

**MINUTES OF WILSFORD PARISH COUNCIL ANNUAL MEETING HELD ON 21 MAY 2024
IN THE SMALL ROOM OF THE VILLAGE HALL DIRECTLY AFTER THE ANNUAL PARISH
MEETING AND PLAYING FIELD MEETING.**

Present: Cllrs Davey, Harrison, Sirs, Miller and Reseigh

In Attendance: County/District Cllr Hagues and Denise Gascoyne Parish Clerk

1.Election of Chair. The Clerk asked if anyone was willing to stand as Chair. It was proposed, seconded and

Resolved: that Cllr S Davey be re-elected as Chair of Wilsford Parish Council. Cllr Davey signed the formal Declaration of Acceptance of Office as Chair. This was countersigned by the Clerk as Proper Officer of the Council.

2.Election of Vice Chair. The Chair asked if anyone was willing to stand as Vice-Chair. It was proposed, seconded and

Resolved: that Cllr R Sirs be re-elected as Vice-Chair of Wilsford Parish Council. Cllr Sirs signed the formal Declaration of Acceptance of Office as Vice-Chair. This was countersigned by the Clerk as Proper Officer of the Council.

3.To receive Declarations of Acceptance of Office and Members' Disclosable Pecuniary and other interests. All remaining Cllrs signed the formal Declaration of Acceptance of Office. These were countersigned by the Clerk as Proper Officer of the Council.

All Cllrs signed the Members' Disclosable Pecuniary and other interest forms. A copy would be sent to the Monitoring Officer and a copy would be added to the website.

4.Apologies for absence:

a. Apologies for absence with valid reasons was received from Cllrs Corner and Blankley. It was proposed, seconded and

Resolved: that apologies for absence with valid reasons be accepted from Cllrs Corner and Blankley.

5.To approve and accept as a true record the notes of the meeting held on 09 April 2024. It was proposed, seconded and

Resolved: that the notes of the meeting held on 09 April 2024 be accepted as a true record and were signed by the Vice-Chair.

6.To review and readopt Standing Orders. A copy of the Standing Orders had been circulated to all Cllrs. It was proposed, seconded and

Resolved: that the Standing Orders be readopted. A copy would be added to the website.

7.To review and adopt Financial Regulations (2024 version). A copy of the Financial Regulations (2024 version) had been circulated to all Cllrs. It was proposed, seconded and

Resolved: that the Financial Regulations (2024 version) be adopted. A copy would be added to the website.

8.To review and accept Insurance Policy:

a. It was noted that use of Chainsaw was not included in the premium and this would be discussed at a future meeting. It was proposed, seconded and

Resolved: to pay the Premium.

9.To appoint a representative on the following:-

- Village Hall Committee – Cllr Blankley
- Community Land Trust – Cllr Sirs
- Allotments – Not filled
- Cemetery/Churchyard – Cllr Davey
- Playing Field – Cllr Harrison

10.To approve and accept the Asset Register. The Fixed Asset Register to 31 March 2024 had been circulated to all Cllrs. It was proposed, seconded and

Resolved: that the Asset Register to 31 March 2024 be accepted.

11.Finance:

a. Section 1 of the Annual Governance and Accountability Return (AGAR) 2023/2024 was read out by the Chair. It was proposed, seconded and

Resolved: that Section 1 of the AGAR 2023/2024 be filled in and signed by the Chair. This was recorded as Minute Reference 11(a).

b. Section 2 Accounting Statement of the AGAR had been circulated to all Cllrs. It was proposed, seconded and

Resolved: that Section 2 Accounting Statement of the AGAR be accepted and signed by the Chair. This was recorded as Minute Reference 11(b).

c. The Internal Audit report had been circulated to all Cllrs. It was proposed, seconded and

Resolved: to accept the Internal Audit report.

d. The Certificate of Exemption had been circulated to all Cllrs. It was proposed, seconded and

Resolved: to accept the Certificate of Exemption and this was signed by the Chair. This was recorded as Minute Reference 11(c).

e. The Statement of Accounts had been circulated to all Cllrs. It was proposed, seconded and

Resolved: to accept the Statement of Accounts and the Chair signed the paperwork.

The Annual Meeting closed at 7.30pm It was proposed, seconded and

Resolved: to continue with the Ordinary Parish Council Meeting.

12. Reports from Outside Bodies:

a. Village Hall – Cllr Blankley had sent a report saying that the recent breakfast was a huge success with 42 people attending. A grant had been received from NKDC of £5000

towards the refurbishment of the kitchen and CLT had also donated £5000, so it was hoped that the refurbishment would start very soon.

b. CLT – Nothing to report.

c. Allotments – Nothing to report.

d. St Mary's Church – Cllr Davey reported that a new gate would be fitted at the Church and the clock face will be regilded.

e. Cemetery – Cllr Miller said that the two newly planted trees in the Cemetery are thriving.

f. Playing Field – Nothing to report.

13. Parish Clerk Update:

a. The clerk was still waiting for confirmed times of roadclosures during June/July when the fibre broadband will be installed.

b. It had been confirmed that the EV location suggestions have been added to LCC site selection list.

d. A quotation had been received from CB Ground Maintenance for grass cutting. After a short discussion, it was proposed, seconded and

Resolved: that we accept the quotation for the remainder of the grass cutting season.

e. New 30mph Passive Signs have been received and installed.

14. Correspondence:

a. LALC Training April 2024 circulated to all Cllrs.

b. LALC e-news circulated to all Cllrs.

c. LCC Highways Survey circulated to all Cllrs.

d. Clerks & Councils Direct

e. Parish & Town Council Newsletter April

f. NBB Recycled Furniture

g. NKDC Climate Change Member Champion

15. Planning:

a. Planning permission for erection of building to be used as function room/ceremony room in conjunction with existing wedding venue Hanbeck Farm Beck Lane. FOR INFORMATION ONLY

16. Finance:

a. Retrospective payments had been made in April. It was proposed, seconded and **Resolved:** to accept the following retrospective payments.

Streetmaster	Commemorative Bench	£1180.80
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Chandler Farm Equip.	Duro Cut Head	£42.52
R & W Office	'Open Gardens' leaflet	£28.00

b. The Bank Reconciliations and Cashbook to 30 April 2024 had been circulated to all Cllrs. It was proposed, seconded and

Resolved: to accept the Bank Reconciliations and Cashbook to 30 April 2024. The Chair signed the paperwork.

c. The Approval List for BACS Payments had been circulated to all Cllrs. It was proposed, seconded and

Resolved: to accept the BACS Payments listed below and authorise the Clerk to make the payments.

Cathedral Stationery	A4 paper	£43.08
Cathedral Stationery	Toner	£77.70
Tidy Gardens & Grounds	Grass Cutting	£610.00
Hazel Hill	Internal Audit	£60.00
R & W Office Supplies	Newsletter	£126.00
L.A.L.C	Website hours	£64.80
Wilsford Village Hall	Library Visit	£8.00
Wilsford Village Hall	Hire charges	£16.00
Tidy Gardens & Grounds	Reinstating footpath	£157.50
Tidy Gardens & Grounds	Churchyard branches	£50.00
Zurich Insurance	Insurance	£392.16
Wilsford Village Hall	Village Event	£60.00
Wriggly Tin	Village Event	£84.24
D Gascoyne	Fees	GDPR

d. The Clerk confirmed that HMRC VAT Repayment of £418.31 had been received.

17: Report from Cllrs:

a. Cllr Miller told the meeting that the village event was very well supported with over 70 people attending. The Chair thanked Cllr Miller for organising this event, which was a huge success.

A suggestion box resulted 14 suggestions which will be discussed at a future meeting.

18. Date of Next meeting:

a. It was confirmed the date of the next meeting as 11 June 2024 at 7.00pm in the small room of the village hall.

There being no further business the meeting closed at 8.30pm

Chair
Wilsford Parish Council
11 June 2024

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It is important to understand that the information given above represents notes of the meeting which took place in the small room of the village hall on 21 May 2024 and do not become minutes of Wilsford Parish Council until accepted or otherwise at the meeting.