

THORPE MALSOR PARISH COUNCIL

Minutes of the Annual Meeting of Thorpe Malsor Parish Council held on 25th May 2023.

Present: Cllr E Stevenson (Chair), Cllr J Harrison, Cllr C Holborow, Cllr J Rawson, Cllr H Sharp (acting Clerk).
2 members of the public attended.

1. To elect the Chair for 2023/24 and receive the Chair's Declaration of Acceptance of Office

It was proposed that Cllr Stevenson be re-elected as Chair for 2023/24. All were in favour and Cllr Stevenson was duly elected and signed the Declaration of Acceptance of Office.

2. Apologies for absence

None.

3. To receive declarations of interest relating to business on the agenda.

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

4. To confirm parish representatives:

- a) **Internal Controls Officer** – Mrs Frances Pope.
- b) **Footpaths Warden** – Cllr Sharp
- c) **Police Liaison Representative** – Cllr Holborow
- d) **Health & Safety Officer** – Cllr Rawson
- e) **Defibrillator Officer** – Cllr Harrison
- f) **Any other representatives that might be considered necessary** – none required.

5. Approval and signature of minutes of the Ordinary meeting of 19th January 2023.

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

6. Matters Arising

None.

7. Open Forum (public participation session).

No issues were raised or questions posed.

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

a) Review of the Internal Audit Report dated 19/05/23

The report from the Internal Auditor had been circulated prior to the meeting. The report advised that it is best practice for councillors to have a separate e-mail address for public

business, to reduce the potential for a data breach. The Clerk explained that she had discussed this with the auditor and confirmed that, whilst both the Chair and the Clerk have dedicated e-mail addresses, it was not felt necessary for other councillors to be required to maintain another mailbox as no personal data was currently processed.

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 Statement and Cllr Stevenson and Cllr Sharp (as acting Clerk and Responsible Finance Officer) signed Section 1.

c) Approval of Accounting Statements (Section 2)

It was resolved to approve the Statement of Accounts and Cllr Stevenson signed Section 2.

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 5th June 2023. The certificate was signed by Cllr Sharp (as acting RFO) and Cllr Stevenson.

9. 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. 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).

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

The clerk advised that the current insurer, Zurich, had quoted the same price as the previous year, based on the same level of cover. This was more than adequate for the requirements of the council and compared favourably with cost of previous years (30% reduction from 2020-21). It was resolved to accept the quotation from Zurich.

10. Planning

To consider planning applications NK/2023/0223 & 0224: The Mews, Church Way. Listed Building & Full Planning Consent for installation of solar panels to front elevation on the modern annex roof.

Although within the village conservation area, it was agreed by all that no objection be raised to this application. Members considered that an installation placed on the area of the annex roof as indicated on the plans would appear to be completely hidden from view, from both Church Way and the footpath leading to The Square.

11. To receive a report following inspection of the Council's assets.

The report, which had been circulated prior to the meeting, was noted (copy attached). It was agreed that the existing bench in front of the Hall gates, which is not currently a council asset, was now unsafe and should be removed. See 14 (a) below for more details.

12. To receive an update on events held to celebrate the King's Coronation.

Cllr Stevenson reported that the Coronation Big Lunch, held on Sunday 7th May in the garden of the Social Club, was a great success. Many families from the village attended and were treated to a BBQ cooked by Grant and Darren. Their hard work and that of Tracey was much appreciated by everyone.

The following day over 30 adults and children volunteered to take part in The Big Help Out which included cleaning village signs and litter picking. Everyone then enjoyed tea and cakes in the Village Hall and some cakes were provided to the care home residents. Thanks were extended to Cllr Stevenson for organising the event.

13. To consider the appointment of a Clerk.

Cllr Sharp confirmed that she would not be continuing to act as clerk now the year end audit for 22-23 was complete. She indicated she could continue until a new clerk was appointed and it was agreed she would draft an advert for the job vacancy, in conjunction with Cllr Stevenson. It was also agreed that it would be preferable for the council to employ an experienced clerk.

The average number of contracted hours per week was also discussed. Some members felt that an average of 4 hours per week was excessive, given the size of the village and limited business needs/number of financial transactions.

The need for 6 meetings per year was also discussed. Cllr Sharp suggested that this could be reduced from 6 to 4, the statutory minimum, which should be sufficient to manage parish business. If urgent business or a planning application needed discussion an extra meeting could be called. Cllr Sharp volunteered to continue updating the council website so this would not be required of the clerk, and to assist with planning application responses, if desired.

It was agreed that Cllr Sharp would seek further guidance from NCALC and then finalise the contracted hours and rate per hour with Cllr Stevenson, keeping within the budget set for the current year.

14. To receive an update on the following projects:

a) Tree bench seat.

Cllr Sharp reported that one of the village residents had offered to rebuild the seat. Cllr Stevenson to discuss with that resident when appropriate. Members agreed that the current seat was now unsafe and Cllr Holborow offered to organise the removal. It was agreed that sufficient of the timber be retained to use as a pattern for any replacement.

b) Village noticeboard.

Cllr Stevenson to discuss with resident who has offered to carry out the repairs.

c) Restoration works to village well.

Cllr Stevenson to progress chase.

d) Bus shelter roof repair.

Cllr Holborow to speak with the builders regarding overhanging branches that may need further trimming. Cllr Sharp has asked the contractors if the work could be carried out in during the

school summer holidays.

e) Bulb planting.

Cllr Stevenson advised that he had planted more bulbs near the bus shelter.

15. Date of next meeting.

The date of the next meeting was set for Tuesday, 29th August.

The meeting closed at 9.00 pm.

Signed:(Chair)

Date:

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SCHEDULE OF PAYMENTS

Accounts to be passed for payment 25th May 2023:

* Denotes paid in advance of meeting.

Payee	Details	Amount	Power
*Fisher German	Bus Shelter Rental	£15.00	LG MP Act 1953, s4
NCALC	Annual Membership, Audit Fee & DPO Fee	£279.87	LGA 1972, s143, AC Act 1998 s7 (3)
NCALC	Training (2 Councillors)	£115.20	LGA 1972, s175.
*Amazon Mktplace	Coronation: Big Help Out Event	£24.94	LGA 1972,s139
*Lidl	Coronation: Big Help Out Event	£33.35	LGA 1972,s139
*Morrisons	Coronation: Big Help Out Event	£47.44	LGA 1972,s139
*Morrisons	Coronation: Big Help Out Event	£23.06	LGA 1972,s139
*B & Q	Coronation: Big Help Out Event	£24.00	LGA 1972,s139
*Amazon Mktplace	Coronation: Big Help Out Event	£11.99	LGA 1972,s139
H Sharp	Website Domain Registration & Hosting	£122.39	LG Act 1972, s142
Total		£697.24	

RECEIPTS SINCE: 14th January 2023:

Date	Particulars	Amount	Account Credited
18/01/23	Jubilee Grant – Village Hall Committee	£1,000.00	Community
06/03/23	Interest	£0.78	Premium
29/04/23	Precept	£3,145.00	Community
Total		£4,145.78	

FINANCIAL STATEMENT

Balances B/F 14/01/23		Receipts	Current Balances (after payment of above invoices)
Premium Account	£632.40	£0.78	£633.18
Community Account	£5250.91	£4,145.00	£8,698.67
Total	£5,883.31	£4,145.78	£9,331.85

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REPORT: HEALTH & SAFETY AND MAINTENANCE INSPECTION OF COUNCIL ASSETS

ITEM	INSPECTION OBSERVATIONS	H & S RISK	MAINTENANCE REQUIREMENT
Ancient Village Well & Water Trough	Structurally in reasonable condition: some mould/fungi present, advised corner stones may need replacing.	None	Quote accepted for repairs & cleaning. Awaiting completion.
Bus Shelter	Part of plastic guttering & some roof tiles missing. Accumulation of leaf debris on roof. Roof lining split in numerous places. Shelter is no longer waterproof.	Low	Quote accepted for: replacement of roof lining & guttering, re-fixing of roof tiles. (Some may need replacing).
Bus Shelter Bench Seat	Very good condition but dusty.	None	Clean
Bus Shelter Litter Bin	Very good condition.	None	None
Picnic Bench Play Area	Very good condition. (Purchased in 2017)	None	None
Public Bench Church Way	Good condition. (Slats repaired & repainted 2017)	None	None
Public Bench Short Lane	Good condition. (Repainted in 2017)	None	None
Tree Bench by Hall Gates *	Poor condition (Removal recommended)	High	Replacement (Quotation still awaited)
Memorial Seat Church Yard	Good condition	None	None
Red Phone Box	Good condition. (Repainted in 2018)	None	None
Table Tennis Table	Good condition	None	None
Noticeboard	Poor condition	Low	Repair agreed, awaiting completion.
Laptop & Printer	Good condition. (RAM upgrade required).	None	Upgrade RAM

* Seat erected by a resident of the village and not currently owned/maintained by the Parish Council.

Date of inspection: 19th March 2023

Inspected by: Cllr Sharp Signature:

Date of next scheduled inspection: March 2024