting**  It has now been established who is responsible for various parts of mowing and the clerk will hold a copy of the map for future reference. The parish council are happy with the contractor they employ but have felt it necessary to report TBC contractors for inconsistent and untidy mowing. |
| 769/0519 | **Playground inspection report**  The playground inspection report was previously circulated before the meeting. There were no issues that gave cause for concern. **GE** raised the question about section 106 money and if any of it could be used for later repairs or replacement equipment. **TE** will enquire when the Parish Council can expect funds to be received and that discussions on spending will be addressed upon confirmation of such funds. |
| 770/0519 | **Annual inspection of assets**  It was agreed that an inspection will be adhered to as per audit report. **PF** noted that there was a sign missing off the register and should read 3 signs. **NH** will amend. |
| 771/0519 | **Items for annual Review**  **a. updated Standing Orders 2019**  **b. updated Financial Regulations 2019**  **c. Privacy notice**  **d. Asset Register**  **e. Risk Register**  **f. Code of conduct**  All documents have been circulated via email to councillors for review. It was agreed that there are no amendments necessary. |
| 772/0519 | **Internal Audit Review**  The internal audit has been received from GAPTC and reviewed via email by councillors and the clerk. Discussions and comments have been added to report and actions highlighted. |
| 773/0519 | **Declaration of exemption from limited assurance review and confirmation that APC has met with the exemption criteria.**  **NH** explained that as per audit report, the declaration of exemption certificate had to be reviewed and minuted as well as being posted to the website for the transparency code to be adhered to.  For reference the criteria for claiming exemption are as follows:  • Total gross income and total gross expenditure below £25k; and  • no public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account issued by its external auditor in the prior year; and  • the relevant financial year is not one of the first three years of the authority’s existence, hence, if claiming exemption for 2018/19 that means the authority has been in existence since before 1 April 2015.  **Approved and signed by TE** |
| 774/0519 | **Approve and sign Annual Governance statement**  Each smaller authority is required by law:  • to prepare Accounting Statements for the year ended 31 March 2019 in the form required by proper practices using the relevant Annual Governance and Accountability Return forms  • to approve and publish the AGAR including the Accounting Statement  • to provide for the exercise of public rights, as described  and  • to publish the AGAR, including the signed external auditor report, by 30 September 2019  **Approved and signed by TE** |
| 775/0519 | **Approve and sign the Accounting Statement**  **Approved and signed by TE** |
| 776/0519 | **Clerk pay review**  As per internal audit comments, it was noted that the clerks pay scale was overdue for review. The councillors reviewed the scale ranges LC1 (7-12) as per documentation from NALC and agreed on scale 21 £11 per hour.  **NH** will revise job contract and incorporate new pay rate. |
| 777/0519 | **Finance**:  a) To approve accounts for payment:  1) Clerk wages –Mar/April/May **£137.76 x 3** **Agreed - Cheque numbers 000572, 000573 & 000574**  2) Hall Hire **£12.50** **Agreed - Cheque number 000575**  3) ROSPA play area inspection **£82.20 Agreed - Cheque number 000576**  4) APM refreshments **£27.62** **Agreed - Cheque number 000577**  **TE** noted that there were 2 bottles of wine left over from the APM and suggested donating to Village show raffle. **Agreed**  5) Annual Admin costs **£95.00** **Agreed - Cheque number 000578**  6) GAPTC Audit fee **£111.60 Agreed - Cheque number 000579**  b) To approve the Bank Reconciliation as at 31st March 2019 and balance per bank statement dated 1st April 2019 £9,355.29 – **Approved and signed** |
| 778/0519 | To confirm date of next meeting as Tuesday 9th July 2019 – **Agreed** |
|  | **Meeting closed at 8.56pm** |