**Brent Pelham and Meesden Parish Council**

**MINUTES OF**

**BRENT PELHAM & MEESDEN ANNUAL PARISH COUNCIL**

**Tuesday 27th May 2025**

**At Meesden Village Hall**

**PRESENT:**

Trevor Hughes Councillor and Chairman

Steve Murphy Councillor

Ted Barclay Councillor and Vice Chairman

**In Attendance:** Ken Newstead – Clerk

**APOLOGIES**: Sarah Wotton-Ramsay, Wilf Dimsdale, Chris Dodds.

**Minute Item Action**

**Year.Month.Item**

**25.05.01 Election of Chairman**

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

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

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

**25.05.03 Election of Vice-Chairman**

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

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

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

**25.05.05 Welcome and Apologies**

The Chairman accepted apologies from Sarah Wotton-Ramsay, Wilf Dimsdale & Chris Dodds.

**25.05.06 Declaration of Interests**

All Councillors reviewed their Declarations of Disposable Pecuniary and Other Registerable Interests and confirmed that they had not changed.

**25.05.07 To approve Minutes from May 2024 APM and February 2024 Parish Council meetings**

**Resolved** - proposed Cllr Hughes, 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.

**25.05.08 Public Issues/Participation**

There were no residents at this meeting.

**25.05.09 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** - Reviewed, Proposed, and Seconded that we retain the existing 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 for 2025 and shown at the end of these Minutes.

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

**Annual Accounts 2023/2024**

* **Approval of Bank Statement dated 2 April 2025 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision
* **Approval of BP&MPC Balance Sheet for 2024/25 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision
* **Approval of Bank Reconciliation for 2024/25 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision
* **Approval of Explanation of Variances for 2024/25 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision
* **Approval of Precept submitted January 2025 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision
* **Approval of VAT Refund for 2024/254 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision

**AGAR Return**

* **Approval of AGAR Form 2 Certificate of Exemption 2024/2025 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision, Signed by Chairman and Responsible Finance Officer.
* **Approval of Annual Internal Audit Report for 2024/25 – Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision, Signed by Chairman and Responsible Finance Officer.
* **Approval of Annual Governance Statement 2024/25 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision, Signed by Chairman and Responsible Finance Officer.
* **Approval of Accounting Statements 2024/25 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision, Signed by Chairman and Responsible Finance Officer.

* **Proposals for Payment**
* **Parish Insurance for 2025/2026 - Resolved** – Clear Insurance Ltd Insurance Reviewed, Proposed, and Seconded. Unanimous decision**.** Payment of **£369.97** made following negotiation for discount.
* **Support for Meesden Mowers Group** Proposal made by Clerk to continue support in 2025, seconded by Cllr Murphy. Unanimous decision. Clerk to submit request to Council after calculating cost of fuel and servicing.

**25.05.11 Planning Applications**

To consider the Parish Council’s response to the following planning applications or requests for consultation received since last meeting up to 27 May 2025.

The Councillors all agreed that the Council Planning office were unnecessarily refusing planning applications and Cllr Barclay would write to Cllr Terry Smith to express the concerns of the Parish.

All submissions reviewed without objection.

**25.05.12 Highways**

No discussion help due to absence of all councillors

**25.05.13 Village Defibrillators and Emergency Telephone System**

No issues this period. Routine inspections completed. Following information sent to residents over the past six months it was concluded that the VETS system was no longer needed due to the abundance of other means of communication, such as direct calls for support and group messaging systems.

**25.05.14 Repairs and Maintenance**

All completed. None needed at this time.

**25.05.15 AOB**

Cllr Hughes informed the Council that Cllr Dobbs would be moving from the village later this year and was therefore unable to continue his role within the Parish Council. It was suggested that notification of the vacancy would be made in the next village newsletter. Should nobody show any interest, there would be a direct approach to residents in Brent Pelham.

**25.05.16 Date of Next Meetings**

The next Parish Council meetings are to be held on:

**Wednesday 3rd September 2025 – at Brent Pelham Village Hall**

**Thursday 20th November – Budget Setting for 2026/7 – at Meesden Village Hall**

**Thursday 5th February 2026 - at Brent Pelham Village Hall**

**Thursday 21st May 2026 – Annual Parish Council at Meesden Village Hall**

**The meeting concluded at 8:40 pm**

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

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

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