

23/06

# LOUND PARISH COUNCIL

## ANNUAL PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Monday 15 May 2023 at 7pm at The Village Hall. The meeting took place after the Annual Parish Meeting.

**(Subject to amendment until signed by the Chairman at the next meeting)**

**Present:** Miles Thomas, Gayle Welsh, Jenny Ozinel, Connor Moore, Paul Ashdown (District Councillor), Keith Robinson (County Councillor), and Jill Brown (clerk). There was one member of the public present

**1. Election of Chair** – Miles Thomas was re-elected as chair. Proposed by Gayle and seconded by Jenny.

**2. Election of Vice Chair** – Miles suggested this be postponed until the next meeting as not all councillors were present.

**3. Welcome and Apologies** – Apologies were received from Paul Strowlger. These were accepted by the Parish Council.

**4. Declaration of Interest and Requests for Dispensation** – There were none.



**5. Minutes of the Previous Parish Council Meetings** – The minutes of the meeting held on Monday 6<sup>th</sup> of March 2023 were agreed. Proposed by Connor, seconded by Jenny. The minutes of the extraordinary meeting held on 24 April 2023 were agreed. Proposed by Gayle, seconded by Jenny.

**6. Necessary Tasks to be undertaken by Elected Councillors** – **a:** The Register of Interests must be completed online within 28 days of taking up office. Councillors will do this online at <https://roi.cmis.uk.com/>. **b:** Expenses forms to be returned by 1<sup>st</sup> June **c:** declarations of Acceptance – all have been completed and are held by clerk, **d:** generic email addresses – Miles has looked into official email addresses; however, he felt that the cost of these is prohibitive. Councillors were asked to set up email addresses that are separate from their own personal use.

**7. Councillor Training** - Jill (clerk) reminded councillors that training is available through SALC and asked councillors to identify any training needs they may have. Jill was asked to resend the link.

### 8. Updates

- **Speed Indicator** – Miles is following this up.
- **Councillor Vacancies** – Miles has a potential candidate for one the Councillor vacancies and the possibility of another. He will provide them with the appropriate forms.
- **Warm Rooms Project** – A discussion took place about whether to suspend this scheme during the warmer months so that there are funds left for when the weather turns colder again. Miles will liaise with the people who use the scheme to gage opinion.

Signed Chairman,  Clerk,  Date 3/7/23

- **Phone Box Back Lane** - £171 has been spent to date and work on the outside of the kiosk is progressing well. The next tasks will be installation of racks and a light.
- **Allotments** - There are two allotment fees outstanding. Jill will send reminder letters.
- **Rugby Bus Service** – Keith Robinson said that it is not certain how long this will be funded. Jenny stressed that this is a popular and needed service as the BACT bus service is not always suitable or flexible. It was also mentioned that bus passes cannot be used on the BACT bus.
- **Lound Lakes** – Volunteers are needed to help with maintenance of these areas.
- **Footpath Blacksmiths Loke** – Miles is managing this project and said that all is in hand. Work will be carried out in July and volunteers are being recruited.

**9. Reports from District and County Councillors -**

**Paul Ashdown** (District Councillor) spoke about the recent election results and said that there is a hung council.

**Keith Robinson** (County Councillor) said that budgets for the new financial year are in place.

**10. Internal Audit Report** – Jill (clerk) presented the Internal Audit Report and necessary actions were noted. Proposed by Jenny and seconded by Connor.

**11. Review of Standing Orders and Financial Regulations** – These were reviewed and agreed. Proposed by Jenny and seconded by Connor.

**12. Review of Risk assessment** – This was reviewed and agreed – proposed by Connor and seconded by Jenny.

**13. Correspondence** – There was no correspondence that had not already been circulated.

**14. Accounts**

**a). Review of Income and Expenditure and balances to end of March 2023** – These were agreed.

**Review of Bank Reconciliation to end of March 2023** – These were agreed.

**Review of Actual and Forecast Income to end of March 2023.**

Proposed by Gayle and seconded by Jenny.

**b). Review of Income and Expenditure and balances to end of April 2023** – These were agreed.

**Review of Bank Reconciliation to end of April 2023** – These were agreed.

**Review of Actual and Forecast Income to end of April 2023.**

Proposed by Connor and seconded by Jenny.

**c). Payments to authorise**


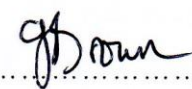
Clerk's Salary to end of June

Graphic Solutions - Warm Room Budget £12

Graphic Solutions - Parish Report Flyers £81

SALC - Internal Audit Fee £202

All payments were authorised. Proposed by Gayle and seconded by Connor.

Signed Chairman,  Clerk,  Date.. 3/7/23

**15. Review of AGAR**

- a; The Certificate of Exemption for 2022/23 was reviewed and agreed. Proposed by Gayle, seconded by Connor.
- b: The Annual Governance Statement for 2022/23 was reviewed and agreed. Proposed by Jenny, seconded by Gayle.
- c. The Accounting Statements for 2022/23 were reviewed and agreed. Proposed by Gayle, seconded by Connor.

**16. Internet Banking** – Connor agreed to be a signatory for internet banking. Miles will arrange the changes to the mandate.

**17. Meeting dates for 2023** – 3<sup>rd</sup> July, 4<sup>th</sup> Sept, 6<sup>th</sup> Nov.

**18. Councillors Forum** – Dog Fouling Signs – to discuss the need and potential areas for sighting of these.

The meeting closed at 8.15 pm.

Signed Chairman, ..... Clerk, ..... Date 3/7/23