

HEYDOUR with AISBY and OASBY PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

Tuesday 14th May at 7.00pm in Heydour Parish Hall

Dear Councillor

I hereby give you notice the meeting of HEYDOUR with AISBY and OASBY PARISH COUNCIL will be held on Tuesday 14th May at 7.00pm. All members of the Parish Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Clerk to the Council: Rowena Boden Dated: 8th May 2023

AGENDA for the ANNUAL PARISH COUNCIL MEETING.

1. To elect a Chairman of the Council and sign the Declaration of Acceptance of Office
2. To elect a Vice Chairman of the Council and sign the Declaration of Acceptance of Office
3. To suspend Standing Orders to allow members of the Public to raise questions or concerns.
4. To receive a report from the County Councillor
5. To receive a report from the District Councillor
6. To return to Standing Orders to conduct Council Business.
7. To receive and accept apologies for absence.
8. To receive Declarations of interest for items within the agenda.
9. To approve the minutes of the meeting held on the 12th March 2024 and for the chair to sign.
10. To review Standing Orders (Copy sent in Cllr pack but also on website)
11. To review Financial Regulations (Copy sent in Cllr pack but on website)
12. To review Financial Risk Assessment (Copy sent in Cllr pack but on website)
13. To approve Insurance for Year 2024-25
 - a) Community Action Suffolk (Ansva) £275.51
 - b) Zurich £469.25
 - c) Clearview (previously BHIB) £520.16

14. Finances: 2023/24

a) To receive a report of payments, made between meetings, in the financial year 2023/24

Payment Date	Payee	Amount	Bank balance C/F
			£4716.23
25/3/24	LALC (Internal Audit)	£150.00 + vat	£4536.23
25/3/24	Village Hall Hire (Q4)	£60.00	£4476.23
25/3/24	R. Boden (Month 12)	GDPR	£4302.83
25/3/24	Expenses (Paper)	£5.85	£4296.98
25/3/24	Millenium Green (Grant)	£450.00	£3846.98
25/3/24	Village Hall (Grant)	£450.00	£3396.98

Financial Year End 2023 – 2024 balance £3,396.98

Annual Gross Income - £5345.18

Annual Gross Expenditure - £8851.83

15. AGAR 2023/24: To finalise the accounts for the year 2023/24

a) End of Year: Cash book and bank reconciliation as of 31st March 2024

b) Certificate of Exemption: AGAR 2023/24. To approve and give permission for Chairman and Responsible Finance Officer to sign.

c) To receive the Internal Auditors report.

d) Annual Governance and Accountability Return: Section 1, Governance Statement. To approve and give permission for the Chairman and Clerk to sign.

e) Annual Governance and Accountability Return: Section 2, Accounting Statement. To approve and give permission for the Chairman and Responsible Finance Officer to sign.

f) Analysis of Variances. To approve the variances.

g) Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015. To approve the dates Monday 3rd June – Friday 12th July 2024.

16. Finances 2024/25

a) To receive a report of payments, made between meetings, in the financial year 2024/25

Date of Transfer	Payee	Amount	Bank balance C/F
			£3,396.98
2/4/24	LALC (Membership)	£150.02	£3,246.96

4/4/24	Precept from NKDC	£7500.00	£10,746.96
12/4/24	LALC (Website Maintenance)	£108.00	£10,638.96
2/5/24	BDG Mowing	£64.00	£10,574.96
2/5/24	R. Boden (Month 1)	GDPR	£10,361.01
3/5/24	ICO	£35.00	£10,326.01

- b) To note the payment from SKDC for the precept of £7,500.00 has been received.
- c) To review and consider approval of bank reconciliation. (Copy sent in Cllr pack)
- d) To consider the appointment of the Internal Auditor for the financial year 2024- 25.
- e) To consider and review the Asset Register.

17. To review and accept:

- a) Risk Register
- b) Co-option Policy

18. To review policies listed below:

- a) Data breach policy
- b) Data protection policy
- c) Health & Safety policy

19. Internal Audit Recommendations: To receive an update on:

- a) Website
- b) Email address change to .gov
- c) Change of bank

20. Clerks report. To receive an update on a recent funding event.

21. Planning matters:

- a) New – To discuss the planning applications received from SKDC

Planning reference	Location	Remarks	Date
S24/0399 (Bowlby)	Development House and Kennels Next To Aisby Grange, Mere Lane, Aisby, Lincolnshire, NG32 3NF	Erection of a single dwelling, public footpath diversion, detached Garaging, stables, kennels and associated hard and soft landscaping at Mere Road, Aisby, Lincs NG32 3NF.	Comments by 16 th May.

b) Current

S24/0341- The Hayloft Village Street Oasby Lincolnshire NG32 3NB -Decision: Approved

S24/0473- Sec 211 Mill Lane, Oasby – Pending

S23/2218 Land of Mere Lane, Aisby – Application Withdrawn

22. Date and time of next meeting 11th July at 7.00pm.

CLOSED COUNCIL SESSION:

Items of a confidential nature to be debated in the absence of the press and public. Under the Public Bodies (Admission to the Meetings) Act 1960 (due to the confidential nature of the business).

23. Clerk's Appraisal- To discuss and approve the Clerk's appraisal held on the 23rd April 24