

TETFORD & SALMONBY PARISH COUNCIL

Minutes of the Combined Annual Parish Council Meeting & Parish Council Meeting held on
Wednesday, 11th May 2022 at 7:30pm, Hamilton Hall, Tetford

Present: **Chairman** Cllr Lonie
 Cllr Davison
 Cllr Renshaw
 Cllr Larder
 Cllr Todd
 Cllr Kilby
 Cllr Cawthorne

Clerk – M Hoad taking minutes.

There were four members of the public in attendance.

PART A

- 01433 Apologies for absence** – Apologies had been received from Cllr Andrews (ELDC) and Cllr Marfleet (LCC). **It was resolved** to accept all reasons for absence.
- 01434 Election of Chairman** – Cllr Lonie indicated his agreement to remain in office, he was then officially nominated by Cllr Cawthorne, seconded by Cllr Larder and **it was resolved** to elect Cllr Lonie as Chairman. Cllr Lonie signed his declaration of acceptance of office.
- 01435 Election of Vice Chairman** – Cllr Davison indicated his agreement to remain in office, he was then officially nominated by Cllr Cawthorne, seconded by Cllr Kilby and **it was resolved** to elect Cllr Davison as Vice Chairman
- 01436 Election of Personnel Committee** – It was acknowledged by Council that for the purposes of best practice it was not advised that the Chairman sat on the Personnel Committee, to act as point of appeal if required. Cllr Davison and Cllr Cawthorne agreed to continue to sit on this committee, and this **was resolved** by all.
- 01437 Review of Standing Orders** - The Clerk had circulated the Standing Orders Document for review, and **it was resolved** to place this item on the June agenda for further consideration.
- 01438 Review of Risk Management Document** - The Clerk had circulated the Risk Management document for review, and **it was resolved** to accept them as current and correct. Clerk to update document review date

PART B

This section of the meeting allowed for any comments or questions to be raised by members of the public.

- 01439** The Chairman thanked his fellow Cllrs for their support and there being no comments raised from members of the public opened the second part of the meeting for business.

01440 Declarations of Interest – No declarations of interest were raised.

01441 Minutes of the Parish Council Meeting held on the 13th April 2022 had been circulated prior to the meeting and **it was resolved** to accept the minutes as correct. The Chairman signed the minutes.

01442 Financial Matters

- a. Accounts to be paid/authorised –The Clerk circulated a payment sheet for authorisation, and it **was resolved** to authorise all payments. (copy minute ref 01442a)
- b. Annual Internal Audit Report 2021/22 – The report was read to Council; no actions had been identified for consideration and **it was resolved** to accept the report. It was noted that on two occasions amounts for payment had been incorrectly entered into the minutes. Although this did not affect the accounts in any manner **it was agreed** to introduce and payment schedule for authorisation which would then be included within each month’s minutes.
- c. External Audit Exemption Certificate 2021/22 - **it was resolved** that the Council was exempt from submitting a completed Annual Governance & Accountability Return to the external auditor for a limited assurance review on the grounds that it was exempt due to the gross income or gross expenditure was under £25,000 threshold; the documents would be placed on the Council web site and exemption certificate forwarded to the external auditor.
- d. Annual Governance & Accountability Return Section 1 – Annual Governance Statement 2021/22 – the document was circulated, and Council was asked to confirm the statement contents individually & **it was resolved** to approve Section 1 as accurate.
- e. Annual Governance & Accountability Return – Section 2 – Accounting Statement - the document was circulated and was duly considered at the meeting & **it was resolved** that the account statement was correct.
- f. External Audit – Exercise of Public Rights Council confirmed the period for the exercise of public rights as required by Regulation 15(2) Accounts & Audit Regulations 2015 as commencing on Monday 13th June 2022 and ending on Friday 22nd July 2022; Clerk to place all relevant paperwork on the Parish Council website on Monday 6th June 2022 to comply & return the exemption certificate to the external auditor.
- g. Annual Mandatory Insurance Policy Renewal - The Clerk had obtained several renewal quotations from Came & Company which were based on previous level of cover and Parish assets to be protected. It was noted that the costs of premiums had risen dramatically, and the Clerk had circulated an explanation for price increases received from the broker. Following debate, **it was resolved** to check quote with a comparison from Zurich Insurance and if no savings could be made to accept the Hiscox insurance cover & the payment due by the 1st of June 2022 of £434.66 was duly authorised.
- h. Councillors Budget Statement at end of April 2022 – the document had been circulated prior to the meeting for review & **it was resolved** to accept the statement as correct and it was signed by the Chairman

01443 Annual Parish Meeting – **It had been resolved** to hold the next Annual Parish Meeting on Wednesday May 18th 2022. The proposed agenda had been circulated by the Clerk and following debate was agreed by all.

01444 Planning Matters: -The following applications had been received for consultation:

- a. Ongoing ELDC Planning Complaint – Following debate, councillors agreed on several questions to be sent to Cllr Leyland and Office Gildersleeves prior to them attending the June meeting. These questions would be drafted by the Clerk and approved by the Chairman.

- b. It was noted that the developers of the previous Cross Keys site were using the green lane to move digging vehicles. This matter had already been reported to ELDC planning enforcement.

01445 Recreation Ground Update – Cllr Davison advised that the Recreation Ground Committee were now arranging Terriers and publicity for the event had already gone out. Otherwise check of the recreation ground continued and as soon as a date for the AGM is identified Council would be made aware.

01446 Grass Cutting – The Clerk informed Council that she had received a note of concern from a resident regarding the grass cutting up Tetford Hill, which had cut away wild orchids and cowslips. It was noted that this was a protected verge, but that Highways would still cut a strip along the road edge side for safety reasons, and this could not be prevented

01447 Neighbourhood Projects and Community Engagement –

- a. Queen’s Platinum Jubilee Celebrations – Publicity posters for the street party and house decoration competition had been drafted and would be going up on noticeboards and in the ‘Times of Tetford & Salmonby’. Arrangement for the event would continue with Cllr Renshaw, Larder, Davison and the Clerk. It was agreed Cllr Lonie and Derek Le Page would act as judges for the competition.
- b. Commemorative Tree for the Jubilee – It was noted that permission was still awaiting from Tetford Surgery to plant an oak sampling for the Jubilee in their grounds. No other suitable site had been identified in the village. Due to planting requirements this would need to be undertaken in the Autumn.
- c. ELDC Jubilee Grants – It was noted that these grants could now be applied for and was agreed that two commemorative benches should be sought to replace the old ones outside the school and on East Road. Clerk to apply for grant.

01448 Defibrillator – The defibrillator on the surgery wall had been checked and was in good working order. Cllr Todd advised he had received the cabinet for the new defib but there was a 12 week lead in time for delivery of the unit.

01449 Edward Richardson Trust Report – Cllr Renshaw advised there was no additional update at this time.

01450 Highways and Footpaths – The Clerk was asked to report/chase the following highways defects:

- a. It was noted that the top dressing had now been applied to the path resurfacing and overall was an improvement to the village. Concern was raised as to how the new surface would react in high temperatures and the Clerk was asked to refer this to Highways. The resurfacing had also stopped at the Tetford village sign, and no works had been carried out in Salmonby.
- b. The Clerk had received a call from a resident concerned about LCC Highways cutting of the protected verges up Tetford Hill. It was agreed that the cuts undertaken were in line with the verge policy but unfortunate that on this occasion they had cut away some flowering cowslips and wild orchids.
- c. It was brought to Council’s attention that following recent rainfall the drains in East Road, West Road and Little London again needed clearing. Running and standing water was also causing a problem at Salmonby Bends.

- 01451 Community Speed Watch Programme** – Watches were ongoing and there was no further update at this time
- 01452 District Councillors Report** – Cllr Andrews had sent his apologies and therefore there was no further update at this time.
- 01453 County Councillors Report** – Cllr Marfleet had been unable to attend the meeting; his briefing report had been circulated to all.
- 01454 Clerks Report** – The was no additional report from the Clerk at this time.
- 01455 Correspondence** – Items of correspondence had been dealt with in above agenda.
- 01456 Councillors Reports** – There were no further reports from Councillors.
- 01457 Items for the Next Agenda** – As identified above.
- 01458 Next Planned Parish Meeting - Wednesday 8th June 2022**

01442a

<u>Accounts for Payment</u>	<u>Meeting</u>			11.05.2022
Payee	Net	VAT	Total	Payment / Chq.No
Eurooffice - inks	29.67	5.93	35.60	Bacs
Jen Cooper – Audit costs	40.00	0.00	40.00	Bacs
Hamilton Hall – April bookings	16.00	0.00	16.00	Bacs
M Hoad – Clerks April Salary & Expenses	346.38	0.0	346.38	Bacs
Hiscox Annual Insurance Renewal	434.66	0.0	434.66	Bacs
		Total	£872.64	

Meeting closed at 21:00

Chairman Date

Clerk Date