

**MINUTES OF THE EXTRA-ORDINARY PARISH COUNCIL MEETING
HELD ON WEDNESDAY 29TH JUNE 2016**

PRESENT: Councillors Harvey (Chairman), Ms Doman, Horner, Mrs Jones, Jones, Marshall, Payne and Walsby.

Officer: Stephen Hedges

023/16 **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Mrs Howes, Howes, O'Brien and Varrall.

024/15 **DECLARATIONS OF INTEREST**

There were no declarations made.

025/16 **QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were two Members of the Public present.

The applicant for planning application number 16/01672 explained the background to the submission. A neighbouring resident raised the issue of light loss resulting from the application.

The Members of the Public were thanked for their attendance and the points raised.

026/16 **PLANNING APPLICATIONS**

- i) 16/01672 – Mr & Mrs Smyth, 4 Thatchers Drive: Part single, part two storey side extension with front dormer

RESOLVED: *TO INFORM THE PLANNING OFFICER THAT THE PARISH COUNCIL HAS NO OBJECTION TO THIS APPLICATION*

A condition is requested requiring the retention of the off street parking as per the submitted plans

- ii) 16/01702 – Mr Milligan, 6 Rylstone Close: Part two part single storey front and two storey side extensions, front porch and rear conservatory

RESOLVED: *TO INFORM THE PLANNING OFFICER THAT THE PARISH COUNCIL HAS NO OBJECTION TO THIS APPLICATION*

The following conditions were requested:

- *Garage and parking retention for 4 vehicles*
- *Working times conditions*
- *Contractor parking arrangements to ensure that neighbours have access at all times*
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- iii) 16/01943 – Mr Lawrence, 7 Ashbourne Grove: Conversion of detached garage into habitable accommodation with 3 No. side roof lights

RESOLVED: *TO INFORM THE PLANNING OFFICER THAT THE PARISH COUNCIL HAS NO OBJECTION TO THIS APPLICATION*

A condition is requested requiring the proposal to remain ancillary to the main dwelling (no creation of a separate residence)

027/16

2015/16 ANNUAL ACCOUNTS

i) **Annual Statement of Assurance and Governance**

The Governance Statements were reviewed and approved in the affirmative.

RESOLVED: *THAT THE ANNUAL STATEMENT OF ASSURANCE AND GOVERNANCE BE APPROVED.*

ii) **Accounts**

The Annual Accounts had been previously circulated and the basis explained. Both the Independent Auditor and Internal Auditor reports were noted

RESOLVED: *THAT THE 2015/2016 ANNUAL ACCOUNTS BE AGREED AS PRESENTED.*

028/15

PERSONELL WORKING GROUP

i) Meeting Notes

The summary of the Personnel Working Group meeting was noted.

ii) Recommendations

a) Council Health & Safety Policy (Staffing)

This items was deferred pending further information

b) Occupational Health

It was agreed to undertake a staff occupational health assessment based on the Working Group's findings.

c) Recruitment

The Working Group's recommendation was explained.

Resolved: *The Council approves:*

- *The establishment of an Administrative Assistant position and the recruitment thereof*
- *The position be part-time at twenty hours per week, with a starting salary of £9.00*
- *That the drafting of the advertisement, formulation of roles and responsibilities for the post, compilation of the post's contract of employment and appointment be delegated to the Personnel Working Group*
- *That the interview panel be selected by the Personnel Working Group membership*
- *That the position carry a probationary period of up to six months, a review to be completed by the end of the period and scrutinised by the Personnel Work Group*

The meeting concluded at 7.40 p.m.

Signed as a true record of the meeting

Councillor Harvey, Chairman.