

BUXHALL PARISH COUNCIL

Chairman: **David Steed**
Clerk: Tina Newell
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Minutes of the Annual Parish Council Meeting held on Monday 9 May 2022 in Buxhall Village Hall

Councillors Present David Steed (DS) (Chairman), Malcolm Manning (MM) (Vice Chairman), Chris Hall (CH), Les Basham (LB), Steve Farrell (SF), Scott Martin (SM) and Michael Drury (MD)

In Attendance: Tina Newell (Clerk) (Parish Council Clerk) and eight members of the public.

- 090522/01 MM proposed to elect DS as the Chairman of Buxhall Parish Council for the 2022/23 year. LB seconded the proposal and with all in favour DS accepted the nomination.
- 090522/02 DS signed his Declaration of Acceptance to Office form, countersigned by the Clerk.
- 090522/03 All Councillors agreed to elect MM to the position of Vice Chairman of Buxhall Parish Council for the year 2022/23.
- 090522/04 MM accepted the position of Vice Chairman and signed his Declaration of Acceptance to Office form, countersigned by the Clerk.
- 090522/05 **Apologies for absence:** County Councillor PO offered her apologies; all Councillors noted her attendance at the Annual Parish meeting and receipt of the monthly report prior to the meeting. There were no questions for PO.
- 090522/06 **Declarations of Interest:** None received
- 090522/07 **Dispensations:** No requests for dispensation were received.
- 090522/08 All Cllrs confirmed receipt of the draft minutes for the meeting held on 4 April 2022 prior to the meeting. All Councillors resolved to accept these as a true record of the decisions made at the meeting (minute ref 040422/01 to 040422/42 inclusive). DS signed and dated the minutes.

Public Forum:

Signed: David Steed

Dated: 13 06 2022

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090522/09 A member of the public asked if there was an update on the vote for supporting The Crown for a financial investment. CH confirmed 47 votes were received from a possible 336; 33 votes were in favour 14 were against a £50k investment. A letter has recently been sent to the Support the Crown group requesting a business plan, confirmation of the current pledges and details of any further progress made by the Support the Crown group over the last seven months to confirm the current commitment and enthusiasm of the group and the desire to progress the project.

090522/10 **Planning:** All Councillors noted there were no planning applications to consider.

090522/11 Councillors noted the following determination:

DC/21/05938 Non material amendments, Fasborn Hall

MSDC: GRANTED

Finance:

090522/12 All Cllrs confirmed receipt of the finance report for the period ended 30 April 2022 prior to the meeting and confirmed the bank reconciliations for both accounts, as presented, agreed to the bank statements as at 28 April 2022 showing available cash of £107,874.14.

090522/13 All Councillors confirmed receipt of the budget to actual payments and receipts prior to the meeting. With no questions all Councillors accepted the budget to actual report for the year ended 28 04 2022.

090522/14 All Councillors confirmed receipt of the reserves account prior to the meeting and noted the General Reserve is 76.1% of the Precept.

090522/15 Councillors noted the following receipts in April:

	Date	Details	£
090522/16	12 04 2021	Precept	3,172.67
090522/17	12 04 2021	Community Infrastructure Levy (developments DC/21/05296 and 02361)	5,120.18

090522/18 It was noted the CIL reserves are currently £16,694.47 with a further £2,055.48 due in October. Considering the restrictions and time frame for spending CIL

money the Clerk proposed to set up a CIL working group to consider a project/s for spending the money; it was agreed to consider this at the next meeting.

090522/19 All Councillors resolved to approve the following gross payment to be made by internet banking:

	Payee	Details	£
090522/20	Tina Newell	Salary and re-imburements	296.02

090522/21 TN confirmed having spoken with 'E-on' the invoice due for approval was actually incorrect. A meter reading has been provided by MD and 'E-On' will produce an accurate invoice based on the actual reading.

Governance

090522/22 All Councillors confirmed receipt of the new Local Government Association (LGA) Model Councillor Code of Conduct. The Clerk confirmed the local prinipal authorities have adopted this new model and SALC have recommended it is adopted. After consideration all Councillors agreed to adopt the new LGA Model Councillor Code of Conduct.

090522/23 Councillors noted the amendment to the Model Standing Orders regarding Financial controls and procurement and resolved to adopt the Model Standing Orders with this ammendment.

090522/24 All Councillors agreed to adopt the Financial Regulations with no ammendments. After consideration the following Officers were appointed to Parish positions:

090522/25 Asset management officer - CH

090522/26 Risk assesment officers – SF, MM and CH

090522/27 Playing field officer – MD

090522/28 Road safety officer – LB

090522/29 Footpath officer – A member of the public volunteered and with all Councilors in favour a resident was appointed footpath officer.

090522/30 Tree warden – MD

090522/31 It was resolved to appoint Councillor MD as the Parish Council representative on the Village Hall Committee.

- 090522/32 All Cllrs agreed to continue with annual paid subscriptions to the Society of Local Council Administration (SALC), and the Society of Local Council Clerks (SLCC).
- 090522/33 Councillors confirmed the re-adoption of the following policies with no amendments and noted SALC are compiling a data bank including a list of preferred policies:
- 090522/34 Complaints
 - 090522/35 Conflict of Interest
 - 090522/36 Electronic Communications
 - 090522/37 Employment
 - 090522/38 Equality
 - 090522/39 Filming, videoing, photography and recording
 - 090522/40 Health & Safety
 - 090522/41 internet banking
 - 090522/42 Lone worker
 - 090522/43 Safeguarding
 - 090522/44 Training
- 090522/45 All Councillors resolved to re-adopt the following risk assessments noting these are working documents; the appointed officer will recommend updates during the year as necessary:
- 090522/46 Allotments
 - 090522/47 Clerk
 - 090522/48 Financial
 - 090522/49 Lone worker
 - 090522/50 Playingfield
 - 090522/51 Vehicle Activated Sign
- 090522/52 All Councillors resolved to schedule future meetings for June 13, July 11, September 12, November 14, December 12, January 16, March 13, April 3 with the Annual meeting of the Parish and the Annual Parish Council meeting being held on May 8 2023.

- 090522/53 All Cllrs agreed to accept the Internal Auditors Report for the year ended 31 March 2021 noting the Council maintains an effective framework of financial administration and internal financial control whilst demonstrating many examples of good practice.
- 090522/54 Councillors approved the Annual Governance Statements (section one of the Annual Governance and Accountability Statement (AGAR) in turn confirming the Parish Council have a sound system of internal control and agreed for DS to sign. DS signed section one of the AGAR as did TN as Clerk & RFO.
- 090522/55 All Councillors approved the Accounting Statements for 2021/22 as transposed on section two of the AGAR in turn confirming the statements present fairly the financial position for the year ended 1 March 2022 of the Council. TN as RFO had signed this statement prior to the meeting and Councillors agreed for DS to sign section 2 of the AGAR. DS signed section two of the AGAR.
- 090522/56 All Councillors agreed to certify Buxhall Parish Council as exempt from a limited assurance review after noting neither the receipts nor payments exceeded £25k and resolved for TN and DS to complete the Certificate of Exemption (CoE). The CoE was signed at the meeting by DS and TN.
- 090522/57 It was agreed the dates for public inspection of the accounts will be from 13 June 2022 up to and including 22 July 2021 and a notice will be displayed on line and on the Parish noticeboard.
- 090522/58 **Playingfield:** All Councillors approved a request to hire the playing field from Buxhall Community Council.
- 090522/59 **Business for information or inclusion on a future agenda:** insurance, dog bins, allotments, playing field signage.
- 090522/60 The Chairman closed the meeting at 21.07pm