

Abinger Parish Council

Abinger Common, Abinger Hammer, Forest Green, Oakwood Hill & Walliswood

Minutes of APC Council Meeting held on 21st October 2019 at 8:01pm

Venue	Forest Green Village Hall													
Councillors	Paul Cleaver (PC) Carla Jones (CJ) Deardre Cunningham (DC) Henry Barnard (HB) Maria Belcher (MB) Ed Bigland (EB) Johan Ingles-Le Nobel (JIN) Jerry Strzebrakowski (JS)													
Clerk	Beccy Anderson (BA)													
Attending														
Item														
1	Attendance and Apologies for Absence – none													
2	To receive any declarations of interests in respect of any agenda items – All councillors have an interest in APRGC charity													
3 Action BA	PUBLIC QUESTION TIME – Attending Cllr Clack MVDC, SCC. Cllr Clack introduced herself to APC and councillors introduced themselves to Cllr Clack.													
4	Approval of the Minutes of the Annual Council Meeting of the Parish Council held on 16th September 2019 The Minutes of the meeting having previously circulated were taken as read. They were agreed and signed by the Chair.													
5	Planning. <ul style="list-style-type: none"> • DC reported that there was no planning meeting this month. • DC reported that the Wienerberger Brickworks had applied to MVDC for pre-planning advice for a possible development of residential dwellings at the site. 													
6	Matters Arising from previous Minutes (For information only) - Recommendation: To note the information. NONE													
7 Action BA	To receive Clerk's financial report and to authorise issue of cheques <ul style="list-style-type: none"> • The clerk presented the bank reconciliation for September 2019 which was approved and signed. • The clerk presented the payments which were approved • A Section 137 application from Forest Green Village Hall was considered by councillors. The grant of £250 applied for was for a contribution towards repair of the emergency door. The grant proposal was granted by councillors. • The Clerk reported that APC had just received an email from Okewood & Forest Green Parochial Church Council requesting funds for St John the Baptist Church octocentenary celebrations. The Clerk will forward an application form. • The Clerk presented the Q2 budget report which was approved by councillors. • The Clerk also reported problems with the payroll provider and a need to look into issues with HMRC and the clerks pension contributions. The councillors agreed for the Clerk to obtain quotes from three payroll providers with a view to changing providers. <table border="1" data-bbox="371 1848 1318 2004"> <thead> <tr> <th></th> <th>OCTOBER 2019 PAYMENTS</th> <th></th> </tr> </thead> <tbody> <tr> <td>PKF Littlejohn LLP</td> <td>External audit 2018/2019</td> <td>360.00</td> </tr> <tr> <td>Surrey Hills Solicitors</td> <td>Advice re Parrot 6/7/8-2019</td> <td>498.00</td> </tr> <tr> <td>Surrey Hills Solicitors</td> <td>Advice re Danesmead 8/2019</td> <td>480.00</td> </tr> </tbody> </table>			OCTOBER 2019 PAYMENTS		PKF Littlejohn LLP	External audit 2018/2019	360.00	Surrey Hills Solicitors	Advice re Parrot 6/7/8-2019	498.00	Surrey Hills Solicitors	Advice re Danesmead 8/2019	480.00
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	Burleys	Grounds Maint Sept 2019	465.52
	The Evelyn Hall	Hall Hire 20/4 & 24/8 2020	60.00
	Rebecca Anderson	Clerk's expenses August/September 2019	87.92
	HMRC	Clerks' Tax/NI & Employers NI	302.07
	Trevor Haylett	Previous clerks y/e services	232.66
		TOTAL	£2,486.17
8 Action Clerk	<p>APC Bank Accounts</p> <ul style="list-style-type: none"> The Clerk reported that she now had 'delegate access' to the NatWest accounts and confirmed that PC, DC and CJ are now signatories. JIN agreed to be the 4th bank signatory. The Clerk will forward instructions for signature needed to JIN who will complete mandate and return to the Clerk. The clerk informed the councillors that a bank mandate form had been sent to NatWest to remove the signatories RF, RD and PF 		
9 Action Clerk HB	<p>Playground Inspections/Works</p> <ul style="list-style-type: none"> The Clerk informed the councillors that MVDC would be organising annual playground inspections for WW, AC & AH mid-November. The annual playground inspection is legally required and is extra to the quarterly inspections currently undertaken by Safeply Ltd. The councillors requested that the Clerk confirm the scheduling of the current inspections ordered with a view to ordering bi-annual inspections in the future. The councillors reviewed the one quote received from PJ for the playground works at AH. It was agreed that 2 further quotes were needed. HB will send details of 2 more contractors to the Clerk to obtain the quotes and the Clerk will check SSALC for an approved list of contractors. 		
10 CJ Clerk	<p>Communication</p> <ul style="list-style-type: none"> The new councillors were asked for feedback on being a new councillor. MB said she was unsure when or when not to respond to emails, JIN said he only responded when he thought he had the knowledge on the subject, JS said he was happy to learn more before contributing, EB thought he got a large amount of emails. CJ requested councillors please state if they need help and was understanding of communication issues. Clerk/Councillor communication. The councillors discussed the need for better email communication in-between meetings when trying to reach decisions and/or move an issue on. It was decided it would be agreed at meetings which councillor(s) would lead on a particular issue. The Clerk would be specific when asking councillors for email responses therefore not always including all councillors in every email. 		

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11	Chair's announcements <ul style="list-style-type: none">• None
12	Date of next meeting Next Parish Council meetings: November 18 th Abinger Common Village Hall
13	To consider excluding the public – no matters to discuss

The meeting closed at 21.30pm

Signed.....

Date.....