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Minutes of the Annual Parish Council Meeting, Held on Thursday May 18th 2023 at 7pm Parsons Meade Community Centre

Members Present: Councillors Carl Squires (Chairman) , Linda Hook, Mavis Wilmshurst, David Garrett , Richard Matthews, Colin Moore, Soosan Phillip and Kathryn Barker.

Also present– Fiona Young (Clerk)

PC Kelly Butler

PCSO Becky Evans

Item no	
23/70	Election of Chairman and signing of the Acceptance of Office Cllr Barker proposed that Cllr Squires is elected as Chairman for the coming year. Cllr Matthews seconded the proposal and the vote was unanimous. Cllr Squires was elected as Chairman.
23/71	Election of Vice Chairman There were two proposals for the position of Vice Chair, Cllr Hook and Cllr Matthews. Both councillors had a proposer and seconder. The decision went to the vote and Cllr Hook was elected as Vice Chair with 5 votes to 3.
23/72	To receive any apologies for absence and approve reasons for absence Apologies were received from all WNC Councillors who were attending a meeting at WNC.
23/74	To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda None given
23/75	To approve and sign the Minutes of the Ordinary Council Meeting held on April 20th 2023 It was Resolved to approve the minutes and they were signed as a true record. The Chairman thanked Cllr Hook for doing the April minutes in the Clerks absence.
23/76	Public Session. No members of the public present
23/77	To Receive Reports from a) Police Representative. Crime report – 1 Criminal Damage, 1 Vehicle crime. Cllr Hook asked the police officer present about the issues in Ladybridge Park, the Police have

	visited the area where the issues have been reported but not found anything. Some time was taken to pin point the exact location and the police will take another look. b) West Northants Councillors. No reports received.																					
23/78	To receive brief reports from Councillors or Clerk attending outside meetings on behalf of WHPC and to receive Clerks report. The Northants Acre meeting was rescheduled for June although Cllr Barker is unable to attend and so asked if any other Cllrs wanted to attend. The Clerks report was circulated prior to the meeting, there were no enquiries.																					
23/79	Matters arising from previous minutes, for report only <ul style="list-style-type: none"> Clerk confirmed that the letter to Stagecoach Buses has been sent by email to the Operations Manager. The Clerk was asked to chase up the installation of the bench at Claystones and the new bins.																					
23/80	Annual Return <ol style="list-style-type: none"> Resolution to approve Section 1 of the Annual Return – Statement of Internal Controls It was Resolved to approve Section 1. Resolution to approve Section 2 of the Annual Return – Accounting Statement It was Resolved to approve Section 2. Resolution to accept the Internal Audit Report It was Resolved to approve the Internal Audit report. Resolution to set the date for the Exercise of Electors Rights as 5th June to 14 July 2023 It was Resolved to set the dates as above. 																					
23/81	<p>Finance</p> <p>1. Resolution to approve the payments tabled below for May</p> <table border="1"> <thead> <tr> <th>Payable to</th> <th>Details</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>Futureprint</td> <td>Parish Plan printing</td> <td>477.60*</td> </tr> <tr> <td>Minuteman</td> <td>Parish Plan</td> <td>696.00*</td> </tr> <tr> <td>Royal Mail</td> <td>Freepost licence</td> <td>119.88*</td> </tr> <tr> <td>Fiona Young</td> <td>Salary</td> <td>848.24</td> </tr> <tr> <td>HMRC</td> <td>Tax & NI</td> <td>£243.14</td> </tr> <tr> <td>Broxap</td> <td>Bin replacement</td> <td>2798.10</td> </tr> </tbody> </table> <p>It was Resolved to approve the payments listed above for May.</p> <p>2. Confirmation that the internal controls councillor has completed the checks to the payments. Cllr Moore confirmed prior to the meeting that the internal controls checks had been completed and all was in order. The Clerk sent the papers for both April and May.</p> <p>3. Resolution to approve the bank reconciliation statements for 31st March 2023 and 30th April 2023. It was Resolved to approve both sets of figures.</p>	Payable to	Details	Amount £	Futureprint	Parish Plan printing	477.60*	Minuteman	Parish Plan	696.00*	Royal Mail	Freepost licence	119.88*	Fiona Young	Salary	848.24	HMRC	Tax & NI	£243.14	Broxap	Bin replacement	2798.10
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23/82	<p>Insurance Resolution to approve the quotes provided by the Clerk for the councils annual insurance premium. The Clerk tried to obtain 3 quotes for insurance, only 2 companies replied by the deadline. It was Resolved to renew the councils policy with BHIB and to enter into a 3 year long term agreement so that a new quote is not required after 12 months.</p>																																				
23/83	<p>Planning No new applications.</p>																																				
23/84	<p>Communications Working Party - Resolution to follow recommendations by the working party to upgrade the parish council website at a cost of £750.00 plus vat It was Resolved to upgrade the council website to the new template from 2Commune. It was agreed that new photos would be needed and a request will be published on social media. Cllr Garrett will lead the project, collate the photos and post the request for photos on the local Facebook pages.</p>																																				
23/85	<p>Councillor Surgery – Resolution to agree a start date for the Saturday morning surgeries and to form a rota of councillors. Also to agree whether to continue with the monthly Wednesday morning surgery at St Benedicts Church. It was agreed that the Wednesday councillor surgery would continue at the moment, the Chairman has asked for dates for when the library is available and when those are received</p>																																				

	a rota will be set up for a Saturday morning surgery.
23/86	<p>Community Events Committee</p> <ul style="list-style-type: none"> To discuss and resolve possible funding of the fireworks event, sponsorship, donations or similar. <p>It was Resolved to put facilitate donations at the entrances to the Fireworks event. It was also Resolved to investigate possibilities for sponsorship from local companies.</p>
23/87	<p>Fencing in Ladybridge Park – Resolution to send a letter to WNC regarding the unsafe condition of the perimeter fence on the playing fields.</p> <p>Cllr Hook expressed concern at the poor condition of the boundary fence around Ladybridge Park sports field. It has been broken down for a year or more and contains barbed wire which is dangerous for any children playing in the area.</p> <p>It was Resolved that Cllr Hook will speak with WNC Cllr Suresh Patel as he was contacted last year by the parish council regarding the fence, once Cllr Hook has spoken to Cllr Patel a letter will be sent to WNC.</p>
23/88	<p>Parish Plan Working group - Update</p> <p>The council has received 75 completed surveys in the post and 39 via survey monkey. There are still a lot of surveys to deliver and it is hoped to get them all out by the end of May so that the results can be collected in June.</p>
23/89	<p>Correspondence and actions when needed.</p> <ul style="list-style-type: none"> Rights of Way H & S Training – Circulated Responding to Planning Applications, new training course, Ncalc – Circulated Flood Resilience Email – Clerk to deal with Rain project – The Clerk to pass on the details of Cllr Matthews, Cllr Wilmshurst and Cllr Squires.
23/90	<p>Next meeting date June 15th 2023</p> <p>Meeting closed 8.40pm</p>