

Minutes of the Harringworth Parish Council Annual Meeting held on 9th May 2024 at 7.30pm in the Village Hall

Present:

Cllr A White (Chair); Cllr S McLean; Cllr L Boon; Cllr K Dove; Cllr S Milton; Cllr M Wright
Mrs J Dove (Clerk)

1546. Election of Chair & Vice Chair

There being no other applications for the post of Chair, Cllr A White was unanimously re-elected to the position and signed the Declaration of Acceptance of Office which was witness by the Clerk.

Cllr S McLean was unanimously re-elected as Vice Chair of Harringworth Parish Council.

1547. Open Session for Parishioners.

No parishioners attended the meeting.

1548. Apologies for absence.

Cllr F Walsh sent his apologies for absence.

1549. Appointment of Officers:

There being no other applicants for these positions, the following Officers were reappointed as follows:

Cllr M Wright as Member responsible for Finance
Mr Bill Waterman as Internal Auditor
Cllr F Walsh as Footpaths Officer
Joanna Dove as Parish Clerk, Finance Officer and Burials Officer

1550. To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

None were received.

1551. To consider any dispensation requests and to grant such dispensations as the Chair may consider necessary.

No such dispensations were necessary.

Draft
A D White
Chairman
Date

1552. To resolve that the Minutes of the Meeting of the Parish Council held on 14th March 2024 be signed as an accurate record.

The minutes were accepted as accurate and signed by the Chair.

1553. Matters arising

- a. **Jubilee Green bollards:** Cllr White met with a representative of NNC Highways who stated that he could see no reason why bollards could not be placed to protect the Green. They would have to be paid for by the Parish Council, but it was agreed that a quote should be obtained for the supply and installation of the posts.
- b. **Reed debris:** The Clerk has received no further update from NNC or RCC regarding clearing the culverts of reed debris under the viaduct.
- c. **Give Way sign:** for the bottom of Laxton Hill is now in production and should be installed withing 4-8 weeks.
- d. **Jubilee Green planter plaque:** Cllr Dove is treating the repaired split in the stone planter and this will be completed by the end of May when the plaque can be affixed.
- e. **White Swan:** The Clerk had been in contact with the planners for an update on progress and was informed by Planning Officer that the matter is currently being considered by numerous historical organisations and committees which has considerably protracted the period of consultation before work can begin.
- f. **Cutting of hedge beside viaduct:** Cllr Dove will contact the landowner regarding the cutting of the hedge.
- g. **Archive storage:** The Clerk contacted the central archives of NNC at Wootton Hall Park but was told that only items of historical interest could be stored there. It was agreed that Parish Council archive files would be stored in the boarded attic of the Village Hall.

1554. Annual Review of Documents & Procedures:

a. To review & approve:

i. Standing Orders:

Cllr McLean raised a query about paragraphs 10c and 10d of the Standing Orders regarding the granting of dispensations and the Chair agreed to check the legislation on this matter.

Cllr Boon raised a query on the use of the masculine pronoun and the Chair agreed to look into this.

ii. Financial Regulations:

The Chair reported that NCalc had just issued new model financial regulations for Councils and these would be reviewed against our current documentation before the July meeting.

iii. Data Protection Policy:

This has recently been reviewed and redrafted according to current regulations.

iv. Inventory of Council Assets:

This was reviewed and approved. (Annex A)

There was a discussion as to whether the recently purchased Tommy figure should be added but agreed that its low value did not justify it.

b. To receive the Annual Accounts & approve AGAR 23/24

The Chair read the Annual Governance Statement to the Councillors regarding the Parish Council's conformance to the standards required of them. Councillors acknowledged their responsibilities and approved the statements at Section 1. The Chair & Clerk signed the Certificate of Exemption form for AGAR 2023/24 (Annex B)

The financial report for the financial year 2023/24 (Annex C) was presented by the Chair and agreed. There was a surplus of £881 for the year, mainly due to burial fee income and 2 yrs. of VAT recovery. The annual reconciliation sheet was noted (Annex D). The following provisions were approved by the Council:

- i) Provision for the burial ground extension was increased to £5655.
- ii) Provision for election expenses remains at £1500
- iii) General funds stand at £7302

c. To confirm arrangements for insurance cover

The insurance policy with Zurich Insurance will be renewed on 01/06/2024 with a small increase in premium from £378.64 to £385.27.

d. To appoint the auditor for FY2024/25

Mr Bill Waterman FCCA has kindly agreed to be reappointed for the 2024/25 financial year and the Clerk proposed an increase in remuneration from £50 to £75 which was unanimously agreed.

1555. Routine Financial Matters

- a. The following payments were received: Precept Payment £6884.00
- b. These pre-approved payments were reviewed:
 - Parish Online Subs £60.00
 - Defibrillator Supplies £394.50
 - Payroll Services £80.52
 - Gravel for churchyard path £51.60
 - Bank Charges Jan-Mar £18.00
 - Leics Gardens £210.00
 - Yu Energy £40.86 & £8.06
 - PWLB Loan Repayment £299.96
- c. The following payments were approved: Zurich Insurance £385.27
- d. The reconciliation sheet (Annex E) was approved by the Cllrs and signed by Cllr M Wright

1556. Correspondence

Cllr Walsh had received a complaint from a villager about cars parking on the road restricting access to footpaths. It was agreed that we had no jurisdiction in this matter.

1557. Highway Matters

The Chair attended a Highways meeting in Thrapston at which he was the only attendee. In summary, the NNC only has sufficient money for “first aid” repairs which should be reported via Fix My Street. It was agreed that the Councillors would each take a share of the village and photograph & report on potholes.

The Clerk was requested to chase the grass cutting contractors as the grass is getting very long in places.

1558. Planning

There were no current planning matters to discuss.

Draft
A D White
Chairman
Date

1559. Notices

The Chair notified the Council that he had attended a meeting of the Wakerley Quarry Liaison Committee. The sale of Mick George Ltd to Hanson has now been approved by the Competition and Markets Authority.

1560. Determining the time & date for the next 12 months of ordinary meetings including the next annual meeting

July 11th 2024
September 5th 2024
November 14th 2024
January 16th 2025
March 13th 2025
May 15th 2025 (Annual Meeting)
July 10th 2025

1561. Date of next meeting

The next meeting will be held on Thursday July 11th 2024 at 7.30pm.

There being no further business the meeting concluded at 8.46pm.

Attached:

Annex A Inventory of Council Assets
Annex B AGAR
Annex C Annual Reconciliation Sheet
Annex D Financial Report 2023/24
Annex E Bimonthly Reconciliation Sheet

Draft
A D White
Chairman
Date