

MINUTES HEYDOUR with AISBY and OASBY PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

Tuesday 14th May at 7.00pm in Heydour Parish Hall

Councillors Present: Cllrs Ballaam, Kennedy, Peace (Chair), Smallwood and Turner.
In attendance: D. Cllr Trotter, Parish Clerk Boden and 1 member of public.

AGENDA for the ANNUAL PARISH COUNCIL MEETING.

24028. To elect a Chairman of the Council and sign the Declaration of Acceptance of Office. Cllr Kennedy proposed Cllr Peace for the position of Chairman. This was seconded by Cllr Ballaam. It was resolved that Cllr Peace be elected as Chairman of the Council and for the Delegation of Acceptance of Office to be signed.

24029. To elect a Vice Chairman of the Council and sign the Declaration of Acceptance of Office. Cllr Kennedy proposed Cllr Ballaam for the position of Vice Chair. This was seconded by Cllr Smallwood. It was resolved that Cllr Ballaam be elected as Vice Chairman of the Council and for the Delegation of Acceptance of Office to be signed.

24030. To suspend Standing Orders to allow members of the Public to raise questions or concerns. It was resolved to suspend Standing Orders to allow members of the public to raise questions or concerns.

A member of the public raised concerns over speeding along Mill Lane. An Archer survey has been requested. They also asked if the Council could request the names of the houses in the newsletter to use in the street maps posted on the bus shelters. Finally, the junction near the Houblin is becoming dangerous due to overgrowth. It was advised to report this on Fix my Street.

24031. To receive a report from the County Councillor. No report has been received.

24032. To receive a report from the District Councillor. The prosperity fund is still open for Councils to apply. The Local Plan concluded on 25th April and more single dwellings may go through planning. Several Solar Farm applications are in varying stages of development though none of these are within the Parish Council's boundaries but very close.

Mark Jones regained his position as Police & Crime Commissioner at the recent elections.

The Lincoln Devolution is still in draft. Cllr Trotter is the Vice Chair of the Standards Committee.

Events will be held on the 14th & 15th September in Folkingham and 29th June in Ropsley.

LCC had attended Nightingale Woods to clear and resign post the footpath. The landowner had blocked their vehicles in and demanded payment. The clerk mentioned that an event had been held at Foxdales the prior weekend and riders had ridden next to the wood as part of their route while scramble bikes had been using the jumps. Cllr Smallwood will check the footpaths in the woods and report back to Cllr Trotter. Work has begun at Cold Harbour and it is believed that there is a change of owner but no further information has come through to SKDC.

24033. To return to Standing Orders to conduct Council Business. It was resolved to return to Standing Orders to conduct Council Business.

24034. To receive and accept apologies for absence. No apologies were received.

24035. To receive Declarations of interest for items within the agenda. No declarations of interest were received.

24036. To approve the minutes of the meeting held on the 12th March 2024 and for the chair to sign. It was resolved to approve the minutes of the meeting held on the 12th March 2024 and for the chair to sign.

24037. To review Standing Orders (Copy sent in Cllr pack but also on the website). It was resolved that the Standing Orders were up to date and relevant for the Parish Council.

24038. To review Financial Regulations (Copy sent in Cllr pack but on the website). The clerk explained that new Financial Regulations had been produced but at the time they had not been tailored to the PC. It was resolved to accept the Financial Regulations as they stand and adopt the new Financial Regulations at the next meeting.

24039. To review Financial Risk Assessment (Copy sent in Cllr pack but on the website). It was resolved that the Financial Risk Assessment was up to date and relevant to the Parish Council.

24040. To approve Insurance for the Year 2024-25

Community Action Suffolk (Ansva) £275.51

Zurich £469.25

Clearview (previously BHIB) £520.16

It was resolved to accept the quote from Community Action Suffolk (Ansva) to provide insurance for the year 2024-25.

24041. 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

It was resolved to accept the payments made between meetings.

Financial Year End 2023 – 2024 balance £3,396.98

Annual Gross Income - £5345.18

Annual Gross Expenditure - £8851.83

It was resolved to accept the figures for the financial year end 2023.

24042. 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. It was resolved to accept the End of Year Cash book and bank reconciliation as of March 2024.

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

c) To receive the Internal Auditor's report. It was resolved to accept the Internal Auditor's report.

d) Annual Governance and Accountability Return: Section 1, Governance Statement. To approve and give permission for the Chairman and Clerk to sign. It was resolved to accept the Annual Governance and Accountability Return: Section 1, Governance Statement 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. It was resolved to accept the Annual Governance and Accountability Return: Section 2, Accounting Statement and give permission for the Chairman and Responsible Officer to sign.

f) Analysis of Variances. To approve the variances. It was resolved to accept the Analysis of 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. It was resolved to accept the Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015 and approve the dates Monday 3rd June – Friday 12th July 2024.

24043. 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

It was resolved to accept the payments made between meetings.

b) To note the payment from SKDC for the precept of £7,500.00 has been received. It was noted the payment from SKDC for the precept of £7,500 had been received.

c) To review and consider approval of bank reconciliation. (Copy sent in Cllr pack). It was resolved to approve the bank reconciliation.

d) To consider the appointment of the Internal Auditor for the financial year 2024- 25. It was resolved to appoint LALC as the Internal Auditor for the financial year 2024-25.

e) To consider and review the Asset Register. It was resolved to accept the Asset Register as no changes have been made.

24044. To review and accept:

a) Risk Register. It was resolved to accept the Risk Register, as recommended by the Internal Auditor.

b) Co-option Policy. It was resolved to accept the Co-option Policy, as recommended by the Internal Auditor.

24045. To review policies listed below:

a) Data breach policy. It was resolved to accept the Data breach policy after review.

b) Data protection policy. It was resolved to accept the Data protection policy after review.

c) Health & Safety policy. It was resolved to accept the Health & Safety policy after review.

24046. Internal Audit Recommendations: To receive an update on:

a) Website. All information required had been sent to the webmaster and all the work had been finished. The clerk had not been informed of how many minutes were still available from the purchase of 5hrs. This will be updated at the next meeting.

b) Email address change to .gov. After discussion the PC resolved not to change to a .gov email address as at the present time JPAG advises on a separate Council email address. All Cllrs have this through the Outlook email address. The Council is aware that a .gov email address will become mandatory and when this happens the PC will change.

c) Change of bank. The Council resolved to a change of bank. The clerk will bring information to the next PC meeting when a further decision can be made.

24047. Clerks report. To receive an update on a recent funding event. The clerk had attended a recent funding event organised by SKDC. To gain funding from the National Lottery the application form would be enhanced by having a questionnaire that asked the electors what they wanted. It was resolved to create a questionnaire and deliver to each household.

24048. 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. No comments to be submitted.

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

24049. Date and time of next meeting 9th 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).

24050. Clerk's Appraisal- To discuss and approve the Clerk's appraisal held on the 23rd April 24. It was resolved to accept the notes connected to the appraisal on the 23rd April 24 and for the clerk to move up a spine from the 1st May 2024.

The meeting closed at 8.18pm.