

CHURCHSTANTON PARISH COUNCIL

MINUTES/ACTION NOTES

Name of meeting:	Annual Meeting of Churchstanton Parish Council
Date meeting held:	Thursday 18 th May 2023
Meeting location:	Churchinford Village Hall
Present:	Cllr. Ian Foxwell, Cllr. K Pearson, Cllr. Paul Carter, Cllr. Raadiyah Rifath, Cllr. T Phillips
In attendance	
Chair	Cllr. Ian Firth
Clerk	Julie Wardle
Public Participation Time	None present
Reports from County / District Councillors, Neighbourhood Watch & Police	None
1. Election of Chairman	Cllr. Carter proposed Cllr. Firth as Chairman, seconded by Cllr. Phillips and agreed unanimously. Cllr. Firth signed the Declaration of Acceptance of Office of Chairman.
2. To resolve to exclude members of the press or public	None
3. Apologies	Cllr. Raadiyah Rifath,
4. Declaration of Interest	None

NB: Those present at this meeting should be aware that their names will be listed in the notes of the meeting which may be released to members of the public on request.

Approval/amendment of minutes of previous meeting –

5. Approval and sign off draft minutes of previous meeting	Minutes of CPC Meeting held on Wednesday 12 th April - Approved
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Agenda Item	DISCUSSION AND NEW ACTIONS	Action by Whom	Action Date
6. Election of Vice Chairman	Postponed to next meeting on Wednesday 14 th June 2023		
7. Review & Acceptance of Code of Conduct	The Code of Conduct had been circulated in advance to all Parish Councillors for their consideration. Cllr. Firth proposed that this should be adopted by the Parish Council, this was agreed unanimously. This will now be published on the Parish Council website.	JW	14/06/2023

8. Agreement of Ordinary Meeting Dates

It was agreed to continue with the existing meeting dates of 2nd Wednesday of each month at 7:30pm

9. Finance

1. Finance -

• **Balance of Accounts as at 11th May, 2023**

Current Account	4082.58
Deposit Account	43366.93
Total	<u>47449.51</u>
Income (included in figures above)	
Precept 23-24	13395.00
Payments for approval (included in figures above)	
Community Shop (Larder)	47.41
Hire of Village Hall Jan - Dec 2023	240.00
Coronation Expenditure	30.00
Quarry Grant Expenditure	116.17
Coronation Expenditure	30.00
Coronation Expenditure	86.23
Coronation Expenditure	38.14
Coronation Expenditure	29.45
Coronation Expenditure	900.00
Payments for approval (not yet paid)	
Parish Clerk Fees – April 2023	414.97
BHIB Insurance (£22-23 £665.77)	645.69
Sub-total	<u>46388.85</u>
Minus Reserved Funds	
The Quarry	3858.30
Climate Grant	16800.00
BALANCE Remaining	<u>25730.55</u>

• **Approval of payments** - In addition to the payments listed above the clerk requested approval for the following payments:

- J Down Contracting (The Quarry gates and fencing) - £3807.96
- Dan Prettejohn (Coronation fireworks) - £135.00
- Trevor Lloyd (Coronation fuel reimbursement for collection and return of TV) - £40.00
- Churchinford Community Shop (Coronation cream teas) - £85.32
- Churchinford Community Shop (Printing) - £13.20

	<ul style="list-style-type: none"> - Cathy Popham (Coronation Cake & table decorations) - £59.00 <p>All payments above were <u>approved</u> for payment.</p> <ul style="list-style-type: none"> • Approval of Regular monthly payments - <u>Approved</u> <ul style="list-style-type: none"> - Website (Weebly) - £12.50/month (£150/year) - Telephone Line (Voipfone) - £5.40/month (£64.80/year) - Online Services (Microsoft) - £11.28/month (£135.36/year) • 2023-2024 Budget Update – The parish clerk updated the parish council on the amendments to their budget plan agreed in January 2023. The amended budget was reviewed and approved unanimously. • Coronation Update – Total expenditure to date £1855.46 (Budget £2000) • Approval of Annual Governance and Accountability Return (AGAR) 2022-2023 <ul style="list-style-type: none"> – Internal Audit – Approved (Proposed by Cllr. Foxwell & seconded by Cllr. Pearson) – Accounting Statement 2022-2023 – Approved (Proposed by Cllr. Firth & seconded by Cllr. Carter) – Annual Governance Statement 2022-2023 – Approved (Proposed by Cllr. Phillips & seconded by Cllr. Firth) – Notice of Public Rights & Publication of AGAR – Agreed dates will be Monday 5th June to Friday 14th July. <p>All of the above AGAR documents will be published on the Parish Council website and noticeboards.</p>	JW	14/06/2023
10. Planning	None		
11. Parish Event – Coronation Celebrations - Debrief	The Parish Council would like to minute their thanks to all those involved with the weekend of celebrations which in their view were a resounding success. Particular thanks go to the DeHaan family who on a very rainy ‘Big Help Out’ day organised the community litter pick as part of their work towards their Bronze, Silver and Gold Duke of Edinburgh awards.		
12. Highways / PPLO Update / Outdoor Space	<ul style="list-style-type: none"> • <u>The Quarry</u> – A new gate and fencing has recently been installed at the entrance to The Quarry. • <u>Speed Indicator Devices</u> – We are currently awaiting approval from SCC Traffic Management Team to go ahead with the purchase of two Speed Indicator Devices in Churchinford. 		
15. Correspondence	<ul style="list-style-type: none"> • Dog Control & Dog Attacks – Mr Roger Booth – (Agenda item – CPC Mtg June 2023) – The Parish Clerk will contact Mr Booth to invite him to attend their next meeting when this will be an agenda item. • The Chair’s Awards for Service to the Community 2023 – Nominations must be submitted to SCC by 30th June 2023. 	JW	14/06/2023
16. Items of Future Business for the next Agenda	<ul style="list-style-type: none"> • Littering / Fly-tipping in the parish • Public access to Parish Council website 		
Date of Next Meeting	Wednesday 14th June 2023		