Barnacre-with-Bonds Parish Council

M I N U T E S

Of the meeting which took place on Wednesday 21st January 2015 at Barnacre Memorial Hall.

1. **Present:**
   Councillors Blackwell, Gorst, J Ibison, T Ibison, Kellett, Woods & 1 member of the public (LCC Councillor)
   Apologies:
   Councillor Howell (still working away in Brighton)

2. **Declaration of interests**
   None to declare.

3. **Minutes**
   It was resolved that the minutes of the meeting on 15th October 2014 having been circulated previously be approved and signed by the Chairman as a correct record. And that the minutes of the extra ordinary meeting held on Saturday 8th January 2015 having been circulated previously be approved and signed by the chairman as a correct record.

4. The meeting was adjourned for a period of public discussion, giving members the opportunity to update on any meetings attended, etc and to make any comment on the Clerks report. Adjourned 7.35pm, reconvened 7.50pm.
   County Councillor Sandra Perkins talked of concerns with the police force in the area becoming less and less and that the Sergeant at Garstang is now seconded out to Fleetword for a few days a week. She confirmed she was attending a meeting with the police commissioner soon and asked if the Parish Council had anything they would like her to address. If there was anything after the meeting, she asked people to get in touch with her direct. She also gave a little feedback from a meeting with the head of Highways and concerns over proposed developments in the area and the impact on the A6 in particular and with regards to the cold weather / safety – The gritters are out and the reserves of salt are very good following the mild winter last year.
   Councillor J Ibison attended a LALC meeting last week on behalf of the Parish Council and the policing situation was a hot topic there also. It is proposed that Garstang police station is hoping to be involved with a pilot soon which may increase police in the area from 1 upto 9.

5. **Consultation on County Council's budget proposals 2015/16 – 2017/18**
   This was issued to all ahead of the meeting and it was to be noted the information was received, but no comments to be feedback to LCC noted.

6. **PAYE news**
   The following information was feedback to all Councillors:

Auto Enrolment Pensions (updated 1st January 2015)

We have now started to send more information out in regards to the pension regulations and what will be required, if you have not received anything as yet do not worry we will contact you when the when required.

The Pension Regulator will write to you 12 months prior to your staging date, please forward all letters from the regulator to us. We also require one of the councillors to be a delegate on the pension scheme. It cannot be an employee of the council. We will write to confirm this at a later date.

HMRC Penalties (updated 1st January 2015)

HMRC will start to issue penalties from the 6th March 2015 for any late RTI submissions, Non Payment of Liability and Interest. In order to stop potential penalties been issued if you have NOT received a P32 – HMRC Liability report for Q3 then please get in touch. The next P32's will be issued in March, unless you have requested to pay HMRC monthly, but this increases the amount you could be fined. We recommend paying quarterly if the liability each month is less than £1500.

It was to be noted that the Parish Council pay for a payroll service who will primarily be responsible for keeping the Parish Council up to date on any HMRC / legal matters and advise what is required and when. Clerk will keep everyone up to date as and when regarding this.

7. **Clerks salary 2015/16**
   It was resolved the clerks salary for 2015/16 would be £3324. This would be monthly paid (£277 per calendar month)

8. **Wyre Area Road Safety Committee**
   The above mentioned committee's secretary has wrote to all Parish and Town Councils it serves stating that the financial situation had become critical and as the committee doesn't receive any funding they are asking for a donation of £20. It has been 5 years since the last request for a donation. This was discussed and **it was resolved that the donation of £20 should be sent.**

9. **Laptop & printer**
   Following many technical issues theclerk has been encountering with the current Parish Council laptop, the laptop was looked over by a few techy people linked with the website designers. They did a bit of cleaning up / tidying in the background and it has made it work slightly better. But, given the laptop is 5 years old and only runs off 1GB it is never going to be great to run for short periods of time, often. There are still odd pop ups on occasion and it won't work with a battery in it, it has to be plugged into electric. All this was discussed and then a discussion took place around someone else having a look at it to see if it could be fixed and pay someone to do so. The printer no longer recognises the black ink cartridge, even though a new one has recently been installed and so the clerk has to print off in colour which is expensive. After much discussion **it was resolved that a budget of £400 would be set to replace the laptop and to purchase a laser printer. But first Councillor J Ibison was going to take the laptop to an IT gentlemen he knows for him to look over it first. Then he will advise the clerk, who will then be able to make the necessary purchases.**

10. **Precept 2015/16**
    Figures considered – current balance, clerk's salary 2015/16, annual website costs, annual hall hire charges, annual payroll service charges, annual donations previously made as a guide, the possible purchase of a new laptop and printer. **It was resolved that the precept amount for 2015/16 was to be £3400. This was basically what was required in order to pay the clerk's salary and the current balance of the account would be able to manage with the outgoings over the next 12 months.**

11. **Financial**
    It was resolved that the following account balances should be approved:
    Building society account balance £2,792.59 (8 December 2014 statement)
    Clerks salary account balance £829.50 (9 January 2015 statement)

12. **Payments**
    It was resolved that the under mentioned payments be authorised

Cheque no	Payee	Reason	Amount
100235	Autela Limited	Payroll Services October, November & December 2014. Due to be paid now.	£ 27.00
100236	Autela Limited	Payroll Services January, February & March 2015. Due to be paid March, but as next meeting April needs authorising at this meeting.	£27.00

13. **It was resolved the next meeting would take place, as previously agreed on Wednesday 22nd April 2015 in Barnacre Memorial Hall. This would be the Annual Parish Assembly and the regular meeting of the Council would follow.**

    Meeting closed at 9.15pm.

Signed ……..Chair Date ……