

STAMBOURNE PARISH COUNCIL

Minutes of the Annual General meeting held on Thursday 19 May 2022 at 7.30pm. The meeting was held in the village hall.

PRESENT:

Mr Neil Pyman

Mrs Val Kerrison

Mr Martyn Fall

Mr Michael Crago

Mrs Karen Grant

Mrs Vanessa Young

CLERK:

Mrs Deborah Hilliard

22/29 Election of Chair for the year 2022-23

Vanessa Young proposed and Karen Grant seconded, with all in favour, that Neil Pyman be elected Chair of the Parish Council for the year 2022-23. There were no further nominations and Neil Pyman was duly elected.

22/30 Election of Vice-Chair for the year 2022-23

Michael Crago proposed and Val Kerrison seconded, with all in favour, that Andrew Drysdale be elected Vice-Chair of the Parish Council for the year 2022-23. There were no further nominations and Andrew Drysdale was duly elected.

22/31 Apologies for absence.

Apologies were received and accepted from Cllr Richard Van Dulken. Mr Drysdale was not present.

22/32 Appointment of Representatives

Representatives were confirmed as:

- Village Hall Committee – Vanessa Young
- Emergency Planning – Michael Crago
- Footpaths – Karen Grant
- Tree Warden – Oscar Pickess (tbc)
- Public Transport – Andrew Drysdale

22/33 Declaration of interests, personal or prejudicial

There were no declarations made.

22/34 Minutes of meeting held on 31 March 2022

The minutes of the meeting held on 31 March 2022 were approved as a correct record and signed.

22/35 Matters arising from the minutes of the previous meeting

There were no matters arising.

22/36 Review of Documents

- Standing Orders
- Code of Conduct
- Financial Regulations
- Policies
 - Budget Virement Policy

- Code of Conduct Policy
- Co-option Policy
- Disciplinary Policy
- Equalities Policy
- Expenses Policy
- GDPR Policy
- Grievance Procedure
- Health and Safety Policy
- Record Management Policy
- Sickness Absence Policy
- Social Media Policy
- Reserves Policy

It was noted that there had been no changes to the policies and documents. They were considered and accepted.

22/37 Pavilion

Pavilion Cleaning – It was noted a cleaner had been appointed and was now regularly cleaning the pavilion. Feedback was positive. It was noted the arrangements were for the pavilion to be checked and cleaned as appropriate before and after each booking. The Clerk sends the cleaner the booking dates.

Pavilion Bookings – It was noted bookings continue to be made. A recent user had moved many of the tables and not returned them to their original position and had also pushed items into the storeroom. It was agreed that a lock be fitted to the store room door.

Installation of additional sockets – Neil will contact an electrician to look into this.

Photographs – The Parish Council thanked Mick Pyman who had kindly reframed the photographs and put them back up on the wall of the main room.

22/38 Playingfield

Motobike – It was noted this had now been repaired.

Safety Surfacing – It was noted that additional wetpour was needed. The Clerk will order.

Woodchip Surfacing – It was noted that this was still needed. Andy will do this.

Removal of Ash – It was noted that one load had been taken by the contractor. Some ash still remained and Michael and Neil had offered to help take the final load away at a cost of £110.

Small rocking horse – completed.

Jubilee Beacon – It was noted that the beacon was now in place ready for the celebrations. The Parish Council thanked Ronnie and Keith Argent, who supplied the beacon and Martyn Fall who donated the plinth and post.

22/39 Footpaths

It was noted that Val and a local resident had walked many of the footpaths and identified and photographed outstanding issues. They had then met with the Clerk and used the definitive maps to highlight where these issues were. The Clerk will report them to ECC.

22/40 Highways

VAS Sign – Dyers End – It was noted that a potential location in Dyers End had been identified. The Clerk will explore the cost of fitting and running a VAS and report back.

22/41 Planning

- Proposed prison and Wethersfield Airbase – It was noted that very few residents had expressed an opinion of the proposal despite a request being put in the last newsletter. It was agreed that the parish council will continue to monitor the situation.

22/42 Insurance Renewal

The renewal documents had been circulated prior to the meeting. It was agreed to renew.

22/43 Verge Cutting

It was noted that the Parish Council had been funded to verge cut for 2022 by ECC. It was agreed that M&N Pyman would undertake 2 cuts.

22/44 Platinum Jubilee

It was noted that plans were in place for the event on 2 June 2022. The risk assessment was complete. The Parish Council thanked Ronnie and Keith Argent for their kind donation of the brazier for the beacon and Martyn Fall for his kind donation to cover the cost of the brick plinth and wooden post.

The events planned for the afternoon are-

- Afternoon Tea and Cakes
- Ice Creams for children
- Quiz
- Music from Reflections and The Old Street Rockers
- Face Painting
- Barbecue
- Beacon lighting at 9.15pm and toast to the Queen
- Drawing competition for children in the church
- Flower arranging competition in the church

It had been agreed that the event would be free for all attendees with costs covered by the funds received from the Village Fete Committee which had now been wound up.

It was further noted that the musicians were kindly playing for free.

22/45 Correspondence

It was noted that Mr Platt had kindly set up the new website for the village at no cost. After consideration it was agreed to donate £100 towards the cost of running the website.

22/46 Accounts Year Ended 31 March 2022

- *Annual Governance Statement* – The Annual Governance Statement was read out, received and accepted.

- *Accounting Statement* – The Accounting Statement and AGAR form for the accounts for the year ended 31 March 2022 was received, accepted and signed. These will now be submitted to PKF Littlejohn for the annual audit.

22/47 Nominate Person responsible for Finance for the year 2022-23

It was agreed to nominate the Parish Clerk, Debbie Hilliard as person responsible for finance for the year 2022-23.

22/48 Nominate Internal Auditor for the year 2022-23

It was agreed to nominate Mrs Rachel Drane as the Internal Auditor for the year 2022-23.

22/49 Finance

Accounts Paid

Use of Village Hall	£60.00
James Gill Buidar (gate post)	£110.00
Paul Clark Printing (newsletter)	£52.00
Stambourne Church (grass cut grant)	£250.00
Stambourne Chapel (grass cut grant)	£260.00
Mrs D Hilliard (wages)	£743.00
Eon	£13.18
Eon	£78.89
Wave	£38.12

Accounts to be paid

Mrs R Drane (internal audit)	£75.00
Mrs S Strange (pavilion cleaning)	£10.00
Daines-Lowe (ash removal)	£240.00
Zurich Insurance	£997.85
Eon	£23.39

Monies Received/to be received

BDC Precept 1 st half	£4,134.00
Village Fete Committee (for jubilee)	£1,500.00
Pavilion bookings	£40.00

Bank Balances at 31 March 2022

Notional Current Account Balance	£21,799.40
High Interest Account	<u>£4,085.43</u>
Total	£25,884.83
Less Bonfire Fund	<u>£8,291.54</u>
	£17,593.29

22/50 Date, time and place of next meetings.

Thursday 21 July 2022

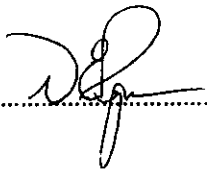
Thursday 22 September 2022

~~Weds~~ ~~Thursday~~ 23 November 2022

All 7.30pm

Item of business noted but not on the agenda – War Memorial – it was noted that there had been no response from Gem Construction regarding the repair to the war memorial. The Clerk will follow this up.

There being no further business to discuss the meeting closed at approximately 8.45pm.

Signed: 

Dated: 22.7.22