

## Putley Parish Council Meeting

Minutes of the meeting held in Putley Parish Hall on Thursday 18<sup>th</sup> May 2017

Present: Councillors Green, Rolinson, Denman, Hastilow, Daly & Harris.

1. To elect a Chairman: Councillor Green was duly elected.
2. To elect a Vice Chairman: Councillor Herbst was duly elected.
3. To receive apologies for absence: Apologies were received and accepted from Councillor Herbst.
4. To receive declarations of interest: There were no declarations of interest.
5. To hear Parishioner issues and matters for discussion or next meeting agenda: There were no Parishioners present.
6. To remind Councillors to review/update their recorded notice of Registerable Interests.
7. To approve minutes of meeting held on 19<sup>th</sup> April as a true record  
RESOLUTION: That the Council approve the minutes.
8. To elect other officers:
  - a. Finance Officer – Councillor Daly
  - b. Lengthsman Administrator – Councillor Herbst
  - c. Emergency Coordinator – Councillor Rolinson
  - d. Parish Footpaths Officer – Councillor Denman
  - e. HALC Executive representative – Clerk
  - f. Parish Hall representative – Councillor Herbst.
9. Financial Matters
  - 9.1 To receive and approve a summary of receipts and payments for 2016/2017 prior to Internal Audit.  
RESOLUTION – That the summary for the year be approved with the addition of £100 specified in Misc. Income.
  - 9.2 To approve invoices for payment  
Clerks Salary for April

Upperbridge Enterprises	£150.00	Website upgrade
Zurich Municipal	£257.50	Insurance
DJN Planning	£1602.00	NDP

10. To receive Lengthsman Administrators report: Councillor Herbst is liaising with Lengthsman to ensure outstanding work carried out.
11. To receive Footpath and P3 Scheme update: Councillor Denman reported that signed copies of the 2017/18 agreement had been received. Two of the new footpath signpost have been installed. The footpaths were well used over the Apple Blossom and Open Garden weekends.
12. Neighbourhood Development Plan: There will be a drop-in session on 6<sup>th</sup> June to allow Parishioners to have a say on the Housing Delivery Paper. The Parish Council will consider this item at the next Parish Council Meeting.
13. Defibrillator training: this is now up and running, there will be a session at the Prancing Pony on June 29<sup>th</sup> with West Mercia training. Heartstart will do further training. The defibrillator will be fixed on the annex wall under the security light, an electrician has been approached to install and he Parish Council will pay for this. Councillors thanked Councillor Harris for her hard work putting this together, and her offer to do the weekly checks. An extra pad will be required, Councillor Harris will source this.
14. To confirm date of next meeting – date was confirmed as 22nd June at 7pm in the Village Hall meeting room.

Chairman

Date