

**DRAFT MINUTES**

**BIGBY PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING**

**HELD ON TUESDAY, 16<sup>th</sup> MAY 2023**

**CHAIRMAN – COUNCILLOR C. WILSON**

PRESENT: Councillors – B. Orr, D. Servat, C> Wilson

Also in attendance: -

Mrs. A. Hannath – Clerk to the Council

Cllr. Tom Smith - LCC

**BUSINESS TO BE TRANSACTED**

**1. TO ELECT THE CHAIRMAN FOR THE ENSUING YEAR.**

**It was resolved that** Cllr. D. Cowling be elected as Chairman of the Council for the ensuing year.

Proposed: Cllr. B. Orr

Seconded: Cllr. D. Servat

**2. TO ELECT THE VICE- CHAIRMAN FOR THE ENSUING YEAR.**

**It was resolved that** Cllr. C. Wilson be elected as Chairman of the Council for the ensuing year.

Proposed: Cllr. B. Orr

Seconded: Cllr. D. Servat

**Cllr. C. Wilson remarked that the use of the word Chairman is somewhat outdated. It was agreed that in future this will be replaced by CHAIR**

**3. TO CONSIDER APPLICATIONS FOR CO-OPTION TO THE COUNCIL.**

Unfortunately, the candidate for co-option was unable to attend this meeting due to work commitments.

**4. Notice convening the meeting.**

Taken as read and approved.

**5. To Receive Apologies and Reasons for Absence**

Cllr. D. Cowling

Cllr. C. Gandy

Cllr. W. Pinney

Cllr. P. Morris – WLDC

6. **a) To Record any Declarations of Interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the Agenda Item and the type of interest being declared.**

**Cllr. Orr declared** a personal and prejudicial interest in Item 20 (a)

- b) **To Note any Dispensations given to any member of the council in respect of the Agenda Items listed below.**

None

- c) **To Confirm that all members have completed their Declaration of Acceptance of Office.**

The Clerk confirmed that all members present and Cllr. Cowling have completed their Acceptance of Office.

- d) **To Confirm that all members have reviewed and updated their Register of Declared Interests, in accordance with the Localism Act 2011 and pursuant to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.**

The Clerk confirmed that all members present have reviewed and updated their Declaration of Interests.

- e) **To Confirm receipt of the Code of Conduct for Elected/Co-opted Parish Councillors**

The Clerk confirmed that all members had received the Code of Conduct.

7. **TO CONFIRM THAT THE PARISH COUNCIL, AFTER THE ELECTION, IS NOW ELIGIBLE TO USE THE GENERAL POWER OF COMPETENCE.**

The Clerk advised that as 6 out of 7 councillors have been elected and that she holds the CiLCA qualification, the Parish Council is now eligible to use the General Power of Competence.

8. **To Receive any Correspondence including Police Reports (for information only).**

- a) All Police Reports have been forwarded to councillors

9. **To Receive an Update on any outstanding issues from the Clerk.**

- a) The new noticeboards have now arrived and are awaiting installation.  
b) Bigby Green has now been rotavated and seeded. There have been several complaints regarding the uneven nature of the soil and the Clerk has contacted the contractor to discuss this. The intention is to roll the green and then add more seeds where there are bare patches.  
c) The picnic to celebrate the Coronation of King Charles III was well attended with about 30 participants

10. **To Receive any Questions from Members.**

None.

**11. To Receive any Questions from Members of the Public**

There were no members of the public present.

**12. a) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING HELD ON TUESDAY, 21<sup>st</sup> MARCH 2023**

**It was resolved that** the minutes of the meeting held on 21<sup>st</sup> March, 2023 having been circulated should be taken as read and approved.

Proposed: Cllr. B. Orr

Seconded: Cllr. D. Servat

**13. ACCOUNTS**

**a) To Receive the following Financial Report and Approve the Accounts for Payment: as at 31<sup>st</sup> March and 10<sup>th</sup> May 2023 (Statement of accounts enclosed)**

**It was resolved that** the accounts for payment listed above and the Statement of Accounts be approved.

	DATE		PAYEE	DESCRIPTION	CHEQUE	AMOUNT	VAT	TOTAL
24	3	2023	A. Hannath	Mileage	BACS	59.63		59.63
5	4	2023	A Hannath	wages error from 31/3/2023	BACS	0.02	155.00	155.02
5	4	2023	Signs of Cheshire	Noticeboard - final payment	BACS	930.00	13.00	943.00
5	4	2023	JB Rural services	Grasscutting	BACS	78.00	13.00	91.00
5	4	2023	JB Rural services	Grasscutting	BACS	78.00		78.00
5	4	2023	LALC	Membershio fees	BACS	154.71		154.71
6	4	2023	HMRC	PAYE	BACS	8.60		8.60
15	4	2023	HSBC	Bank chaarges	BACS	8.00		8.00
17	4	2023	R. Dixon	Audit charges	BACS	435.00	34.00	469.00
17	4	2023	LALC	Website Management fee	BACS	204.00		204.00
17	4	2023	Village Hall Account	Annual subsidy/fees for use of VH	BACS	1500.00		1500.00

Proposed: Cllr. D. Servat

Seconded: Cllr. B. Orr

**14. ANNUAL AUDIT – YEAR ENDING 31<sup>st</sup> MARCH 2023**

(All documents enclosed)

**a) To affirm the independence of Mr R Dixon as Internal Auditor, and that he has no interest, financial or otherwise, with any member or officer of the council.**

**It was resolved that** the appointment of Mr. R. Dixon as the Independent Internal Auditor should be affirmed

Proposed: Cllr. C. Wilson

Seconded: Cllr. B.Orr

**b) To receive the internal auditor's report for the Fiscal Year 2022/23 and to consider implementation of the recommendations**

- i) From page 5, Standing Orders and Financial Regulations should reflect the latest legislation and the council should consider updating each of the above fully rather than adding footers. Also, the covers should be updated each time they are presented for approval.

**It was resolved** that the council will continue to add appendices or footers in the absence of major changes to standing orders. Front covers will be updated each time documents are reviewed

Proposed: C. Wilson

Seconded: D. Servat

- ii) VAT incurred by the council is identified in the cashbook for reclaim from HMRC. **NOTED**
- iii) Number of electors need to be provided for the audit. **NOTED**
- iv) Table hire needs to be added to the table of hire charges for the Village Hall. **This was discussed at the meeting of the Village Hall Committee on 16<sup>th</sup> May 2023**
- v) The Council should record the original cost of the Charibond Holdings in the Asset Register. If this is clarified prior to the submission of the AGAR, then the value of the assets needs to be adjusted.

**The Clerk advised** that she has written to M and G Charities to try to establish the nature of the holding with them. She has consulted the previous Clerk who also does not know the source of the small amount of money received each year.

**c) To note the receipt of the Internal Auditor's completion statement for the Fiscal Year ending 31 March 2023.**

Noted

**d) To complete the Statements of Assurance and Assertions required from Members. (Section 1)**

Completed

**e) To receive and approve the Receipts and Payments Summary and Accounts for the Fiscal Year ended 31 March 2023.**

Proposed: Cllr. D, Servat

Seconded: Cllr. B. Orr

**f) To approve the Accounting Statements for the Fiscal Year 2022/2023 (Section 2)**

Proposed: Cllr. D. Servat

Seconded: Cllr. B. Orr

**g) To certify that Bigby Parish Council is not exempt this year from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015, (income or expenditure exceeds £25,000.00), and that Form 3 of the Annual Accountability and Governance Return has been completed**

Proposed: Cllr. C. Wilson

Seconded: Cllr. D. Servat

**h) To approve the Council's Asset Register.**

Proposed: Cllr. D. Servat

Seconded: Cllr. B. Orr

**i) To authorise payment of the Auditor's invoice following completion of the internal audit for the Fiscal Year 2021/22.**

**It was resolved that** the payment of the Auditor be authorised.

Proposed: Cllr. B. Orr

Seconded: Cllr. D. Servat

**15. a)TO RECEIVE CONFIRMATION FROM THE CLERK OF THE INSURANCE RENEWAL, IN THE SUM OF £255.90, WITH EFFECT FROM 1<sup>st</sup> JUNE 2023, YEAR 3 OF 3.**

The Clerk advised that the slight increase on last year's figures was a result of the purchase of litter bins, signage and bench

**16. PLANNING APPLICATIONS AND DECISION NOTICES**

Members are reminded that applications can be received after the deadline for the publication of the agenda. The clerk will forward any further applications to you before the meeting for your consideration.

The Planning Appeal Hearing for the Egdon Resources Planning Application will take place on 14<sup>th</sup> June, from 10.00 am and 15<sup>th</sup> June from 12.30 pm onwards at Nettleton Village Hall.

**17. TO DETERMINE THE MEMBERSHIP OF THE VILLAGE HALL COMMITTEE AND THE PERSONNEL COMMITTEE (Committee Chairman to be determined at the first meeting of each committee)**

**It was resolved that** the following members should be appointed to each committee.

**PERSONNEL COMMITTEE – 3 MEMBERS**

Councillor C. Wilson

Councillor B. Orr

Councillor – to be determined when there is a need for the committee to meet

**VILLAGE HALL COMMITTEE – minimum 5 MEMBERS**

Councillor D. Cowling

Councillor C. Gandy

Councillor B. Orr

Councillor W. Pinney

Councillor D. Servat

Councillor C. Wilson

Proposed: Cllr. B. Orr

Seconded: Cllr. D. Servat

**18. TO RECEIVE A REPORT FROM COUNCILLOR SMITH ON COUNTY COUNCIL MATTERS**

**Councillor Smith advised** that he is undertaking a visit of drainage issues, with a Highways Officer, around the ward on 6<sup>th</sup> June 2023. Councillors are invited to attend.

19. **TO RECEIVE A REPORT FROM COUNCILLOR MORRIS ON DISTRICT COUNCIL MATTERS**

Cllr. Morris had proffered his apologies and advised that he had no new information from WLDC as the council has yet to meet following the elections

20. a) **TO CONSIDER A REQUEST FROM BIGBY PAROCHIAL CHURCH COUNCIL THAT THE PARISH COUNCIL TAKE ON RESPONSIBILITY FOR THE MAINTENANCE OF THE CEMETERY**

**Having declared a personal and prejudicial interest in this item, Cllr. B. Orr left the meeting**

A request has been made by Bigby PCC that the Parish Council take on responsibility for grass cutting in the cemetery.

The Clerk advised that the Parish Council can do this using the Power enshrined in the Local Government Act of 1972, Section 214 (6) or The General Power of Competence. Furthermore, Community Infrastructure Levy funds can also be used for this purpose. The CIL fund currently has £1914.13 left to spend

**It was resolved** that the Parish Council takes on responsibility for the cutting of the grass in the cemetery and that Community Infrastructure Levy funds be used for that purpose

Proposed: Cllr. D. Servat

Seconded: Cllr. C. Wilson

**Cllr. B. Orr returned to the meeting**

b) **IF THE ABOVE IS AGREED, TO CONSIDER ANY QUOTATIONS RECEIVED FOR GRASS CUTTING.**

**The Clerk advised that** she has received 2 quotations to date, in the sum of £120.00 to £150.00 per cut and £350/.00 per cut. She is awaiting a third quotation.

**It was resolved that** once the Clerk is in receipt of a third quote, the Chair and one other councillor should determine who is awarded the contract.

Proposed: Cllr. C. Wilson

Seconded: Cllr. D. Servat

21. **TO CONFIRM RENEWAL OF THE MEMBERSHIP OF LALC IN THE SUM OF £154.71.**

Noted

22. **TO NOTE THAT THERE IS £1914.13 IN THE COMMUNITY INFRASTRUCTURE LEVY FUND AND THIS NEEDS TO BE SPENT BY THE END OF THIS FINANCIAL YEAR**

**It was resolved that** as agreed in Item 20 (a), these funds be used to maintain the cemetery.

Proposed: Cllr. B. Orr

Seconded: Cllr. D. Servat

23. **TO DETERMINE MEETING DATES FOR THE NEXT COUNCIL YEAR**

**It was resolved that** the Meeting Dates provided by the Clerk be approved

Proposed: Cllr. C. Wilson

Seconded: Cllr. D. Servat

The meeting closed at 7.10 pm

Signed .....

Chairman

Tuesday, 18<sup>th</sup> July, 2023