**Brent Pelham and Meesden Parish Council**

**DRAFT MINUTES OF**

**BRENT PELHAM & MEESDEN ANNUAL PARISH COUNCIL**

**Wednesday 11th May 2023**

**At Meesden Village Hall**

**PRESENT:**

Trevor Hughes Councillor and Chairman

Steve Murphy Councillor

Sarah Wotton-Ramsay Councillor

Wilf Dimsdale Councillor

Ted Barclay Councillor and Vice Chairman

Chris Dobbs Councillor

**In Attendance:** Ken Newstead – Clerk

**APOLOGIES**: All present

**Minute Item Action**

**Year.Month.Item**

**23.05.01 Election of Chairman**

**Resolved** - proposed Cllr Murphy, seconded Cllr Dimsdale that Cllr **Trevor Hughes** be re-elected as Chairman. Unanimous decision.

**23.05.02** **Signing of Declaration of Acceptance of Office for Chairman**

Declaration signed by Cllr **Trevor Hughes** and the Proper Officer.

**23.05.03 Election of Vice-Chairman**

**Resolved** - proposed Cllr Hughes, seconded Cllr Wotton-Ramsay that Cllr **Ted Barclay** be re-elected as Vice Chairman. Unanimous decision.

**23.05.04 Signing of Declaration of Acceptance of Office for Vice-Chairman**

Declaration signed by Cllr **Ted Barclay** and the Proper Officer.

**23.05.05 Welcome and Apologies**

The Chairman welcomed **Chris Dodds** onto the Council. Chris offered himself at this year’s elections which were not contested. The Chairman also welcomed Brent Pelham resident **Beth Featherstone** who attended this meeting.

**23.05.06 Declaration of Interests**

All Councillors submitted their Declarations of Disposable and Pecuniary Interests which were received by the Clerk.

**23.05.07 To approve Minutes from January 2023 and May 2023 APM**

**Resolved** - proposed Cllr Wotton-Ramsay, seconded Cllr Murphy that the minutes were a true and accurate record of proceedings, and they were duly signed by Cllr Hughes as Chairman. Unanimous decision.

**23.05.08 Public Issues/Participation**

Beth Featherstone indicated that she had no issues to raise and was attending out of general interest in Parish matters.

**23.05.09 Policies - Review for Adoption:**

1. **Standing Orders for BP&MPC** – **Resolved** – Reviewed, Proposed, and Seconded that these should be adopted. Unanimous decision
2. **Financial Regulations** - **Resolved** - Reviewed, Proposed, and Seconded that these should be adopted. Unanimous decision
3. **Financial & Management Risk Assessment** - **Resolved** - Reviewed, Proposed, and Seconded that these should be adopted. Unanimous decision
4. **Bank Signatories** - **Resolved** - Proposed by Cllr Wotton-Ramsay, seconded Cllr Murphy that recommendations from our Internal Audit that a second signatory should be adopted on all bank transactions. Unanimous decision. **Cllr Trevor Hughes** to check with Santander bank and adopt process.
5. **Delegation of Authority** – **Resolved** - No adoption needed as this relates to sub-committees that BP&MPC do not have.
6. **Calendar of Meetings for the Year** - **Resolved** - Dates agreed and shown at the end of these Minutes.

**23.05.10 Finance – Annual Accounts, AGAR Returns and Proposals for Payment**

 **Annual Accounts 2022/2023**

* **Approval of Bank Statement dated 2 April 2023 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision
* **Approval of BP&MPC Balance Sheet for 2022/23 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision
* **Approval of Bank Reconciliation for 2022/23 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision
* **Approval of Explanation of Variances for 2022/23 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision
* **Approval of Precept submitted January 2023 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision
* **Approval of VAT Refund for 2022/23 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision

**AGAR Return**

* **Approval of AGAR Form 2 Certificate of Exemption 2022/2023 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision, Signed by Chairman and Responsible Finance Officer.
* **Approval of Annual Internal Audit Report for 2022/23 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision
* **Approval of Annual Governance Statement 2022/23 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision
* **Approval of the Governance Statement 2022/23 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision

**Proposals for Payment**

* **BHIB Parish Insurance for 2023/2024 - Resolved** – BHIB Insurance Reviewed, Proposed, and Seconded. Unanimous decision**.** Payment of **£250.51** on auto renew.
* **HAPTC Annual Subscription Invoice 2324/17 £180.36 – Resolved** - Proposed by Clerk that membership is continued in 2023, seconded Cllr Dimsdale. Unanimous decision. **Clerk** to make payment.
* **Internal Audit HAPTC Invoice 2224/141 £175 – Resolved** - Proposed by Cllr Murphy, seconded Cllr Dimsdale. Unanimous decision. **-** **Clerk** to make payment.
* **Village Newsletter –** Proposal by Clerk to continue support throughout 2023 the printing cost (circa £65 per edition) of the bi-monthly Village Newsletter for Brent Pelham & Meesden villages. Seconded by Cllr Hughes, unanimous decision. **Clerk** to make payments when invoiced.
* **Support for Brent Pelham & Meesden Churches £100 Donation –** Proposed by Cllr Dimsdale to continue support in 2023, seconded by Cllr Hughes. Unanimous decision. **Clerk** to make payment.
* **Support for Meesden Mowers Group £100 Donation** - Proposal by Clerk to continue support in 2023, seconded by Cllr Murphy. Unanimous decision.

**23.05.11 Planning Applications**

To consider the Parish Council’s response to the following planning applications or requests for consultation received since last meeting up to 11 May 2023:

**3/23/0289/HH** – New Garden Office - Yew Tree Cottage Meesden – No objections.

**23.05.12 Highways**

**Flooding in Brent Pelham - Fault report** **401002515266** In light of recent changes to district governance Cllr **Wotton-Ramsay** to check who can help us get issues resolved.

**Pump Hill Brent Pelham** – **Cllr Barclay** to report damage to road surface.

**Road Markings** – Cllr Hughes to report erosion of white lines on our Parish roads.

**23.05.13 Village Defibrillators and Emergency Telephone System**

 Cllr **Wotton-Ramsay** is to check if Kate Hinch will continue to support the PC in this matter.

**23.05.14 Repairs and Maintenance**

*Carry Forward 21.09.09* - Digging of the ditch opposite The Farthings. Cllr **Murphy** confirms work proposed for later in the year.

**23.05.15 AOB**

**Carbon Literacy** - Cllr **Wotton-Ramsay** is to attend a course this June.

**23.05.16 Date of Next Meetings**

The next Parish Council meetings are to be held on:

**Thursday 14th September 2023 – at Brent Pelham Village Hall**

**Thursday 30th November – Budget Setting for 2024 – at Meesden Village Hall**

**Thursday 11th January 2024 – At Brent Pelham Village Hall**

**The meeting concluded at 9:25 pm**

Minutes approved by Chairperson: .............................................................

Signed: .......................................................................................

Date: ...........................................