

THORPE MALSOR PARISH COUNCIL

Minutes of the Annual Meeting of Thorpe Malsor Parish Council held on 20th May 2021.

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

1. To elect the Chair for 2021/22 and receive the Chair's Declaration of Acceptance of Office

It was proposed that Cllr Stevenson be elected as Chair for 2021/22. All were in favour and Cllr Stevenson was duly elected as Chair and signed the Declaration of Acceptance of Office.

2. Apologies for absence

None.

3. Declarations of Interest

Cllr Sharp declared a disclosable pecuniary interest in Item 9(b). The Schedule of Payments includes her invoice for annual domain registration and website hosting in respect of the council's website.

4. To receive all Councillor's Declaration of Acceptance of Office

All councillors present signed the Declaration of Acceptance of Office.

Action: Clerk to arrange a meeting with Cllr Holborow to receive his signed Declaration.

5. To confirm parish representatives:

a) Internal Controls Councillor

The Clerk informed the meeting that it was acceptable for someone other than a member to be appointed to carry out periodic reviews of the internal controls and report to the Council. It was suggested that former councillor, Frances Pope, could be asked if she would be prepared to undertake this role. All were in agreement. In the event she declined it was agreed that Cllr Holborow be asked if he would undertake the reviews.

Action: Clerk to speak with Frances Pope and Cllr Holborow

The following were appointed, with all in favour:

b) Footpaths Warden – Cllr Sharp

c) Police Liaison Representative – Cllr Stevenson

d) Health & Safety Officer – Cllr Rawson

e) Defibrillator Officer – Cllr Harrison

f) Any other representatives that might be considered necessary – none required.

6. Approval and signature of minutes of the Extraordinary meeting of 26th April 2021.

The minutes were approved without amendment and signed by the Chair.

7. Matters Arising

None.

8. Open Forum (public participation session).

No members of the public attended.

9. Finance

a) To consider and approve changes to the bank mandate

It was proposed that Cllr Stevenson should be added as a signatory in place of former Cllr Pope. All were in favour.

Action: Clerk to action the mandate changes with Barclays.

b) 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. In response to a question regarding the balance in the account, the Clerk explained that a large proportion of the available funds were reserved for identified projects due to be completed within the forthcoming year. Cllr Sharp left the meeting whilst her invoice was considered. It was resolved to approve payment of the invoices detailed on the schedule (copy attached).

Action: Clerk to submit the payments outstanding.

c) To consider quotations for renewal of the Council's insurance

Cllr Sharp reported that the council's current insurer, BHIB, had reduced their renewal quotation from £284 to £262 and agreed to reduce the contract period from 3 years to 1 year only. BHIB had also indicated that their tier system was under review, but any changes to accommodate smaller parish councils would not be determined prior to renewal date. Quotations were still awaited from 2 other insurers. It was agreed that Cllr Sharp and Cllr Stevenson would review other quotes and make a decision prior to 1st June.

10. To receive an update on current projects:

a) Defibrillator

All electrical work had now been completed at the Social Club and Frances Pope is arranging for the defibrillator to be fitted shortly.

b) Short Lane verge improvement

Cllr Sharp reported that Cllr Holborow had proposed a new position for the sapling planted adjacent to the manhole cover and also for the remaining sapling, currently healed-in within the Hall garden. It was now clear that one of the older trees was dead and another, near the Loddington end of the lane, was not thriving. Cllrs Sharp and Holborow are planning to meet in the next few days to discuss further.

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c) Tree Bench Seat

Cllr Sharp reported that she had not had time to make any further progress with the seat project since the April meeting, but would continue with the project as soon as possible.

d) Trial planting of wild flowers on Eagle Lane verge

Cllr Sharp reported that she had spoken with the employee from NNC who mows the verges within the village boundary. It is a requirement that the roadside edge of the verges are kept low to keep the road clear and the width available for planting will therefore be very narrow. It was agreed that the small area should still be planted, as a trial.

Action: Cllr Sharp to clear and plant the area.

11. Date of next and future meetings of the Council

It was agreed that meetings will continue to take place every 2 months and will now take place on the first Thursday of the month, but with some flexibility if required. The date of the next meeting was set for Thursday, 1st July 2021.

The meeting closed at 7.55 pm.

Signed:(Chair)

Date:

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SCHEDULE OF PAYMENTS

Accounts to be passed for payment 20th May 2021

* Denotes paid in advance of meeting.

Payee	Details	Amount	Power
The Grass People*	Wild flower seed – Eagle Lane trial.	£28.20	Open Spaces Act 1906, s14
CPRE*	Annual Membership	£36.00	LGA 1972, S111
H Sharp	Domain Registration & Website Hosting	£104.39	LG Transparency Code 2015
Total		£168.59	

RECEIPTS SINCE: 26th April 2021:

Date	Particulars	Amount	Account Credited
30/04/21	Precept	£2,000.00	Community
Total		£2,000.00	

FINANCIAL STATEMENT

Bank Balances B/F		Receipts	Expected Balances (after payment of above invoices)
Premium Account	£631.73	£0.00	£631.73
Community Account	£3542.75	£2,000.00	£5,374.16
Total	£4174.48	£2,000.00	£6,005.89