

STAMBOURNE PARISH COUNCIL

Minutes of the Annual General meeting held on Thursday 18 May 2023 at 7.45pm. The meeting was held in the village hall.

PRESENT:

Mr Neil Pyman
Mrs Val Kerrison
Mr Martyn Fall

Mr Michael Crago
Mrs Vanessa Young

CLERK:

Mrs Deborah Hilliard

23/34 Election of Chair for the year 2023-24

Vanessa Young proposed and Michael Crago seconded, with all in favour, that Neil Pyman be elected Chair of the Parish Council for the year 2023-24. There were no further nominations and Neil Pyman was duly elected.

23/35 Election of Vice-Chair for the year 2023-24

Val Kerrison proposed and Vanessa Young seconded, with all in favour, that Andrew Drysdale be elected Vice-Chair of the Parish Council for the year 2023-24. There were no further nominations and Andrew Drysdale was duly elected.

23/34 Apologies for absence.

Apologies were received and accepted from Andrew Drysdale who was absent due to an operation.

23/35 Vacancies

It was noted that the Parish Council had one vacancy. After consideration it was unanimously agreed to co-opt Mrs Karen Grant to the Parish Council.

23/36 Appointment of Representatives

Representatives were confirmed as:

- Village Hall Committee – Vanessa Young
- Emergency Planning – Michael Crago
- Footpaths – Karen Grant
- Tree Warden – Martin Fall
- Public Transport – Andrew Drysdale

23/37 Declaration of interests, personal or prejudicial

There were no declarations made. Parish Councillors completed their Declaration of Business Interest and Acceptance of Office forms and returned them to the Clerk.

23/38 Minutes of meeting held on 23 March 2023

The minutes of the meeting held on 23 March 2023 were approved as a correct record and signed as amended.

23/39 Matters arising from the minutes of the previous meeting

There were no matters arising.

23/40 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.

23/40 Pavilion

Points noted were:-

- A new door lock for the end shed was needed. Martin will do this.
- Chairs – New chairs were needed for the pavilion. It was noted they needed to be stackable and able to be used on the grass without the legs sinking in. Karen will explore options and report by email. It was noted this could be funded from the remaining Platinum Jubilee/Coronation funds.
- Ceiling in store room – It was confirmed the work was nearly finished. Mr Young will issue an invoice.

23/41 Playingfield

Points noted were:-

- Ash – This needs to be removed now that the weather has improved. Neil will liaise with Andy to do this.
- Woodchips – It was noted that the woodchip safety surface needed to be refilled. Neil will liaise with Andy to do this.
- Cradle seat swing – it was noted that the cradle seat had cracked and needed replacing. Debbie will liaise with Wickstead for a quote.
- Large Rocking Horse – Debbie had been liaising with Wickstead regarding the broken footplate. It was noted there had been difficulty identifying exactly which footplate was needed as there was no information on product numbers on record. Debbie continued to liaise with Wickstead.
- Tile safety surface – Martin will complete the infill.

It was noted that the annual inspection was due shortly by Wickstead which would highlight the above 2 items.

- New accessible cradle swing – It was noted the cost was likely to be approximately £3,000 and agreed to proceed if funds could be identified. Debbie was working on budgets and would confirm. Karen will obtain quotes and circulate.

23/42 Footpaths

It was noted that paths were kept under review. Points noted were:-

- Footpath 5 – not cleared. Neil will contact the owner. However it was noted this was a hay field and would soon be cut.
- Footpath 6 – needed trimming back near the road in Chapel End Way – Neil will contact the owner.
- Footpath 1 (Finchingfield Road) – it was noted the path was still obstructed by the landowner. Enquiries with ECC had confirmed that an application to divert the path was going to be made, however no such application had yet gone in and the matter was with the Essex Legal team but no progress was being made.

23/43 Highways

- *VAS Sign – Dyers End* – Debbie will check the budgets and order.
- *Water leak near Revels Farm* – Debbie will report to Anglia Water

23/44 Planning

Nothing to report.

23/45 Insurance Renewal

The renewal documents had been circulated prior to the meeting. It was agreed to renew with Zurich Insurance for a 3 year agreement.

23/46 Verge Cutting

It was noted that the Parish Council had been funded to verge cut for 2023 by ECC. It was agreed that M&N Pyman would undertake 2 cuts.

23/47 Coronation

It was noted the event went very well and was enjoyed by all those who attended and the weather was good. The Parish Council thanked everybody who helped organise the event for their hard work.

23/46 Correspondence

None.

23/47 Accounts Year Ended 31 March 2023

- *Annual Governance Statement* – The Annual Governance Statement was received, considered and accepted.
- *Accounting Statement* – The Accounting Statement and AGAR form for the accounts for the year ended 31 March 2023 was received, accepted and signed. These will now be submitted to PKF Littlejohn for the annual audit.

23/48 Nominate Person responsible for Finance for the year 2023-24

It was agreed to nominate the Parish Clerk, Debbie Hilliard as person responsible for finance for the year 2023-24.

23/49 Nominate Internal Auditor for the year 2023-24

It was agreed to nominate Mrs Rachel Drane as the Internal Auditor for the year 2023-24.

23/50 Finance

Accounts Paid

Accounts Paid

Mrs D Hilliard (wages)	£752.75
Mrs D Hilliard (expenses)	£15.60
Stambourne Silver Link (underpayment)	£50.00
Eon x 2	£54.57
Wave	£38.88

Accounts to be paid

Paul Clark Printing	£32.00
NVPC Ltd (PAT Test)	£64.80
EALC (subs)	£140.14
Zurich Insurance	£1079.81

Monies Received/to be received

Pavilion Bookings	£40.50
Burger sales (bonfire night)	£25.00
First Half Precept	£4,558

Also note:-

- Credit of £142.11 as at 17 April with Eon which I will apply to refund which includes £150 fuel payment grant.
- I have renewed the flexible business plan which was better value than moving to a fixed business plan.

Bank Balances at 12 May 2023

Notional Current Account Balance	£21,923.86
High Interest Account	<u>£4,094.35</u>
Total	£26,018.21
Less Bonfire Fund	<u>£9,259.26</u>
	£16,758.95

23/51 Date, time and place of next meetings.

Thursday 20 July 2023

Thursday 21 September 2023

Thursday 23 November 2023 – confirmed as Thursday 23rd

All 7.30pm

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

Signed: 

Dated: 21-9-23