

CHACOMBE PARISH COUNCIL

E-mail: clerk@chacombeparishcouncil.org.uk

Minutes of a meeting of the Parish Council to be held on **Monday 13th May 2024** at **6:45pm** at Chacombe Village Hall

The meeting started late at 7:30pm due to the Annual Parish Meeting over-running.

Present: Cllr Taylor, Cllr Williams, Cllr Tustian, Cllr Wright, Clerk.

In attendance – 0 members of the public.

10) Election of Chairman – It was proposed and agreed to elect Cllr Taylor as the Chairman. Cllr Taylor completed his Declaration of Acceptance of Office which was countersigned by the Clerk.

11) Public Time from 6:45-7:00pm – None.

12) Apologies – Apologies received – Cllr Jenkins. Apologies accepted – None.

13) Election of Vice Chairman – It was proposed and agreed to elect Cllr Wright as the Vice-Chairman.

14) Declaration of interests on items on the agenda – None.

15) To agree councillor's link roles – Village Hall – Cllr Taylor, Berry Close Trust – Cllr Taylor, Chacombe CEVA Primary Academy – Cllr Wright, Allotments – Cllr Williams, Playing Field Trust – Cllr Jenkins, Defibrillator – Cllr Williams, Speed Reduction – Cllr Taylor and Cllr Wright.

16) To approve the minutes of the meeting held on 08.04.24 – The minutes were proposed, agreed, and duly signed.

17) Outstanding matters/actions from previous meetings

- a) Status of defibrillators – Both defibs have been checked and no issues found.
 - i) School site
 - ii) The Ring
- b) Website updates – Cllrs Taylor and Williams have met with the website developer and seen a first draft of the new website which looks good and more modern. The big challenge will be getting content that doesn't go out of date to put on there to keep it fresh. **Cllr Williams to contact website developer to get details of what is needed to take this forward.**
- c) Update re Cllr Jenkins and Cllr Wright getting access to online banking and removal of Ralph Wilkin from the mandate – Ralph Wilkin has been removed from the mandate. Cllrs are still not on the online banking. **Cllrs Wright and Jenkins to contact the bank to get access to online banking as a matter of urgency.**
- d) Consideration of dates to hold a public session for Defibrillator and CPR Training - The Clerk has e-mailed a number of village groups to ask if they have any members interested in attending a training session and if so, what time would be best for them. Only 1 group has replied stating they have around 6 members who are interested and they would prefer a weekday daytime. It was suggested that the staff at the school may also be interested in the training so it was agreed that **Cllr Wright should contact the school to see if they would be interested if the session was held at the school on a weekday after school hours.**

18) Planning Applications received - None

Planning decisions received

2023/6035/FULL – Barns to the East, Chinner Farm, Thorpe Road, Chacombe. Conversion and extension of redundant farm building to form two residential units (part retrospective). **Approved.**

2024/1463/FULL – Jeffs Farm, Thorpe Road, Chacombe. Extension to existing agricultural building. **Approved.**

19) Finance

- a) Approval of the bank statement balances as at 07.05.24 of £10,278.83 and £18,703.68 – Cllr Williams confirmed the balances stated are correct.
- b) To receive the Internal Auditor's Report for 23/24 – The report was received with no issues raised.
- c) To appoint an Internal Auditor for the 24/25 financial year – It was proposed and agreed to appoint the NCALC Internal Audit Service as the Internal Auditor for 2024-25.
- d) To complete and approve for signature the AGAR Annual Governance Statement for 23/24 – It was proposed and agreed to tick yes for all boxes except box 9 which is 'not applicable' and for the Chairman and Clerk to sign the document.
- e) To approve for signing the AGAR Accounting Statements for 23/24 – It was proposed and agreed to approve the Accounting Statements and for the Chairman to sign the document.
- f) To approve completion and signing of the AGAR Certificate of Exemption for 23/24 – Proposed and agreed.
- g) To confirm the dates for the Notice of Public Rights for the 23/24 Financial Year – Monday 3rd June to Friday 12th July 2024 – Proposed and agreed.
- h) Proposal to pay the insurance costs for Berry Close - £330.75 – Proposed and agreed. **Clerk to arrange the payment.**
- i) To agree insurance provider for 1st June 2024 to 31st May 2025. Quotes received are:
 - Clear Councils (current insurer) - £469.21
 - Zurich - £300.00

It was noted that the PC is in the 3rd year of a 3 year agreement with Clear Councils therefore this year the PC must accept the Clear Councils quote. **Clerk to arrange payment to Clear Councils.**

- j) To note and approve the following payments and receipts:

Payments made since last meeting using delegated powers: Proposed and agreed.

03.04.24	SSE	Streetlighting Feb 24	£61.67
22.04.24	CPRE	Annual membership	£36.00
30.04.24	NCALC	Annual membership and audit	£661.17
30.04.24	Complete Ground Management	Grass cutting 28th March	£396.00
30.04.24	Handyman Chacombe	2 x bench repair	£143.99
30.04.24	Kirsty Buttle	Salary and office Apr	£557.28
30.04.24	HMRC	Tax Apr	£3.80
01.05.24	SSE	Streetlighting Mar 24	£66.04

Receipts: Noted.

23.04.24	HMRC	VAT refund	£2,146.49
26.04.24	WNC	Precept	£10,009.50

20) To re adopt the following policies with no changes made: Proposed and agreed.

- a) Code of Conduct
- b) Complaints Procedure
- c) Data Breach Policy

- d) Data Protection Policy
- e) Disciplinary Policy
- f) Financial Regulations
- g) Freedom of Information Policy
- h) General Privacy Notice
- i) Grievance Policy
- j) Internal Financial Controls
- k) Publication Scheme
- l) Records Retention Policy
- m) Risk Assessment
- n) Role Holder Privacy Notice
- o) Scheme of Delegation
- p) Standing Orders
- q) Subject Access Request Procedure
- r) Biodiversity Policy

21) Information exchange – The Village Hall Committee would like a container to replace the Village Hall garage. Clerk to put on the next agenda a proposal to donate up to 50% of the cost of a container with a cap on the PC donation of £1500.

CLlr Tustian advised that he will not be able to attend the next meeting.

Meeting closed @ 8:32pm.

Date of next meeting – 3rd June 2024

Signed..... Date.....