

**N.B. All Minutes are deemed as draft until formally approved
and signed by the Chairman at the following Parish Council Meeting**

QUENIBOROUGH PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at 7.45 pm on Wednesday 15th May 2024
At the Parish Office meeting room, Rearsby Road

PRESENT:	Cllr S Wright (in the Chair) Cllr S McKenzie Cllr D Warner Cllr D Grimley	Cllr M Winterton Cllr S Aynsley Cllr R Curtis Cllr C Payne
NOT PRESENT:	Cllr D Bowles	Cllr R Green
IN ATTENDANCE:	Mrs R Barlow-Skinner (Clerk)	Mrs T Willson (Deputy Clerk)

8278 Election of Chairman for ensuing year and signing of Acceptance of Office

RESOLVED: That it be proposed by Cllr Payne, seconded by Cllr Curtis and carried that Cllr Wright be elected as Chairman of the Parish Council for the ensuing year. Cllr Wright accepted and signed the acceptance of office.

8279 Election of Vice-Chair for the ensuing year and signing of Acceptance of Office

RESOLVED: That it be proposed by Cllr Curtis, seconded by Cllr Payne and carried that Cllr Green be elected as Vice Chairman of the Parish Council for the ensuing year. As Cllr Green was not present at the meeting, the Clerk will witness his signing of the acceptance of office tomorrow.

8280 Apologies and Acceptance

Apologies were received and accepted from Cllr Bowles and Cllr Green.

8281 Declaration of Councillor's interest and requests for dispensation

None.

8282 Review and Adoption of Standing Orders

RESOLVED: That the Standing Orders are readopted and published on the Parish Office Website.

8283 Review and Adoption of Financial Regulations

The Clerk highlighted some areas for discussion;

RESOLVED:

2.2 That the Clerk to prepare a Risk Management Policy for review at the next Council meeting.

2.6 Cllr McKenzie was appointed to verify bank reconciliations (for all accounts) quarterly and at each financial year end.

6.6 No ii to include "with consultation with the Chair/Vice Chair".

RESOLVED: That the financial regulations be adopted and published on the Parish Council Website once the amendments have been made.

8284 Delegation of Powers to Standing Committees

RESOLVED: That the Terms of Reference for the General Purposes and Cemetery Management Committee and Recreation Committee are readopted.

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8285 Election of members of Standing Committees

a. General Purposes and Cemetery Management Committee

Chair
Vice Chair
Cllr McKenzie
Cllr Payne
Cllr Warner
Cllr Winterton

RESOLVED: That Cllr Grimley replace Cllr Warner on the Committee. All other Councillors were appointed. Mrs Farrell will attend as Cemetery Clerk.

b. Recreation Committee

Chair
Vice Chair
Mr S Aynsley
Mrs R Curtis
Cllr Grimley

RESOLVED: That Cllr Warner replace Cllr Grimley on the Committee. All other Councillors were appointed.

c. Any other committees as agreed

None.

8286 Appointment and reports of Representatives to Other Bodies:

a. Village Hall Management Committee.

RESOLVED: That Cllr Curtis will continue as the Council's representative.

b. Alex Neal Charity

Currently Mrs Winterton and Mr Wright sit on the Charity committee.

RESOLVED That Cllr Wright and Cllr Winterton will continue on the committee.

c. Parish Council and Scout Association Community Use Committee

Currently Mr Wright is the Council's representative. Cllr Wright asked the Clerk to Check the S106 agreement on reporting, as the Committee have not held any meetings over the last year.

RESOLVED: That Mr Wright will continue as the Council's representative. That the Clerk obtain minutes from Scout Committee meetings.

8287 To approve the Schedule of Meetings for the forthcoming year

A schedule was circulated with the agenda.

RESOLVED: The schedule and starting time of 7.30pm was agreed.

8288 Delegation of authority for staff to act

A report was circulated on delegated powers.

RESOLVED: That the Delegation of Authority be amended to give the Clerk authority to spend up to £2,000 in cases of serious risk, with agreement from the Chair/Vice Chair.

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- 8289 Consideration of the Council being eligible to exercise the general powers of competence**
The Clerk explained what the general powers of competence meant. To have General powers of competence it must be agreed at every Annual meeting and is subject to the following criteria:
- Two thirds of members need to be elected – either contested or uncontested (Currently seven following the last election).
 - The Clerk is qualified (ie CiLCA or similar). – The Clerk has started the CiLCA training.
- RESOLVED:** That the Clerk endeavour to complete the CiLCA training by the end of the year.
- 8290 Awards for Services to the Parish**
A list of previous recipients had been circulated with the agenda. Several suggestions were discussed.
- RESOLVED:** That the following awards be made to:
1. Carl Smith – for voluntary flood services to the village
 2. Marie Payne – for setting up the Queniborough Wombles voluntary litter picking group.
- 8291 Approval on Internal Auditors' report and action arising:**
The Clerk/RFO reported on the Auditors report and the recommended actions arising from it:
1. Election of the Chairman and Vice Chairman should be brought to the top of the agenda before apologies are received.
 2. Recommend quarterly budget reviews are conducted and formally recorded within the minutes.
 3. Precept amount should be minuted at the December Meeting
 4. To minute start and end dates agreed for the exercise of Public Rights
 5. Legal powers of expenditure and minute references or expenditure approval and payment approval to be recorded against transactions.
 6. Formally record precept amount within Council minutes upon approval (not just percentage increase).
 7. Consider adopting Statement of Internal Control.
 8. Consider migrating to a .gov.uk domain as advised in the JPAG Practitioners Guide 2024, this includes all Council emails (X13).
- RESOLVED:** That the Clerk;
- a. Prepare the Exercise of Public Rights for the next Council meeting.
 - b. Prepare a Statement of Internal Control for review at the next Council meeting.
 - c. Add the migration to a .gov website to the next Council meeting agenda for discussion.
- 8292 Approval of Annual Governance Statement**
RESOLVED: That the annual governance statement be agreed and signed.
- 8293 To approve and Sign Accounts for Audit**
The Clerk reported that:
- The final balance of £93,296 is down from £97,073 (a decrease of £3,777), however the 23-24 budget had earmarked reserves of £7,000 for a replacement roundabout, this was subsequently refurbished for £5,375.00 and £5,600 for trees with Ash Dieback of which only £1,460 was spent.
 - Other earmarked reserves were not used and have been carried forward: The Office redecoration £5,000, Ash Trees £600, Items for Cemetery £1,865 = £7,465.
 - Income was over budget by £19,918, £13,528 extra received from the Cemetery £9,691 other income (£106 money).
 - Salaries were over budget by £4,022 (Dog Warden increase in hours from 4-8hrs in September plus overtime payments).

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- Other Payments were £8,882 Over budget £9,621 for Goal end on KGV (refunded by S106 money).

RESOLVED: That the accounts be agreed and signed.

8294 Review of spending under Section 137

The Clerk reported that Section 137 money can be used by the Parish Council for the general benefit of the community. The amount is set every year. For 23-24 it was £9.93 per elector. For Queniborough this gives a maximum S137 spend of £9.93 x 1229.5 = £12,208.94.

For 23-24 the Council spent £6,841 – The internal Auditor has advised that expenditure on the Queniborough Gazette comes under LGA 72 s 142 and the defibrillator under the Public Health Act 1936 s 234, so 24-25 expenditure for the Council should be nearly £2K less.

8295 Appointment of Internal Auditor for 2024/25

RESOLVED: That the Clerk appoint LRALC for 2024/25.

8296 Policies and key documents for the Parish Council

- The Clerk reported the Auditor has suggested that the Council have a Statement of Internal Control.
- The Clerk is currently reviewing all outstanding policies for review at the next Council meeting.
- All agreed policies are now published on the Parish Council website.

RESOLVED: That the Clerk email the policies for review to all Councillors prior to the meeting.

8297 Granting of Chairman's Allowance

RESOLVED That the Chair of the Council be paid an allowance of £320 for the ensuing year.

8298 Annual Salary Awards 2023/24

The current NALC Payscale was agreed in November 2023 and Council adopted for all staff in December including backpay. The Clerk reported that the current offer is for at least £3,000 or 10% (whichever is the greater) on all spinal column points this year but this has not been agreed.

8299 Review of Asset Register

The Clerk reported that the Asset Register had been updated for 2024/25. A quotation has been received for £700.00 +VAT to survey and value the three Council owned buildings. The Clerk has been unable to obtain a free valuation.

RESOLVED: That the Clerk increase the Asset Register values for:

- The Parish Office building £150,000
- The brick shed in the Cemetery £10,000
- The brick shed on Rearsby Road £20,000
- The Lych Gate at the Cemetery to £10,000

Cllr Wright suggested that the current values for the following items be investigated;

- Hand carved village sign
- War Memorial
- Tennis Court
- Three-sided noticeboard at the Crossroads.

RESOLVED: That the Clerk obtain replacement quotes for the above items.

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8300 Insurances renewal and review

The current insurer is BHIB – Insurance premium £1,560.29 for the year. This is the second year of a three-year contract.

RESOLVED: That the Clerk send insurers a copy of the revised Asset List once it has been agreed.

8301 Review of Risk Assessment

RESOLVED: That the Clerk reassess the Councils Disaster Plan procedures.

8302 Planning Applications

None.

The Meeting finished at 8.40