

**KINGS CAPLE PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**  
**Thursday 19<sup>th</sup> November 2015, The Old School, Kings Caple**

**Present**

Penny Brandram-Jones (PBJ), Julie Brandram Jones (JBJ), Tim Over (TO), Harry Bees (HB), Andrew Barnfield (AB) and Andrew Eames (AE)

**Attending**

7 members of the public, Ward Councillor Barry Durkin, Liz Parry-Jones (LPJ) Clerk,

	<b>Action</b>
1 <u>Apologies for Absence</u> Apologies were accepted from Russell Nunn (RN)	
2 <u>Declarations and Requests for Dispensations</u> AE declared an other interest in item 8	
<b><i>Resolved: to defer item 3</i></b> To approve Minutes of Previous Meeting <b><i>to later in meeting when all HB present</i></b>	
4 <u>Updates on Previous Action Points</u> All points to be covered under agenda items.	
5 <u>Report from the Ward Councillor</u> Ward Cllr Durkin summarised his monthly report which had been sent to members prior to the meeting.	
6 <u>Representations from the Public</u> None	
<b><i>Resolved: to bring forward discussion of item 14</i></b> To receive an update from the Neighbourhood Development Plan Steering Group <b><i>to this point</i></b>	
14 <u>Neighbourhood Development Plan Update</u> The chairman of the Steering Group provided an update. A draft plan is being finalised by the Steering Group and it is anticipated that it will be ready for initial public consultation under (Regulation 14 of the Localism Act) within the next month.  Thanks were expressed by the members to the Chair of the Steering Group and the other team members for their commitment to the project.	
7 <u>Donation towards maintenance of Millennium Corner</u> <b><i>Resolved: to make a donation of £50 towards maintenance at the Millennium Corner to be organised by the Kings Caple Community Group.</i></b> Members expressed the opinion that consideration should be given to changing the form of planting at the corner to enable it to be maintained more easily.	
8 <u>Adoption of the BT Telephone Kiosk</u> The Kings Caple Heritage Group had requested that the PC adopt the red telephone kiosk and confirmed that they will be responsible for its upkeep. <b><i>Resolved: to adopt the Telephone Kiosk at the cost of £1.00 following a request by the Kings Caple Heritage Group subject to the approval of the terms of the agreement.</i></b> The Clerk to circulate the agreement to members prior to making the application.	Clerk

Signed.....Penny Brandram-Jones .....

Date.....21/1/2016.....

Chair

- 9 Revised Standing Orders  
**Resolved: to adopt the NALC recommended Standing Orders as considered at the previous meeting.**

Clerk to acquire and amend, as proposed at the last meeting, an electronic copy and to provide this to all members

Clerk

- 10 Financial Regulations  
**Resolved: to defer consideration of this item to a future meeting.**

- 11 Finance

- a) Current Financial Position.  
A copy of the cash books (payments and receipts to date) had been sent to members prior to the meeting showing balances of:  
Current Account £9,723.81  
Parish Plan Account £356.63  
The latest available bank statements as at 13/10/15 showed balances as follows:  
Current Account £9,796.30  
Parish Plan Account £356.63  
A bank reconciliation had also been provided prior to the meeting
- b) Budget and Precept 2016/17  
**Resolved: to approve the draft budget proposed by the Finance Working Group for public consultation. Final budget and precept to be agreed at extraordinary meeting.**
- c) Invoices and Payments  
**Resolved: to approve the payments listed in the payments schedule (see below) and to set up a Direct Debit for payment of the BT line rental for The Old School, currently £28.54 per month.**

Clerk

- 12 Highways

- a) Update from Highways Liaison  
In absence of RN his report given verbally by the Clerk.
- b) Works to be undertaken by the Lengthsman  
**Resolved: a works order for 'maintenance day' to include specific works to be placed as recommended in the Highways Liaison**
- c) Defects to be Reported  
None

Clerk

- 13 Planning

- a) New Applications  
None
- b) Applications Previously Commented on and Recent Decisions  
P152583/FH 1 Lower Ruxton Cottages. Proposed alterations and extension. It was noted that this application had been approved with conditions.

The Clerk advised that a policy of how the PC should respond to applications should be adopted.

Clerk

- 15 Supporting Information and Correspondence  
Noted

- 16 Items for Next Agenda

- Budget – extraordinary meeting
- Fly tipping – scheduled meeting
- Financial Regulations – scheduled meeting
- Policy for Planning Applications – scheduled meeting

- 3 Minutes of the Previous Meetings

**Resolved: to approve the minutes of 7<sup>th</sup> July 2015 and 17<sup>th</sup> September 2015**

**Payments approved at meeting 19<sup>th</sup> November 2015:**

<b>Payee</b>	<b>Details</b>	<b>Budget heading</b>	<b>Net £</b>	<b>VAT/PAYE £</b>	<b>Gross £</b>
E Parry-Jones	Repayment of BT invoices Sept and Oct Stationery	Internet provision Admin	3.60	0.72	57.08 4.32
Ian Binns	Internal Audit	Internal Audit			40.00
Terry Griffiths	Lengthsman Works	Lengthsman	250.00	50.00	300.00
The Old School Fund	Re-imbusement for 50% of cost of broadband cabling and socket	Internet provision			110.00
Mike Harris	Re-imbusement for cost of website domain renewal	Admin	6.98	1.40	8.38
TBC (Gary White)	Millennium Corner	Projects			50.00
BT	Telephone line	Internet provision			28.54

Signed.....Penny Brandram-Jones .....  
Chair

Date.....21/1/2016.....