

## ELLISFIELD PARISH COUNCIL

### Minutes of Extraordinary Meeting of Ellisfield Parish Council

held in Ellisfield Memorial Hall on June 23rd 2017 at 6pm.

Present	Tim Guinness:	Chairman/Acting Clerk
	Vicky Reed:	Councillor
	Rose Taplin:	Councillor
	Peter Raine:	Observing
	Sylvia Raine:	Taking minutes

**225. Apologies for absence:** Caroline Cazenove, Gavin Park-Weir, David Richards

**226. To receive declarations of interest in any matter on the Agenda** - None

**227. To Review and Approve detail contained in Annual Return with regard to the Parish Council audit**

The Chairman acknowledged receipt of a letter from John Murray, the internal auditor and tabled the Annual Return for the year ending 31st March 2017 which he had internally audited when they met on the 9<sup>th</sup> June. The items on the return were discussed with reference to the following documents:

- the checklist behind ticks in boxes for section 6,
- receipts and payments for year ending 31st March 2017 vs previous year and precept forecast,
- variance report 2016/7 vs 2015/6
- property register of property which the council owns or in case of the allotments is responsible for.

Councillor Guinness then proposed that Councillor Reed take the chair. This was agreed and Councillor Reed indicated that the explanation seemed satisfactory and asked the meeting to approve acceptance of the Annual Return. Special note was made of Section 1 and Section 2 of the Audit Commission Pro-forma. The adoption of both the Accounts and the Audit Commission Pro-forma was agreed by all Councillors and signed by Cllr Guinness, in his role as clerk and responsible financial officer.

The auditor made some recommendations about various procedures. It was decided that these would be looked into in the future.

Cllr Guinness was thanked for all his hard work in preparing the documentation and obtaining a satisfactory internal audit.

**228. To approve appointment of new parish clerk and to review and approve details of Contract of Employment**

The appointment of Peter and Sylvia Raine commencing 1<sup>st</sup> September 2017 was approved and they were given draft contracts for review.

**229. To receive an update on current planning applications and to consider any new or potential planning applications.**

17/01811/HSE Forge Cottage, Green Lane

Erection of a replacement double garage with home office / games room above.

The application was considered. It was decided that the Chairman would draft a response indicating that the plans were inaccurate, and that it would be helpful to show the existing and proposed height of the proposed garage. The visual impact of the building should be thought about and discussed with neighbours.

Next Meeting Monday: 17th July - EPC

Forthcoming dates for 2017: Mon 18th Sep - EPC,  
Mon 20th Nov - EPC

The meeting closed at 6.35pm

Chairman .....

Date .....