

## THROWLEY PARISH COUNCIL

Monday 17<sup>th</sup> September 2018 at 7.30pm  
at Parsonage Farm Conference Room, Throwley

### PARISH COUNCIL MEETING MINUTES

1. Attendees:

- Roger Clarke (Chairman)
- Tim Young
- Adam Jastrzebski
- Sian Lewis
- Alan Murphy
- Rachel Cowtan (Clerk)

Apologies:

- Roger Scutt

2. Minutes of meeting held 16<sup>th</sup> July 2018

- GDPR contact details discussed. **ACTION: Tim Young to send email address for J.Risdon. Clerk to send updates to Sarah Reeves.**

3. Co-option confirmation – Welcome to Sarah-Jane Tormey, new councillor.

4. Finance update

a) Current bank balance

- i. Reviewed bank balance and signed outstanding cheques. Discussed upcoming precept payment and requirement to notify SBC of the appropriate level prior to that. Agreed we should review outgoing and incomings to assess this. Important to not raise level for the sake of it, but to get the level right. **ACTION: Clerk to send past 5 years accounts to Adam Jastrzebski for him to carry out this analysis.**
- ii. Adam Jastrzebski gave overview of Gnu cash and its benefits for TPC accounting. Will look to demo this when new clerk joins.

b) Natwest situation: Natwest issues reviewed, agreed to stay with them for now.

c) Grass cutting account

- i. Two invoice received from Farm & Garden Fencing for 2016/2017. **ACTION: Clerk to review past payments to validate invoices. Once validated, Clerk agree with Roger Clarke what is to be paid, send cheque for correct amount to Farm& Garden Fencing. PCC have paid their half of the invoice.**

- ii. At present Parish Council have paid for the extra cut of grass for. £ 90.00. Adam Jastrzebski agreed that TEA would pay this given it is an expense of the fete.

**ACTION: Clerk to invoice TEA.**

#### 5. Any other business

- Leaveland Corner update. Proposed name for development as simply 'Leaveland Corner'. Also discussed publicising the development allowing people to register their interest. Discussed best option may be to put a loose insert in the parish magazine for Throwley residents, as not all residents who receive the magazine will be eligible. Also discussed putting a notice on the Throwley Forstal notice board, and sending an email to the parish distribution list. **ACTION: Roger Clarke to notify Alison Thomson of the name, and to discuss options with her.**
- Clerk notified councillors that she will be moving out of the area and no longer able to continue as clerk. Agreed that her last meeting will be January 2019, ideally also attended by the new clerk. Also discussed advertising the position. **ACTION: Tim Young to put advert in the parish magazine for the post. Roger Clarke to send email round to distribution list via Sarah Reeves.**
- Agreed to renew KALC annual subscription. **ACTION: Clerk to renew with KALC.**

Time and date of next meeting: Monday 19<sup>th</sup> November 2018