

DRAFT MINUTES
SOUTH WILLINGHAM PARISH COUNCIL ANNUAL MEETING
THURSDAY 16 MAY 2024

Present:

Cllr V Edmundson (Chair)

Cllr F Christie

Cllr S McDowall

Cllr K Marsh

Cllr J Pedersen

Shirley Asquith (Clerk)

Residents' Forum

The Annual Parish Meeting took place in advance of this meeting.

1 Apologies for absence:

Cllr R Granger – for work reasons

Cllr Fry (ELDC)

Cllr Bradwell (LCC)

2 Declarations of interest in any items on this Agenda:

Cllr McDowall will withdraw should there be more than general discussion about item 17 the Heneage bike track development.

3 Election of Chair 2024/5:

Cllr V Edmundson agreed to stand if proposed. Cllr Pedersen made the nomination and Cllr Marsh seconded it. Cllr V Edmundson is duly elected as Chair.

4 To receive the Chair's Declaration of Acceptance of Office:

The declaration was completed and signed by Cllr V Edmundson.

5 Election of Vice-Chair 2024/5:

The meeting agreed not to elect a vice-chair.

6 To receive the Vice-Chair's Declaration of Acceptance of Office:

The meeting agreed not to elect a vice-chair.

7 Co-option of New Councillors:

There were no nominations.

8 Vacancies:

One vacancy remains and councillors will endeavour to encourage residents to apply.

9 To agree the minutes of the meeting held on 21 March 2024:

The Minutes were agreed as an accurate record and were duly signed by the Chair.

10. Matters arising from the minutes held on 21 March 2024:

The minutes of the previous meeting, unsigned owing to the absence of the Clerk, were signed by the Chair.

Cllr Christie is to contact Paul Ferguson regarding taking over the administration of the village website. The Clerk pointed out that the audit papers would have to be published on the website shortly. **Action: Cllr Christie.**

11 Financial matters:

i) Certificate of Exemption 2023/24

The completed form was circulated and approved.

ii) Annual Return 2023/24 Annual Governance Statement

The completed form was circulated and approved.

iii) Annual Return 2023/24 Statement of Account

The completed form was circulated and approved.

iv) Annual Internal Audit Report.

The completed forms were circulated and approved.

v) Presentation of financial report.

The financial report, alongside the latest bank statement, was circulated and approved.

vi) General reserves 2023/24

The proposal that the policy to maintain general reserves at 50% of the level of the precept was agreed.

vii) Payment of insurance premium £178.55

Cheque signed and countersigned.

viii) Payment of LALC membership £81.44

Cheque signed and countersigned.

ix) Payment parish hall donation £50

Cheque signed and countersigned.

x) Payment of LIVES donation £50

Cheque signed and countersigned.

xi) Payment of contribution to village website £18.00

Cheque signed and countersigned.

xii) Payment to churchyard maintenance £50

Cheque signed and countersigned.

xiii) Payment of remuneration to Clerk £50

Cheque signed and countersigned.

Action: Clerk to deliver all the above cheques.

12 Allocation of roles and responsibilities

This was deferred to the following meeting.

13 Defibrillator

The opening date for applications for a free defibrillator is 1st August. Cllr Marsh will apply. When the outcome is known, installation will be arranged.

14 CPR training

A CPR session will be held in the village hall for those interested, following the outcome of the defibrillator application. This will incorporate instructions for using the defibrillator.

15 Village Tidy Up

It was decided that an evening session to tidy up the village followed by snacks and drinks in the village hall would be organised. The date suggested was Friday 5th July. Along with a litter pick the village planters need strimming, the phone box needs a wash and a paint, and the village signs need cleaning. Cllr Marsh will create some fliers and the event will be publicised at the village brunch on 23 June. **Action: Cllr Marsh to create fliers and all Councillors to promote the event.**

16 Footpaths and potholes

Cllr Bradwell had emailed to say that she was happy to be shown the problems with the footpaths in person. **Action: Clerk to arrange for her to visit.**

17 Bike track (standing item)

Cllr Fergus reported that his FOI request regarding the lack of 'major development' status for the bike park application had not been productive. It was noted that the

development had not appeared on house move searches for two recently arrived residents. It was thought that this was because it was not listed as a 'major' development on the plans.

18 Risk management (standing item)

The new bench is in place and when the weather is drier Cllrs Christie and Granger will secure it to the ground more firmly. **Action: Cllrs Granger & Christie.**

The efforts of the Clerk to have the bus shelter repaired have come to fruition and Council workers have spent two days cleaning, cutting out and filling the rotten wood and painting the shelter. All agreed it looked very smart. The Clerk reminded the meeting of the £165 grant from Cllr Fry received in November 2020 which was ringfenced for use on maintaining the bus shelter. It was agreed that the red noticeboards were now out of keeping with the new paintwork and could be replaced.

19 Planning matters:

The Clerk had circulated the application to carry out some tree work at Thistledown. The meeting could see no objection as long as the application had been through the proper channels and that valuable trees were not lost or damaged.

20 Correspondence:

The Clerk had circulated the Highways Survey and details of funding opportunities.

21 Items for next agenda:

Roles and responsibilities.

22 Date of Next Meeting:

Thursday 18 July, 6.50 pm

Meeting closed at 9.10 pm

Signed:

Date:

Chairman: