

## ALPHETON PARISH COUNCIL

### MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

#### HELD ON 4 MAY AT 7PM (REMOTELY, BY WAY OF VIDEO CONFERENCING)

Present: Cllrs M Gray (Chair), G Baker, K Jacobs, J Moore, J Nunn, T Rix. Also present: Mary Luton-Woodburn, Parish Clerk.

1. Election of Chairman and Vice Chairman Cllr Gray was thanked for her efforts in a difficult year and unanimously elected Chairman for the year. Proposed Cllr Rix, Seconder Cllr Moore. Cllr Moore was unanimously elected Vice Chairman for the year. Proposed Cllr Gray, Seconder Cllr Jacobs.
2. Chairman's and Vice Chairman's Acceptance of Office Forms Due to the remote (Zoom) meeting it was agreed that the Acceptance forms would be signed and then sent electronically to the Clerk for the records.
3. Apologies: Apologies were received from Cllrs R Kemp and L Malivsi.
4. Declarations of Interest: None were declared.
5. To consider and approve the draft Minutes of 6 April 2021 The Minutes were approved. Proposed Cllr Jacobs, Seconder Cllr Baker.
6. Progress on actions from the last meeting
  - i) SIDs x 2 – equipment 'High Vis' jackets The Council approved a maximum budget of £75 to purchase a selection of jackets in varying sizes which will be required for the six volunteers. This will include some spares. Cllr Moore said he will be aiming for the best value for money when selecting jackets. Proposed Cllr Baker, Seconder Cllr Gray.
  - ii) Purchase of laptop The Council noted that the Clerk's laptop had been selected and purchased, including Microsoft Office lifetime software use and a mouse. It was proving to be very worthwhile. When the VAT has been reclaimed, the total sum will be well within the £500 budget, agreed at the 6 April meeting.
  - iii) Insurance for the SIDs and Defibrillator The Council noted that the insurance policy had been updated to include these assets and the premium had been paid in advance of the meeting to ensure the cover was in place.
  - iv) Online banking The Council noted that the online banking had been successfully set up by Cllr Rix, and Cllr Gray had also accessed the account and Bank Statements and balance information was now readily available, as needed. This was a positive step ahead.
  - v) Village Hall The Council noted that Cllr Moore had sent a reminder to Stephen Larner, Treasurer of the Village Hall committee, requesting the promised £100 donation towards the defibrillator. There was a general discussion about Village Hall matters and Cllrs expressed concern about when and how it would reopen.
  - vi) ANPR The Council noted that Cllr Moore had submitted the application form for an ANPR and received confirmation that it was being processed.
  - vii) Broken Grit Bin- Old Bury Road Cllr Jacobs will liaise again with Cllr Kemp for further action.
  - viii) Condition of Small building on land abutting the VH, Old Bury Road Owing to Cllr Kemp's absence this will be followed by for the next Council meeting.
7. Public Forum: No members of the were public present.
8. District and County Cllrs Reports: Cllr Kemp's Annual Report was circulated with the meeting papers; Cllr Nunn's papers had also been circulated earlier on the day of the meeting.

Signed .....

Dated.....

9. Correspondence: Correspondence was circulated before the meeting. Cllrs noted a letter from South Lee School confirming that their sign would be removed from Tye Green as soon as possible.
10. Clerk's report:
- (i) Schedule of items waiting approval: The Council approved the payment of all items on the schedule of payments and noted the Bank balance of £14,164.76 which included the Precept (£2,706), BaberghDC grant (£112) and the CIL monies (£6664.11).
- |                                    |                           |                |
|------------------------------------|---------------------------|----------------|
| Laptop and associated items        | £528.98. (inc Vat £88.16) | LGA 1972 s.111 |
| Clerk Training Modules x 3         | £90.00 (inc Vat £15.00)   | LGA 1972 s.111 |
| RAS – Additional Insurance Premium | £14.88 Cheq 655           | LGA 1972 s.111 |
- Proposed Cllr Baker, Seconded Cllr Jacobs.
- (ii) Update on Annual Governance and Accountability Return (AGAR), for audit: The Council noted that the AGAR had not yet been prepared because it fell over the period when there had been no Parish Clerk. The Clerk asked for assistance in finding a suitable independent person, who would be paid a small remuneration, to provide the necessary Internal Audit sign-off and Councillors were asked for help in finding a volunteer for this important task. (NB. this task will only take an hour or two to complete and the Clerk and Chair will work with the person found to produce the audit) The Council agreed with the proposal to hold an extra meeting on June 22 to approve the AGAR and associated papers.
- (iii) Grass cutting arrangements The Council discussed and noted the paper on grass cutting areas. Based on this discussion the list will be updated.
11. To Review and Approve Standing Orders and Financial Regulations The Council approved the Standing Orders and Financial Regulations of the Council as circulated. Proposed Cllr Nunn, Seconded Cllr Gray.
12. To appoint Parish Council Portfolio Holders The Council approved the existing appointments for portfolio holders, with the addition of Cllr Baker to the Footpaths and Highways Portfolio. The Clerk reported that the Asset Register will be updated for consideration at the next meeting.
13. Planning: There were no new planning matters. Cllr Moore explained that the Lynwood application appeal had been lodged with BDC.
14. To consider future expenditure of CIL funds Cllr Gray asked Councillors for ideas for the CIL expenditure and recommended visiting the webpages that were detailed in the paper circulated. The Chair reported that the Annual CIL report was currently being completed for submission. Projects such as renovating bus shelters and notice boards would be eligible but renovating the telephone box would not. Councillors were requested to provide their ideas by email to the Clerk by mid-July. Cllr Baker mentioned to the Council that she and her husband had previously offered to clean and repaint the telephone box. Cllr Moore also knows another volunteer who would be pleased to undertake this task as well. Cllr Rix has the paint required for the phone box. Cllr Moore will link his volunteer with Cllr Baker so this project can be progressed.
15. Parish Notice Board postings The Council agreed that Cllr Gray would post notices at Bridge Street, Cllr Moore would post opposite the Village Hall and Cllr Baker at Church Street/Tye Green.
16. Dates of Future Parish Council meetings The Council agreed the dates in the paper circulated, for meetings up to and including the 2022 Annual Parish Council Meeting. An extra meeting on 22 June was also approved. The dates are to be:-

22 June 2021

3 August 2021

5 October 2021

7 December 2021

Signed .....

Dated.....

1 February 2022

5 April 2022

3 May 2022

17. Date and time of next Parish Council meeting: The next meeting will be held on 22 June at 7pm. It is expected that this meeting will be held, in person, in the Village Hall, following a Covid Risk Assessment.

Meeting closed: 9pm

Signed .....

Dated.....