

BOSTOCK PARISH COUNCIL

**Minutes of the Annual Parish Meeting held on Wednesday 4th May 2016
Held at The Hayhurst Arms (private meeting room) following the Annual Parish Meeting and the Annual Council Meeting.**

Present

Cllr. Beswick (Chair)
Cllr. Curry (Vice-Chair)
Cllr. Williamson

Parish Clerk Vicky Stock

No members of the public were present

Apologies: None

1. Meeting Opening.

The Meeting was opened by Cllr. Beswick.

2. Apologies for Absence and Declarations of Interest

There were no apologies of absence.

Declaration of Interest – Cllr. Beswick with regards to ‘Tea on the Green’.

3. Approval of Minutes and update on Actions

a) To review and approve the Minutes of the previous Parish Council Meetings (November 2015 and February 2016)

The November minutes were unavailable.

February minutes were approved by all councillors.

b) Recap and update on actions from previous Minutes.

The actions were all listed in the agenda.

4. Finance

a) To approve the Financial Report and Monies for Payment.

The financial report was approved by all councillors. Proposed by Cllr. Williamson and Seconded by Cllr. Curry.

The clerk is waiting for bank statements (Jan – end of March 2016) and is hoping to give a full financial update at the next meeting.

Payments for Approval for May 2016

DATE	PAYEE	DETAILS	CHQ No	NET £	VAT £	GROSS £
04/05/16	ChALC	Affiliation Fee 2016-17		67.90	0	67.90
04/05/16	Vicky Stock	Clerk Salary (Jan – March 2016)		344.93	0	344.93
04/05/16	HMRC	Clerk Tax and NI		85.80	0	85.80
04/05/16	Cheshire Community Development Trust	Payroll Service Jan-March 2016 – Payslips and End of Year return		50.00	10.00	60.00

We have also received a grant cheque to help with transparency code compliance of £1,965.45. This will help to pay for the website, new laptop, printer and extra clerk hours to get Bostock up-to-date.

b) To complete/sign and bank forms for new signatories.

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The mandate forms have been signed for the clerk to forward to the bank. Personal details forms to be completed by individual councillors to be taken with ID to the bank. **AP1**

- c) To approve purchase of mobile phone for the Clerk to use on behalf of Bostock Parish Council.**
Proposed by Cllr. Beswick. Seconded by Cllr. Curry. All councillors approved. Cllr. Beswick and Cllr. Curry to purchase a cheap mobile phone and set up a direct debit for this. **AP2.**

5. Planning and Highway Matters

- a) Review details of the Applications received for consultation

40 The Courtyard, 670 London Road, CW10 9JN

Description: Extension to existing fence at the rear of the house no 40. Was Approved by CWAC.

b) Neighbourhood Plan

Until we have more councillors on board the plans for a Neighbourhood Plan will be on hold.

c) Village entry signs

Quotation £1600 for three village entry signs. Proposed by Cllr. Beswick. Seconded by Cllr. Williamson. All approved. The clerk will speak to CWAC to confirm suitable locations for the signs and then we can go ahead with the order. **AP3**

Other issues of note

Cllr. Beswick asked if we could look into costs/options for a mirror to be placed opposite the farm track off the main road as there have been a number of near misses over the last year. The Clerk will ask CWAC **AP4.**

The pavements from the Hayhurst Arms to Bostock Hall are in a dreadful state. The clerk will speak to CWAC to see if anything can be done. **AP5**

The hedges are also overgrown but we need to find out who owns which hedges. The clerk will speak to CWAC. **AP6**

6. Tea on the Green – 2nd/3rd July 2016

a) Tea on the Green Update.

Cllr. Beswick said this is coming along. Saturday 2nd July – An open air cinema was planned however this may not now go ahead due to costs. Sunday 3rd July – The actual Tea on the Green will definitely be going ahead. The aim is to cover costs at present and possibly hold a 'Makers Market' on the Green later in the year to raise funds to put Tea on the Green on again next year. We need a Gazebo for the Parish Council stand and a 'Bostock Parish Council' Banner for the Gazebo. Cllr. Williamson to ask Tatton Estates if we could borrow a Gazebo **AP7.** The clerk will look to buy a banner **AP8.**

7. Standing Orders & Financial Regulations

a) To approve/discuss Standing Orders and Code of Conduct for Bostock Parish Council

The Standing Orders and Code of Conduct were approved and adopted for Bostock Parish Council Proposed by Cllr. Curry. Seconded by Cllr. Beswick. All approved.

b) To discuss Financial Regulations for Bostock Parish Council

Cllr. Williamson to look further at the Financial Regulations by the next meeting. **AP9.**

8. Website Update & Newsletter

- a) The clerk will update where we are with the website and hopefully have the final website page to demonstrate to councillors.**

Councillors need to review the website and forward any information that needs to be added. **AP10**

The Clerk will forward new email addresses to Councillors to set up **AP11**

b) Appoint a Councillor as co-ordinator for the Newsletter to get out to residents asap.

- Tea on the Green Flyer/Information **AP12 – Cllr. Beswick to provide**
- Bostock Events Committee – asking for residents/people with an interest in Bostock to get involved on an events committee and help with events such as Tea on the Green. - **Cllr. Beswick AP13**
- Councillor Vacancies - **AP14 – The Clerk**
- Introduction to the Councillors – **AP15 – Cllr. Curry**

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- Chair's report – **AP16 – Cllr. Williamson**
- Photos /contact details as per website. **Craig at Webgineering**
- Sign up to email distribution – **AP17 – the Clerk**
- If you wish to add your business to the website email or any events – **AP18**

9. Correspondence

- a) HS2 Flyer was received. This will be added to the website. **AP19**

10. To discuss Councillor Vacancy

- a) Further to the resignation of two councillors Cllr. Bevan and Cllr. Brewood due to re-location, we now have 2 councillor vacancies. A notice has now gone on the notice board. If 10 electors do not then request an election then we can go ahead and co-opt.

11. Urgent Matters

- a) None.

11. Date of Next Meeting

- a) Wednesday 15th June 2016

12. Closure of Public Meeting

The meeting closed at 8.50pm.