

LITTLEPORT PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Barn on Monday 17th December 2018 at 7.00 pm

PRESENT:

- Councillor C Ambrose Smith
- Councillor D Ambrose Smith
- Councillor F Brown
- Councillor P Cox
- Councillor S Green
- Councillor D Jordan – VICE CHAIRMAN
- Councillor S Kerridge – **Absent**
- Councillor J Lee
- Councillor L Malkin – **Apologies**
- Councillor D Murfitt – **Absent**
- Councillor G Norman
- Councillor E Dos Santos
- Councillor C Webber – CHAIRMAN
- Councillor J Webber
- Councillor A Wright – **Apologies**

Members of the Public: 0

Also present the Clerk and Deputy Clerk.

PUBLIC FORUM

No members of the public present.

18/19.079 CHAIRMAN'S WELCOME

The Chairman welcomed all those present to the meeting.

18/19.080 APOLOGIES & ABSENCES:

Cllr A Wright – Apologies – Accepted

Cllr L Malkin – Apologies – Accepted

Cllr D Murfitt – Absent

Cllr S Kerridge – Absent

18/19.081 DECLARATIONS OF INTEREST:

Cllr D Jordan – Village Hall

18/19.082 CONFIRMATION OF MINUTES:

The Minutes of the Full Council meeting of 19th November 2018 and the Planning Sub-Committee meeting of 26th November 2018 were confirmed as a true record and signed by the Chairman accordingly.

18/19.083 CHAIRMAN'S ANNOUNCEMENTS:

A few of the Parish Councillors had attended a very successful Parish Conference hosted by Cambridgeshire ACRE. Nearly all of the workshops had been attended and these had highlighted the additional work that would be required by Parish Councils going forward. One item of note was that whilst the Clerks had participated in significant training, Councillor training had not and it is something that should be looked at after the May 2019 elections.

A couple of strings of the Christmas lights along Main Street were not working due to a defective fuse in the Balfour Beatty mains line and it was anticipated that this would be repaired by Wednesday this week.

The Chairman and Cllr J Webber had attended the Cambridgeshire LHI Panel meeting to present the request for 50% funding for two additional speed activated signs. The result of the Panel's deliberations should be known by February 2019.

18/19.084 VILLAGE HALL – QUOTATIONS FOR REPAIR OF ENTRANCE HALL FLOORING

The Parish Council had received two quotations for the repair of the entrance hall and corridor flooring at the Village Hall.

The Parish Council, as owners of the building, accepted the responsibility for the works. Following discussion it was agreed to accept the quotation of D Silcock (Construction) and it was further agreed that the Chairman would liaise with them over the finer points of the works to be carried out.

18/19.085 RIALTAS BUSINESS SOLUTIONS – QUOTATION FOR NEW ACCOUNTING SOFTWARE PACKAGE

The Clerks presented the meeting with their views of a new accounting software package following demonstrations and research with other Parish Councils who use this particular system.

The favoured package would allow for all the current functions of Sage (current package) but more tailored to the business and laws regulating Parish Councils. The facility to run the Annual Return was highlighted as a specific benefit as it currently takes approximately 10 days to complete the reconciliations/reports within Sage.

It was agreed that the Clerks be authorised to progress the purchase of the new system, with associated training, at a maximum budget of £3,600 (plus VAT).

18/19.086 FINANCE:

086.1 The Financial Statements of the Parish Council were signed by the Chairman as a true representation of the accounts held by the Parish Council.

086.2 Payments made out of meeting from 15th October 2018 to 18th November are listed on the attached spreadsheet for information.

086.3 The following orders for payments were duly authorised:

Chq NO	Payee	Amount
104534	S Field - PC Christmas	£ 35.12
104535	Gordon Harrison Agri Eng	£ 48.00
104536	Ely Tool Hire	£ 42.00

086.4 The Chairman authorised the BACS payments to be made to staff.

18/19.087 FOLLOW UP DIARY

The new fencing at Croft Park Play Area was almost complete and the clearance of the ditch (riparian owner responsibilities) had been done. Cllr Norman had also cleared his portion of the ditch. The information would be conveyed to the County Council.

The Police are in receipt of CCTV footage of the individuals responsible for acts of vandalism at the Eco Art Project and the destruction of the bench outside Costcutters and would be acting on this evidence accordingly.

The graffiti that had been daubed on the wall of YPL in Granby Street should have been removed by ECDC but unfortunately this had not yet happened. It is hoped that it will be dealt with very shortly.

18/19.88 DISTRICT COUNCILLORS' REPORT

From a planning perspective the Parish Council were requested to continue to interrogate applications that came before them to ensure that adequate off street parking is included.

18/19.089 COUNTY COUNCILLOR'S REPORT

DAS updated the meeting about some funding that the County Council will be receiving to repair/upgrade pathways across the county.

ITEMS FOR FULL COUNCIL ON 21st JANUARY 2019

Nothing arising from this agenda.

There being no further business the meeting closed at 7.48 pm.

Signed:

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Chairman

Dated:

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DRAFT

Littleport Parish Council - Transactions - 20th November to 16th December 2018

Account	Date	Ref.	Details	Monies In	Monies Out
	20/11/2018		B/Fwd Balance	54466.26	0.00
CNG	20/11/2018	DD Gas	Purchase Payment	0.00	22.42
LITTLEPO	20/11/2018	104514	Purchase Payment	0.00	364.80
CGM	20/11/2018	104507	Purchase Payment	0.00	536.06
COPIERWA	20/11/2018	104505	Purchase Payment	0.00	25.06
TNS	20/11/2018	104504	Purchase Payment	0.00	20.39
SLCC	20/11/2018	104503	Purchase Payment	0.00	4.80
COMPLEAT	20/11/2018	104501	Purchase Payment	0.00	24.95
MURFET	20/11/2018	104508	Purchase Payment	0.00	88.00
BRANCH	20/11/2018	104506	Purchase Payment	0.00	80.00
L'PORTVH	20/11/2018	Hub 104509	Purchase Payment	0.00	50.00
	20/11/2018	Insurance Contribution	Insurance Contribution	407.60	0.00
FUELCARD	21/11/2018	DD	Purchase Payment	0.00	41.00
TRADEUK	21/11/2018	DD Screwfix	Purchase Payment	0.00	4.89
BGAS	22/11/2018	DD Gas	Purchase Payment	0.00	56.86
EON	22/11/2018	DD Electricity	Purchase Payment	0.00	8.17
	22/11/2018	Pensions - October	Pensions - October	0.00	168.51
MITCHELL	23/11/2018	104502	Purchase Payment	0.00	678.00
TRADEUK	28/11/2018	DD Screwfix	Purchase Payment	0.00	31.98
	28/11/2018	370 3952 51	VAT Refund	1974.05	0.00
	29/11/2018	November Wages	Wages	0.00	4973.18
	29/11/2018	November NIC	November NIC	0.00	844.43
	29/11/2018	November PAYE	November PAYE	0.00	548.40
	29/11/2018	November Pensions	November Pensions	0.00	170.31
BT	02/12/2018	DD BT	Purchase Payment	0.00	51.00
ANGLIANW	03/12/2018	DD Water	Purchase Payment	0.00	104.16
ANGLIANW	03/12/2018	DD Water	Purchase Payment	0.00	51.31
ANGLIANW	03/12/2018	DD Water	Purchase Payment	0.00	13.45
BGAS	04/12/2018	DD Electricity	Purchase Payment	0.00	55.24
	05/12/2018	Mileage SF	Mileage - S Field	0.00	20.70
FUELCARD	06/12/2018	DD	Purchase Payment	0.00	40.00
TRADEUK	07/12/2018	DD Screwfix	Purchase Payment	0.00	25.05
CNG	10/12/2018	DD Gas	Purchase Payment	0.00	115.66
YARDY	10/12/2018	104515	Purchase Payment	0.00	1260.00
HARRISON	10/12/2018	104516	Purchase Payment	0.00	174.59
PECKS	10/12/2018	104517	Purchase Payment	0.00	50.39
ALLAN'S	10/12/2018	104519	Purchase Payment	0.00	70.80
SLCC	10/12/2018	104518	Purchase Payment	0.00	64.00
ALLAN'S	12/12/2018	104520	Purchase Payment	0.00	93.84
COPIERWA	12/12/2018	104521	Purchase Payment	0.00	47.41
SMITHS	12/12/2018	104522	Purchase Payment	0.00	238.80
TRAVIS	12/12/2018	104523	Purchase Payment	0.00	86.66
LEE	12/12/2018		Purchase Payment	0.00	336.00
LEE	12/12/2018	104525	Purchase Payment	0.00	2736.00
COMPLEAT	12/12/2018	104527	Purchase Payment	0.00	51.78
DOES	12/12/2018	104529	Purchase Payment	0.00	72.00
ALLAN'S	12/12/2018	104519	Purchase Payment	0.00	70.80
PECKS	12/12/2018	104531	Purchase Payment	0.00	8.35
PECKS	12/12/2018	104532	Purchase Payment	0.00	24.98
CGM	12/12/2018	1404533	Purchase Payment	0.00	132.00
ELYFS	12/12/2018	539184 /539183	Sales Receipt	1100.00	0.00
TOTALS				£ 3,481.65	£ 14,737.18