



Minutes of the 17th Annual General Meeting of the Parish Council,
held on Monday May 30th 2022 at 7.00pm,
at Crossroads Bungalow, Mappleborough Green

Present: Cllrs Berry, Chadwick, Badwal, Coley and District Cllr Peter Hencher-Serafin
Clerk Becky Howes

1. Election of Chair and to receive Declaration of Acceptance of Office and Election of Vice Chair and to receive Declaration of Acceptance of Office:

After a brief discussion it was proposed and agreed that Cllr Coley would step down as Chair until further notice and Cllr Berry will remain as acting Chair, with Cllr Badwal standing as Vice Chair. Proposed by Cllr Badwal, seconded by Cllr Chadwick, all agreed. Cllrs Berry and Badwal signed declarations of office, witnessed and signed by the Clerk.

2. Acceptance of Apologies:
Cllr Lyon

3. Cllr Berry to present Vice Chairs report:

Cllr Berry thanked everyone for their continued support and stated that ongoing issues are continually being addressed, specifically regards the woods and gateway. Cllr Berry stated the successful removal of illegal signs at the Dog Pub and thanked members of the Neighbourhood Development Plan group for their contributions. Cllr Berry stated that the parish council will continue to battle on, but it is not easy.

4. To discuss and agree completion of Register of Interests (new Code of Conduct):
Clerk distributed the registers to those present (posting Cllr Lyons) for completion and return.

5. To agree meeting dates:

All agreed proposed meeting dates as below but agreed they could be subject to change:
2022 MONDAY JULY 4th, SEPT 12th, NOV 7th and 2023 MONDAY JAN 9th

6. To discuss and agree meeting venue:

Cllr Hencher-Serafin continues to liaise with the Village Hall Committee as a meeting venue. All agreed for now continue with bookings at Ankcorn House, Clerk to book agreed dates.

7. To agree Annual Payments, Fixed Asset Register and Risk Assessment:

Annual Payments agreed to be actioned by Clerk, other items deferred. Proposed by Cllr Chadwick, seconded by Cllr Berry, all agreed

8. To agree Insurance Renewal:

It was proposed by Cllr Badwal, seconded by Cllr Chadwick, all agreed to continue with the current renewal with insurance provider Zurich, Clerk to action.

9. To agree Internal Auditor for 2022/23 and accept Internal Audit for 2021/22:

After a brief discussion it was proposed by Cllr Chadwick, seconded by Cllr Berry, all agreed to re-appoint Bill Robinson for the financial year 22/23.

It was proposed by Cllr Chadwick, seconded by Cllr Berry, all agreed to accept the Internal Audit Report for 21/22 (hardcopy available from Clerk).

10. To discuss and agree payments for :

- Delivery charges of NHP Housing Needs Survey – agree cost of distribution up to £100
- Arnold-Baker on Local Councils Administration (Sept 2022) – agreed to pre-order and purchase
- Parish Council mobile phone – agreed replacement battery purchase up to £30
- Replacement printer – agreed purchase of HP printer (cost £130) with warranty and ink supply
- Increase to on-costs for Clerk (including heating, lighting and broadband) – agreed increase as per calculation of cost-of-living rises (calculation attached to hardcopy of minutes)
- Donation to school – agreed £300 donation

All items proposed by Cllr Badwal, seconded by Cllr Chadwick, all agreed however Cllr Berry declared an interest.

11. To agree the continuance of the Clerks delegated powers:

- payments and planning application comment submissions

Proposed by Cllr Berry, seconded by Cllr Chadwick, all agreed.

12. To Approve end of year Bank Reconciliation and Variances:

Proposed by Cllr Chadwick, seconded by Cllr Berry, all agreed (attached to hardcopy of minutes)

13. To agree and sign the Statement of Assurance:

All agreed and signed by Cllrs Chadwick, Coley and Badwal.

14. To approve and sign Annual Governance Statement 2021/22:

Proposed by Cllr Chadwick, seconded by Cllr Berry, all agreed (hardcopy available from Clerk)

15. To approve and sign Accounting Statements 2021/22:

Proposed by Cllr Chadwick, seconded by Cllr Berry, all agreed.

16. To discuss and agree additional bank authorisation:

After a brief discussion it was agreed to continue with Cllrs Chadwick and Badwal and to consider future Parish Councillors as additional authoriser/s.

17. To agree adoption of the NALC approved Council Standing Orders and Financial Regulations and to agree future review:

Proposed by Cllr Chadwick, seconded by Cllr Berry, all agreed.

Meeting closed at 8:20pm