

Minutes of Parson Drove Parish Council Meeting held in the Cage on Wednesday 16th January 2019.

Attended by Councillors: G Booth (Chairman), P Spriggs (Vice Chairman), J Hunt, C Killingworth, P Williams & G Watson.

19/20. To receive apologies for absence.

The Clerk informed Councillors that Cllr Hammond had resigned from the Parish Council and the District Council had been informed of his resignation. In view of the Parish Council elections due in May an election cannot be called to fill the vacancy under the 6 month rule. However the vacancy could be filled by co-option should anyone wish to come forward and the appropriate notice had been displayed on the Parish Council Notice Board.

19/21. To consider any requests by Councillors for Dispensations.

There were no requests from Councillors for dispensations.

19/22. Members' Declaration of Interest for items on the Agenda.

There were no Declarations of Interest from Councillors.

19/23. Public Participation – To allow up to 15 minutes for any members of the public to address the meeting.

There were no members of the public present at the meeting.

19/24. To receive a report from the Human Resources Sub-committee on their meeting held at 7.00pm on Wednesday 16th January 2019 & to review and agree on the Clerks Annual Salary.

The Chairman advised that following the meeting of the Human Resources Sub-committee earlier in the evening it was recommended that the Clerks salary be increased to £5,760 per annum. Councillors resolved to approve this increase.

The Clerk had informed the Chairman of her intention to retire on the 30th November 2019 and therefore the sub-committee had discussed plans in preparation for her retirement.

Their recommendations to Councillors were:-

- a) The post be advertised in the May issue of Village Voices, on the village website, with the Society of Local Council Clerks and Cambridgeshire & Peterborough Association of Local Councils.
- b) The new Clerk be appointed to start on 1st September and therefore work with the retiring Clerk for a period of 3 months until the 30th November, in order to ensure a smooth transition.
- c) The new Clerks contract to be for 8 hours per week, pay scale SP19 equating to £12.90 per hour, annual salary of £5,400, depending upon qualifications. This would result in additional salary costs of approximately £1,350 for 2019/2020.
- d) The purchase of a Laptop and Mobile phone would be required as the retiring Clerk currently uses her own equipment, estimated cost £600. The monthly Clerks allowance of £50 per month would then be reduced to £30 per month to cover broadband, heating, lighting and storage.

- e) The new Clerk would be encouraged to attend the New Clerks Training provided by C&PALC costing £300 in the first 3 to 6 months of employment followed by obtaining the CILCA qualification the following year if they did not already have these qualifications.
- f) Whilst the Parish Council were under no legal obligation to contribute to a Pension Scheme in view of the salary being below the threshold they would voluntarily contribute the minimum amount of 4% for the new Clerk who would be given the opportunity to join the NEST Pension scheme if they so wished.

Councillors resolved to accept these recommendations and proceed on this basis.

19/25. Accounts & Finance

- a) To receive and approve a Receipts & Payments Bank Reconciliation and Budget Up-date report.

The reports presented by the Clerk to Councillors were approved by Councillors.

Councillors resolved to use the expected underspend of £800 under the Administration budget this year to purchase the new Clerks equipment.

Councillors resolved for the predicted underspend under the Maintenance & Risk Management of Assets, Clerks & Councillors Training, Election Costs and Street Lighting to be vired to the relevant allocated cash reserves budget for the next financial year.

The Chairman confirmed that there would be very little costs incurred following the completion of the Neighbourhood Development Plan and therefore Councillors resolved to Vire the £2,000 in the allocated cash reserves budget for this to the Clerks Salary budget heading to cover the additional Salary costs for 2019/2020.

- b) To consider and agree on the Budget and Precept for 2019/2020.

Councillors considered the budget and precept for 2019/2020 taking into account the decisions made when reviewing the budget for 2018/2019 and the information provided by the Human Resources Sub-Committee.

Councillors resolved to approve a Precept of £19,378 and although this was an increase of 2.7% this would probably result in a minimal or no increase in monetary terms in view of the increase in the net tax base.

19/26. Any other business (information items only).

The Chairman advised that 8 people had attended the Neighbourhood Development Plan consultation event on Saturday 12th January.

19/27. Dates for future Council meetings.

The next meeting was confirmed for Wednesday 13th February at 7.00pm in The Cage.

Meeting closed 9.05.