

Minutes of the Annual Parish Annual Meeting held on Wednesday 27th April 2022 at 7.30 at the Village Hall

Attended by: Johnny Baker, Michael Brown, Mo Brown, Richard Brown, Glyn Clarke, Sim Davis, Ros Davis, David Lockhart, John Lowe, Robert Maclaren, Deidre Peck, Jackie Watkins, Louise West, Simon Williams, Linda Lockhart (Chairman) and Shirley Mathews (Clerk).

- 1. Apologies for Absence** were received from Gill & Stephen Holmes, Peter & Sue Sewell, Marilyn & John Turrell, Michael Mathews, Carole & Pete Ludford, Paul Watkins and Simon Peck.
- 2. To Elect the Chairman** of the Parish Meeting for the year April 2022 to April 2023
Linda Lockhart has served for one year and is eligible for re-election
It was proposed by Mo Brown, seconded by Johnny Baker and unanimously agreed that Linda Lockhart be elected to serve a further year.
- 3. The Chairman's declaration** Linda signed the acceptance of office
- 4. To Appoint the Clerk, the Proper Officer and the Responsible Finance Officer** to the Parish Meeting.
It was proposed by Deirdre Peck, seconded by Jackie Watkins and unanimously agreed that Shirley Mathews be appointed to these posts.
- 5. To Appoint the Independent Internal Auditor**
Charles Paull had agreed to serve for a further year
It was proposed by the Clerk, seconded by Richard Brown and unanimously agreed that Charles Paull be appointed the Independent Internal Auditor
- 6. To Appoint the Planning Committee**
Currently: Warren Brown(6yrs), Peter Sewell(6yrs), Fiona McCullagh-Fells(6yrs), Sarah Schofield(5yrs), Rex Bigger(4yrs), Linda Lockhart(4yrs) Simon Williams(3yrs)
PLEASE NOTE: During the covid epidemic we have disregarded the 4year rule.
It was proposed by Michael Brown, seconded by Ros Davis that all members be re-elected with Polly Sewell as an additional member. This was agreed unanimously.
- 7. To Appoint other Representatives/Officers** as the Meeting deems fit
 - a. Parish Representative to the Amenities Committee.**
Currently: Sarah Schofield
 - b. Neighbourhood Watch Co-ordinator.**
Currently Michael Mathews
 - c. Tree Warden.**
Currently Mo Brown
 - d. Footpath Warden.**
Currently Carole LudfordIt was proposed by Johnny Baker, seconded by Sim Davis that all these representatives be re-appointed. This was unanimously agreed.
- 8. To Receive any declarations** of any personal or prejudicial or predetermined interest in any matter later on the Agenda. There were none.
- 9. To Receive and consider the Minutes of the Parish Meeting held on 27th October 2021**
These were circulated to all on the Village email list and in paper form to all those not on the email list, copies were also available at the meeting.

10. To **approve and sign** the aforementioned Minutes
It was proposed by Richard Brown, seconded by John Lowe and unanimously agreed to approve the minutes, they were signed by the Chairman.

11. To consider **Matters Arising from the Minutes** of 27th October meeting.

Minute 6.1. Footpath Sign on the Gorse Road. As the Council have only £2,000 for the entire County it is clear this will not be replaced, it was agreed at the previous meeting that this would not be undertaken by the village for fear of litigation in the event of any accident.

Minute 8.1. Jubilee. This will be taken under Any Other Business.

Minute 10.1 Noted that the 21st April was the incorrect date.

12. To receive **Correspondence**

All relevant correspondence received by the Clerk has been forwarded on the village email

1. Notice of the Funded Pond Conservation Project had been sent on the Residents Email. The Clerk had emailed them drawing attention to the pond on the left close to The Old Rectory. She had received no response. Robert Maclaren reported newts and other protected wildlife around his pond.

13. To receive **Reports** from:

a. **Planning Committee** – there had been no meetings.

b. **Amenities Committee** – Jonathan Baker reported necessary maintenance to the south-west wall, and a new back door. Grateful thanks to Robert Maclaren for keeping the grass mowed. Finances OK at present although next year's electrical update work will be expensive. Pop-up bars have proved successful and the Barn Dance in June should enable villagers to get together for a great evening. He thanked his committee for their continuing support. Richard drew attention to the RedRaw aerial attached to the Hall as it may be unsafe.

c. **Neighbourhood Watch** – Michael Mathews continues to circulate any relevant information on the residents' email

d. **Tree Warden** – Mo Brown suggested people keep a close eye on trees near them, one or two unexpected falls had occurred during the windstorms. Regarding the Queens Green Canopy she recorded that we had planted many trees over the years from the County free tree scheme. It seemed we had filled all available space.

e. **Footpath Warden** – no new report.

14. To consider **Resolutions and/or Recommendations** notified to the Parish Clerk
There were none.

15. Parish Annual Accounts and Annual Governance Statement

a. To receive and approve the **Parish Annual Accounts for the year 2021 – 2022**
This had been another low spending year mostly due to the pre-payment of the Amenities Committee grant. No bill had been received from Balfour Beatty.
It was proposed by Simon Williams, seconded by Robert Maclaren and unanimously agreed to approve the Annual accounts.

b. To confirm the **Annual Governance Statement** as required under the Audit procedure.

Copies of The Annual Governance Statement were available at the meeting. It covers 8 points confirming that the control objectives have been achieved throughout the financial year to a standard adequate to meet the needs of the Parish Meeting.
It was proposed by Mo Brown, seconded by Louise West and unanimously approved that the meeting agree all 8 items are answered YES

c. To Certify that during the year, or gross annual expenditure for the year, did not exceed £25,000

It was proposed by Johnny Baker, seconded by Sim Davis and unanimously agreed that "This Meeting Certifies that during the year, or gross annual expenditure for the year, did not exceed £25,000"

16. Finance

a. To receive the **Current Balances**

The current balance at the bank of £4,695.42 is shown on the bottom of the Final Accounts document.

b. To approve any **retrospective payments**

1. CAPALC 114.11

c. To approve the payment of any **outstanding accounts**

1. Clerk for ink 71.97
2. Amenities Committee Grant 420.00
3. Clerk Zen 12. Months 79.08
4. Zurich Insurance 196.00.

NB. The Zurich insurance is cheaper because of a new scheme for smaller Councils

d. To note **assets and risk assessment**

The assets are listed on the Final Accounts document and the Risk Assessment document is available at the meeting or on demand

It was proposed by David Lockhart, seconded by Deirdre Peck and unanimously agreed to note; accept or approve as appropriate Items 16 a.b.c.and d.

Any Other Business

1. The roads, the drains and the verges

Michael Brown reported on an onsite meeting, in March, with Cllr. Ian Gardener, and Sharon Middleton. The Clerk could not attend and the Chairman had Covid. Both thanked Michael for all his efforts on these issues.

Below is Michael's summary of the points that he had emailed to Cllr. Ian Gardener, and Sharon Middleton:

1. The uneven road surface on Mickle Hill (on the road between Keyston and Covington)
2. The broken drain at the bottom of Cross Street, Covington. It was to be resurveyed and a length of drain replaced.
3. The drains all the way up Cross Street to be surveyed with a view to repairing them such that they can accept water and the road surface repaired.
4. The white lines would be repainted at the junction of Cross Street and Keyston Road
5. The areas of verge used as passing places on the roads out of the village would be improved. Specifically, the one immediately south of Bottom Farm and along the road towards Catworth.
6. You were to investigate the lack of verge cutting in our part of the County last year.

2. The Queen's Platinum Jubilee

a. Event

The village would celebrate on Sunday 5th June 2022 at the Village Hall with a lunch/tea party. Details to be confirmed. A small group would meet to clarify plans.

b. Commemoration for the village

It was agreed a small porcelain mug would be commissioned, one for each household. Cost a maximum of £10. Many thanks to John Turrell for the design. Linda Lockhart to follow up.



It was further agreed to look into the possibility of giving each child in the village, aged 16 and under, a Royal Mint commemorative coin at a probable cost of £10 each. Richard Brown agreed to investigate and order.

c. Parking at the Village Hall

A short discussion about parking at the hall highlighted that parking at the front and rear were primarily for activities at the Hall and the Church, although also available to villagers at other times. A monthly list of activities would be posted on the Village Notice Board by The Amenities Committee. Villagers were asked to restrict their parking at those times. It was also suggested that a notice be placed on the front of the hall by the Committee to that effect e.g Priority Parking for the Village Hall and Church. The Amenities Committee would look into re-enforcing the entrance to the rear lawn with shingle.

d. David Lockhart asked for the First Aid refresher course to be arranged. Mo Brown agreed to investigate the possibility.

e. Glyn Clarke suggested the Neighbourhood Watch Emergency Contacts list should identify those who would be happy to be called as an emergency responder. Not medically, but to help getting the defibrillator or looking out for the ambulance for example.

17. To determine the **dates of the next regular meeting** **Wednesday 26th October 2022**