

Ashby St Mary Parish Council (ASMP)

Minutes Annual Parish Council Meeting

Wednesday 10th May 2023 at 19:00 at Ashby and Thurton Village Hall

In Attendance: Terry Kitt (TK) Carol Powell (CP) Roberta Cargill (RC), Jacqueline Goldring (JG)

Minutes: Tina Higlett (TH) – Parish Clerk.

1. To elect Chairman

T Kitt was proposed by C Powell – seconded by J Goldring. T Kitt was elected unopposed.

T Kitt signed the Chairmans declaration of acceptance of office.

2. Election of Vice Chairman

C Powell was proposed by T Kitt – seconded by R Cargill. C Powell was elected unopposed.

3. Councillor acceptance of office and declaration of Interests.

Members signed the Acceptance of office prior to meeting. Clerk advised council that the declaration of interests would be sent to members electronically for completion and required to be returned within 28 days.

4. To consider apologies for absence.

Mark Rolph – holiday

5. To receive declarations of Interest for items on the agenda.

Nil

6. To approve the minutes of the meeting held on the 15th March 2023.

These were approved.

7. Public Forum including reports from County and District Councillors

No reports

8. Matters arising from the Minutes of 15th March 2023.

a) Pothole has now been repaired outside Holmleigh on Low Common

b) The securing of the doors on the noticeboard situated on Low Common has now been rectified.

9. Administrative Issues

a) Co-option onto parish council following vacancies not filled as a result of the recent uncontested election.

TK advised interest has been shown and they would hopefully attend the July meeting.

b) Renewal to Norfolk Parish Training and Support 2023.

Members agreed unanimously to renew subscription for 2023- 24.

c) Insurance renewal for 2023- 24.

Clerk advised she had obtained a reduced premium this year with Zurich Insurance of £277.00. Insurer offers a reduced premium for councils who have a precept of under £30,000 and have no playground equipment, memorials, monuments, or statues. All agreed to renew with Zurich Insurance.

d) Statutory Policy review

Policy	Amendments	Notes
LGA's Code of Conduct		Approved
Complaints Policy	None	Approved. Next review May 2025

10. Finance

I. To consider the Internal Auditors report for year ending 31st March 2023.

Forwarded to members prior to meeting.

This was received and reviewed. It was noted that there were still areas council needed to address in particular access to documents on the website.

II. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form.

It was noted that as the Council's income and expenditure for the year was under £25,000. Council proposed to exempt itself from External Audit. Chairman and Clerk signed the Exemption certificate.

III. To consider the assertions on and complete the Annual Governance Statement 2022/23.

The Council considered the assertions on the Annual Governance Statement. Item 4 – answer no, as council had not provided the proper opportunity to exercise electors' rights in accordance with the Accounts and Audit Regulations for year end 2021-22. Clerk has completed a written explanation for publishing on website. Chairman and Clerk duly signed.

IV. To consider and approve the Accounting Statements 2022/23.

These were approved. Chairman and Clerk duly signed.

V. To note councils current financial standing at year end 2022/23

Community Account on 31st March- £5596.30

VI. To note payments made since last meeting.

Date	Payee	Method	Description	Amount
26/04/2023	Roberts & Son	Bacs	Printing of flyer	20.00

VII. To note receipts since last meeting

Date	Payee	Method	Description	Amount
28/04/2023	South Norfolk Council	Bacs	Precept	1854.50

VIII. To approve payments

Date	Payee	Method	Description	Amount
18/04/2023	T Higlett	Chq:100480	Clerks' salary – April	£212.53
10/05/2023	Norfolk Parish Training & Support	Chq:100361	Subscription	£55.00
10/05/2023	Thurton PC	Chq:100363	Defibrillator	£900.00
10/05/2023	T Higlett	Chq:100364	Postage stamps	£7.60
10/05/2023	Ashby & Thurton Village Hall	Chq:100365	Hire of venue	£20.00
10/05/2023	L Trueman	Chq:100366	Audit 202-23	£50.00
18/05/2023	T Higlett	Chq:100367	Clerks' salary- May	212.53

11. Report from Village Hall Management committee.

CP advised there was no report. Management committee meeting will take place later in the month.

12. Report re Website/Neighbourhood Security/Oil Buying Syndicate.

MR not in attendance

13. Correspondence

- I. CPRE – Countryside newsletter
- II. ElanCity-Speed awareness machines
- III. Clerks and Councils Direct

14. Matters for future consideration and items for information.

- a) Parish council information will only be displayed on main noticeboards in village.
- b) To move forward with setting up an information service for residents. To discuss various ways of communication and to gauge interest.
- c) Contribution towards village hall from King's coronation receipts. TK thanked those that had volunteered assistant on the day.

15. Date of next meeting

26th July 2023

Meeting closed at 20:45