

THORPE MALSOR PARISH COUNCIL

Minutes of the Extraordinary Meeting of Thorpe Malsor Parish Council held as a virtual meeting on 26th April 2021.

Present: Cllr F Pope (Chair), Cllr E Stevenson, Cllr J Rawson, Cllr H Sharp (acting Clerk)
No members of the public attended.

1. Apologies for absence

Cllr Holborow sent apologies due to prior work commitments.

2. Declarations of Interest

None.

3. Approval and signature of minutes of the Ordinary meeting of 29th March 2021.

The minutes were approved without amendment and will be signed by the Chair when possible.

4. Matters Arising

None.

5. Open Forum (public participation session).

No members of the public attended.

6. To receive and approve the Annual Governance and Accountability Return (AGAR)

a) Review of the Internal Audit Report dated 21/04/21

The report from the Internal Auditor had been circulated prior to the meeting. The Internal Auditor noted '*that the Council has fully updated in its finance and risk systems as well as its website covering its transparency and accountability*' and has signed the Annual Return as required.

b) Approval of Annual Governance Statement (Section 1)

The Annual Governance Statement was considered. All responses were in the affirmative with the final trust funds statement marked as not applicable; it was resolved to approve the Annual Governance Statement. Cllr Pope and Cllr Sharp (as acting Clerk and Responsible Finance Officer) will sign Section 1 when possible.

c) Approval of Accounting Statements (Section 2)

It was resolved to approve the statement of accounts and Cllr Pope will sign Section 2 of the Annual Return when possible.

d) Approval of Certificate of Exemption

It was agreed that the Certificate of Exemption be approved. It was noted that the

commencement date for the excise of public rights will be Monday 14th June. The certificate will be signed by Cllr Sharp (as acting RFO) and Cllr Pope when possible.

Action: Clerk to send the Certificate of Exemption to the External Auditor.
Clerk to display the Notice of Public Rights on the village noticeboard.
Clerk to publish all documents relating to the Annual Return on the council website.

Cllr Pope congratulated Cllr Sharp on the excellent audit report, and thanked her for the hard work put in to achieve this result.

7. Finance

a) To receive the Finance Report and approve the Schedule of Payments

The Clerk presented the latest financial statement, which had been circulated prior to the meeting. It was resolved to approve payment on the invoices detailed on the schedule (copy attached). Cllr Pope explained that the refund to her was due to overpayment of the donation from the Village Hall and Tea N' Chat towards the cost of the defibrillator; the VAT amount having been included in the donation paid into the Council's bank account in error.

Action: Clerk to submit the payment outstanding.

b) To consider the quotation from BHIB for renewal of the Council's insurance

Cllr Sharp reported that renewal is due on 1st June and the previous contract, via BHIB, ran for 3 years. The renewal quotation received recently was for £284.48 annually, on a further 3 year contract. In comparison with the premium paid by other local parish councils this is high, particularly given the smaller electorate and resulting smaller precept, plus the lower value of assets insured. Cllr Sharp is in the process of obtaining quotes from other insurers for comparison. It was agreed that these be considered at the next meeting of the council in May.

8. To receive an update on current projects:

a) Defibrillator

Cllr Pope reported that the defibrillator had been purchased and would be fitted as soon as electrical work was completed at the Social Club.

b) Short Lane verge improvement

Cllr Sharp reported that the 4 saplings are all thriving but one has been found to be adjacent to a manhole cover that is thought to be associated with the telephone cabling. This will be re-sited in the Autumn. A review of existing, older trees will be made during the summer.

c) Tree Bench Seat

Cllr Sharp reported that she was awaiting news from a local carpenter and had not yet approached Tresham College. Cllr Rawson reported that the local carpenter she had approached was currently too busy to undertake the work. Cllr Holborow had forwarded details of a seat that might be suitable and Cllr Stevenson also recommended a seat and offered to forward details to Cllr Sharp.

Action: Cllr Sharp to continue to progress project.

d) Trial planting of wild flowers on Eagle Lane verge

Cllr Sharp reported that she had identified a supplier of seeds suitable for planting on a shaded verge and would place the order for a small quantity this week, for immediate planting.

9. To receive an update on the forthcoming election

The clerk reported that the returning officer at KBC has confirmed that 5 nominations were received for the 5 seats on the parish council; the election will therefore be uncontested. The new member will be Jane Harrison, who will take up her seat at the Annual Meeting in May.

Following Cllr Pope's decision to step down from the Parish Council, all members present thanked Cllr Pope for her many years of service on the council, both as a member, Vice Chair and for the past 5 years as the Chair of the Council.

Cllr Pope thanked all fellow councillors for their support and hard work during her time as Chair, particularly Cllrs Sharp and Stevenson, which was much appreciated. She wishes the council every success under the new North Northants Council structure from 6th May 2020.

10. Date of next meeting

The date of the next meeting was not set. The clerk reported that news was expected later in the week regarding the possibility of continuing to hold virtual meetings. Legislation requires that, following the election on 6th May, an Annual Meeting of the council must be held between 10th and 24th May (inclusive).

Cllr Pope informed the meeting that the Girl Guides have booked the Village Hall on Monday evenings and will confirm if the Hall would be free on Monday, 24th May, if required for the Annual Meeting.

The meeting closed at 7.50 pm.

Signed:(Chair)

Date:

THORPE MALSOR PARISH COUNCIL

SCHEDULE OF PAYMENTS

Accounts to be passed for payment 26th April 2021

* Denotes paid in advance of meeting.

Payee	Details	Amount (£)	Power
Pope AJ+FE*	Refund – overpayment of defibrillator donation	204.00	N/A
Cartridge Shop*	Printer Ink XL x 2	40.77	LG FP Act 1963 s5
NCALC	Membership	108.49	LGA 1972, s143
	Internal Audit Band 1 Council	105.00	AC Act 1998 s7 (3)
	Data Protection Officer Fee	10.00	GDPR
		223.49	
Total		£468.26	

RECEIPTS SINCE: 1st March 2021:

Date	Particulars	Amount (£)	Account Credited
08/03/21	Interest	0.02	Premium (savings)
18/03/21	Pope: Defibrillator donation (overpaid by £204)	724.00	Current
Total		£724.02	

FINANCIAL STATEMENT

Bank Balances B/F		Receipts	Expected Balances (after payment of above invoices)
Premium Account	£631.71	£0.02	£631.73
Current Account	£3287.01	£724.00	£3,542.75
Total	£3918.72	£724.02	£4,174.48