

# STANDON PARISH COUNCIL

MINUTES of the Extra-Ordinary meeting held on Thursday 10 February 2011 at 7.30pm in Standon and Puckeridge Community Centre.

- \*Cllr R Stacey (Chairman)
- \*Cllr K Goodsell
- \*Cllr A Lang
- \*Cllr M Acford
- Cllr Mrs M Wilkinson
- Cllr Ms E Painter
- \*Cllr G Cowell (Minute taker in the absence of a Clerk)
- \*Cllr Mrs R Arikans
- Cllr C Marks

\* denotes present

## 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Marks and Cllr Mrs M Wilkinson.

## 2. DECLARATIONS OF INTEREST

None

## 3. CHAIRMAN'S ANNOUNCEMENTS

None

## 4. PLANNING MATTERS

(i) Planning applications received subsequent to the January Parish Council Meeting.

No Objections were raised on the following:

- 3/11/0117/FP Two-story, single-storey and first floor rear extensions, including pitched roof to replace flat roof at Buffalos Head, Cambridge Rd.
- 3/11/0092/FP Agricultural workshop and farm office at Dowsetts Farm, Colliers End. Although it was agreed no comment was to be made, it was requested that a restriction (covenant) should be placed upon the premises that they should not be used for residential purposes in the future.

Objections were raised on the following:

- 3/11/0014/FP Single storey first floor extension, including bay to south elevation at 48, High Street, Standon.

## 5. EXCLUSION OF PRESS AND PUBLIC

Resolved that under section 1 of the Public Bodies (Admission to Meetings) Act 1960, that press and public be excluded for the remainder of the agenda in view of confidential nature of the business to be transacted.

## 6. A VERBAL UPDATE FROM THE STAFF WORKING GROUP AND TEMPORARY ARRANGEMENTS FOLLOWING THE CLERK'S RETIREMENT

(i) Arrangements for Temporary Clerk(s) to the Council and Responsible Financial Officer (RFO)

Resolved that Mrs. Belinda Irons should be appointed both Interim Clerk to the Council and RFO.

Resolved that if she needs assistance in the RFO role the Council would agree the appointment of an accountant for end of year accounts.

Resolved that a Temporary Deputy Clerk to the Council be appointed to aid with planning applications, recruitment of new Clerk to the Council and archiving.

Resolved that Mrs Barbara Norris be appointed in the role of Temporary Deputy Clerk to the Council.

(ii) Temporary Office

Resolved that the Chairman pursue a temporary office and he was authorised to secure the offices for the reasonable sum agreed by those present.

Resolved that should premises not be available for the reasonable sum agreed under delegated powers, the Chairman and Vice-Chairman were authorised to agree an alternative.

(iii) Financial Risk Assessment

Resolved that this did not need altering following the resolution of item 6 (i) above.

(iv) Interview Process

Resolved that the interview panel consist of the Temporary Deputy Clerk to the Council Councillors Cowell, Goodsell and if required Stacey being members of the HR Working party.

Resolved the panel would make a recommendation to the full Parish Council on whom to appoint.

Resolved that the new Clerk will be appointed on the salary point and terms and conditions as advised by HAPTC.

Resolved that minor changes to the job description, interview arrangements and drafting of the job advert would be delegated to the HR working party.

## 7. ITEMS FOR FUTURE AGENDAS

- (i) Charitable donations from Standon parochial charities
- (ii) Mayday use of Burr's Meadow and changes to legislation

There being no further business the meeting closed at 8.55pm.