

# **Scaldwell Parish Council**

## **Minutes of the Extra-Ordinary Meeting of Scaldwell Parish Council held on Wednesday 26 June 2013 at 7.30pm in the Village Hall, School Lane, Scaldwell**

**Councillors in attendance:** Mrs P Long  
Mr E O'Leary  
Mrs A Curtis  
Mrs J Lewis  
Mrs J Randall  
Mrs M Vinton (until item 13/062 b)

**District/County Councillors in attendance:** None

**Public in attendance:** None

**13/057 To receive and accept apologies and to approve reasons for absence.** Apologies were received from Cllr Alcock. Council accepted his apology and approved his reason for absence.

**13/058 To receive any declarations of interest for items on the agenda.** None.

**13/059 Public time: to receive comment and take questions from the public.** None.

**13/060 Finance: annual accounts and return for the year ending 31 March 2013**

- a) **To receive report from the NCALC independent internal auditor and agree any actions.** The report had been circulated in advance of the meeting. The report detailed 2 points for the attention of the Council. Firstly, recommendation the receipts and payments summary showed the split in the Clerk's salary and the payment to HMRC. Secondly, the asset register be reviewed to ensure all the newly purchased equipment for the playing field was accounted for. Alicia Schofield confirmed the former Clerk, Ian Barratt, had already amended the receipts and payments summary as recommended and the asset register had been reviewed. Ian Barratt had reported confusion with the asset register regarding the itemisation of the sand for the sandpit, but the matter had been resolved and the asset register adjusted. Council agreed no further action was necessary.
- b) **To approve the accounts and annual return accounting statements.** A copy of the accounts and statements had been circulated in advance of the meeting. The statements were approved by Council.
- c) **To approve the annual governance statement.** A copy of the statement had been circulated in advance of the meeting. The statement was approved by Council.

**13/061 Clerk's employment**

- a) **To receive report following advertisement of the vacancy for the Clerk's position.** Cllr Long advised of having received no applications for the position following the advert in the village newsletter. Alicia Schofield thus remained the only applicant.
- b) **To receive recommendation and to agree to the appointment of a new Clerk.** Cllr Long had recommended the appointment of Alicia Schofield. Council accepted this recommendation and confirmed with Alicia Schofield the contracted hours would be 20 hours per month.

**13/062 Playing field**

- a) **To consider the Risk Assessment reports received since the last meeting and agree any actions.** Council felt the working relationship between them and the Playing Field Group was not clear. It was agreed common terms of reference should be drawn up between Council and the Playing Field Group to include such things as responsibilities, reporting, when and to whom, ordering and paying procedures plus maintenance and any future plans. Council agreed those Councillors who were available at 2pm on the 16

July would meet up to pull some ideas together to allow Council to consider some draft terms at their next meeting.

- b) To consider and agree the purchase of an ultra-sonic cat deterrent.** The Playing Field Group had already purchased and installed the cat deterrent. Council agreed the cat deterrent was a good idea and agreed they would cover the purchase cost as incurred by the playing group representative. The Playing Field Group had suggested it might be prudent to place some signage warning of the possible cat faeces in the sand pit. Council noted the suggestion and it will be an item for consideration at the next meeting.

**13/063 To receive requests for items for the agenda for the next meeting**

1. Signage for the playing fields
2. Dying willow tree, Back Lane
3. Broken branches to the trees, Holcot Lane
4. Works to the oak tree, the Green
5. Request for planting pack, Woodland Trust
6. State of the pathway by the Grange
7. Traffic flow and safety, High Street

**13/064 Date of next meeting**

- a) To note the date of the next meeting.** Wednesday 17 July 2013
- b) To confirm the dates of the meetings for the remainder of the year.** 18 September, 20 November

The meeting closed at 8.25pm