

<b>Westley Parish Council minutes</b>	<b>26 June 2018</b>
<b>Present:</b> Chris Anderson (CA), Colin Clayton (CC); Alan Green (AG); Jim Sweetman (JS), Steve McClellan (SM), Mike Spenser-Morris (MSM), Karen Soons (SCC), Jen Larner (JL) – Clerk	
<b>Apologies:</b> Gary Smith	
<b>14/2018. Declarations of interest:</b> none	
<b>15/2018. Minutes:</b> The minutes of the meeting held on 10 May 2018 were approved and signed as a true record.	
<b>16/2018. Reports from County and Borough Councillors</b> – Karen Soons had circulated her report.	
<b>17/2018. Finance – authorisation of payments:</b> The balance in the bank is £4304. The following payments were authorised: annual churchyard donation £250; internal audit £79.16; HMRC £3.20; JL quarterly pay to end of June £235.29.	
<b>18/2018. Internal audit report</b> – this had been circulated. Paragraph 13.5 was noted as the only recommendation made but it was agreed to leave the system as it stands.	
<b>19/2018. Annual Governance statements</b> – it was proposed by CA, seconded by CC and agreed by all that these be approved and signed. It was noted that no formal review of the standing orders, financial standing orders and risk assessment had been carried out during the financial year 2017-18.	
<b>20/2018. Accounting statements for year ending 31 March 2018</b> – it was proposed by AG, seconded by MSM and agreed by all that these be approved and signed.	
<b>21/2108. Certificate of exemption from external audit.</b> It was noted that there is no need for the parish council to have an external audit as neither its gross income nor gross expenditure exceeded £25,000. It was proposed by SM, seconded by CC, that this be approved and signed.	
<b>22/2018. Implementation of GDPR.</b> The clerk reported that the privacy statement had been placed on the website. She is drawing up data protection and document retention policies for the next meeting.	
<b>23/2018. Standing orders, financial standing orders and risk assessment.</b> These had been circulated and were reviewed. It was agreed that no changes are currently necessary.	
<b>24/2018. Entrance gates/signs for village.</b> MSM showed a picture of the proposed signs to be placed at either end of the village. He had received a quote of £198 per sign, and £350 erection costs, making a total of £944 plus VAT. It was agreed to go ahead with these. The invoice will be sent to the clerk. It was further agreed to approach Cllrs Karen Soons and Ian Houlder to ask about locality money towards this project. It was noted that the existing posts are starting to rust, and these will be treated, and the foliage cut back before the work is done.	
<b>25/2018. Encouraging diversity on the parish council.</b> It was agreed that a big push is needed to get more people from the village willing to be involved on the parish council. CA will go and talk to anyone who may be interested, but all councillors are encouraged to think of possible names.	
<b>26/2018. Planning applications.</b> DC/18/1009/FUL Pembroke House, Hill Road. Change of use from ancillary accommodation to holiday accommodation, and conversion of garage bay to bedroom. No objections raised.	
Date of next meeting: 20 September 2018	

Jen Larner  
Clerk