

**Minutes of Scalford Annual Parish Council Meeting held on Monday 23<sup>rd</sup> May at Scalford Village Hall**

**Page No 269**

**Present:** Elizabeth Bryan, Brian Dodd, Robert Ingles, Rob Thring, Ann Doody

**Apologies:** Cllr M Wright,

**In attendance:** County Councillor B Lovegrove

**Members of the Public:** 4

22/1176

**Declarations of Disclosable and Pecuniary Interest:**

None

22/1176

**Election of Chairman:**

Cllr E Bryan was proposed by Cllr Ingles and seconded by Cllr Dodd there being no other proposals Cllr E Bryan was unanimously elected as Chairman and signed the Acceptance of Office of Chairman form in the presence of the Clerk.

**22/1177 Election of Vice Chairman**

Cllr R Ingles was proposed by Cllr Dodd and seconded by Cllr Thring there being no other proposals Cllr R Ingles was unanimously elected as Vice Chairman and signed the Acceptance of Office of Vice Chairman form in the presence of the Clerk.

**Public Participation**

Members of the Public were invited to speak

The matter of overgrown paths around the village was raised – Clerk to find out from Highways when this was scheduled to be done.

The matter of notices around the village regarding a cycle race was raised, it was thought that the organisers would take these down after the event.

22/1178

**To approve and sign the Minutes from the Parish Council Meeting held Monday 25<sup>th</sup> April 2022 at Scalford Village Hall**

It was unanimously agreed that the Minutes from the Parish Council Meeting held on the 25<sup>th</sup> April 2022 were a true record, and these were signed by the Chairman of the Meeting.

22/1179

**Internal Auditors Report**

The internal audit report was discussed and it was felt that the Council had carried out its duties correctly Cllr Dodd pointed out several issues that the auditor had raised as follows Banking arrangements whilst not perfect were adequate, Clerk was currently exploring options, it was noted that the Statement of Internal Control did not state the Council used best practice or out sourced payroll, Clerk to amend. It was further recommended that Risk Assessment Policies and forms were created for individual areas such as Cemetery, Churchyard, Recreational Field, Clerk informed Council that he had examples of another Parishes policies and he would circulate before the next meeting. The auditor also reminded the Council that it should be aware of the Legal Powers involved when it spends money, Clerk advised he was aware of these powers. Cllr Dodd thanked the Clerk for his efforts in managing the Councils financial affairs correctly.

22/1180

**Allotment and Cemetery Fees**

After discussion it was unanimously agreed that Stonestile Allotments should not be increased in the same way as Horsepool as there was no supply of water. Fees that became effective at next renewal in October were Stonestile £15.00 and Horsepool £20.00 per plot. After discussion it was proposed by Cllr Thring that because of the increased cost of water supply the annual rent at Horsepool should be increased by £10.00 per plot to £30.00 effective from October 2023 this was unanimously agreed.

Cemetery after discussion it was unanimously agreed not to increase the fees.

22/1181

**Review all Council policies and Regulations:**

The Banking arrangements and Risk Assessments were referred under Internal Audit report and were under review, the only other document that need updating was the Code of Conduct and it was unanimously agreed to adopt the Borough Councils Code of Conduct as per recommendations from national bodies.

The only other matter to review was the Council insurance which due for renewal mid-August to be discussed at July meeting.

22/1182

**Planning:**

New:

22/00582/FUL– Portal Framed agricultural building – Linden Lodge, Holwell Lane.

**Permitted:**

21/00947/FUL – Deben Farm

22/1183

**Financial:**

The bank reconciliation as at 30<sup>th</sup> April 2022 was approved as true and correct showing General Reserve of £22546.70 and was signed by the Chair of the meeting. A list of approved receipts and payments for April is attached to these Minutes.

21/1184

It was unanimously agreed to apply for a debit card from HSBC attached to the current account for use by the Clerk.

21/1185

It was unanimously agreed to make a donation of £50.00 to the St Egelwin PCC towards the Queens Jubilee celebrations they were planning.

22/1186

It was unanimously agreed to carry a £150.00 petty cash float until the Debit Card was supplied HSBC.

**Churchyard Wall:**

The PCC had confirmed they were happy with the situation regarding the settlement of the claim for repairing the Church wall and the fact that Cllr Dodd would oversee the repairs. The Parish Council were now waiting for the settlement payment to be received before proceeding with the repairs. Cllr Thring proposed a vote of thanks to Cllr Dodd for his hard work in bringing this to conclusion, this was unanimously agreed.

22/1187

**Traffic Issues:**

Cllr Thring's report on the meeting between the Parish Council and Leicestershire Highways Department. On various issues was discussed and there were 5 points to come from the meeting that Highways had agreed to look into. However, one issue that needed to be addressed was the compilation of historical traffic issues whether it be an accident, speeding, parking, HGV's or anything else connected with the roads, Cllr Thring volunteered to compiling records however this would depend on residents notifying him of any issues. It was therefore agreed to make it known through the web site, Facebook page and Village News what was required and ask for Cllr Thring to be notified of any incidents. This would hopefully give the Parish Council information to encourage Highways to take action.

22/1188

**Clerks Review:**

Cllr Dodd agreed to carry out the Clerks annual review date to be agreed.

22/1189

**Matters arising from emails circulated and other matters for next Agenda:**

Cllr Dodd raised the matter of the Let's get moving initiative by MBC and suggested the Council should get involved, this was unanimously agreed.

The matter of the initiative by MBC regarding solar panels was raised, it was felt however this was individuals' decision and not the Councils.

The Clerk advised the date of the next meeting had been changed to the 27<sup>th</sup> June.

22/1190

**Items for Next Month's Agenda:**

Traffic Issues

The meeting closed at 8.43pm

**Date of Next Meeting:**

Monday 27<sup>th</sup> June 2022 at 7.30 pm at Scalford Village Hall

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Chairman Scalford Parish Council

Date: \_\_\_\_\_

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The following Receipts and Payments were approved at the meeting on 25<sup>th</sup> April 2022

**Receipts:**

HMR&C	£1379.15
Melton Memorials	£ 70.00
MBC	£9000.00
HSBC – Interest	£ 1.58

**Payments:**

Waterplus	£ 20.23
Scalford Village Hall	£ 24.00
Astley Computers	£140.00
Scalford PCC	£ 80.00
Petty Cash	£ 56.63
Eon	£106.34
HMR&C	£272.20
HSBC	£ 8.00

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