

**Minutes of the Annual Old Bolingbroke with Hareby Parish Council meeting held on
16th May 2024 at 7pm in Ramsden Village Hall**

Present: Cllr Pam Powell (Chair), Cllr Isobel Godsell, Cllr Tony Deal, CPllr David Makins,
Cllr Charles Routh, Cllr Caroline Wills-Wright

Also in attendance: J Slaymaker - Parish Clerk

1. It was resolved to elect Cllr Powell as Chair and the Declaration of Acceptance of Office was signed.
2. It was resolved to elect Cllr Godsell as Vice- Chair.
3. No members of the public were present.
4. There were no apologies.
5. No declarations of interest were received.
6. It was resolved to approve the minutes of the meeting held on 14th March 2024 and the Chair signed the minutes.
7. District Cllr Grover sent apologies. County Councillor Gray sent apologies and a report which is available on the Council's website.
8. **Finance**
 - a) The current financial position was noted. Current account: £19,993.59 (includes £12,449.50 of grant monies) and Interest account: £15,421.63.
 - b) It was resolved to renew the Council's insurance with Zurich for £890.99 (3 year contract)
 - c) It was resolved to pay HJS Brickwork Limited £11,965.39 (ex Vat) for Ramsden Village Hall refurbishment work using UKSPF GRASSroots grant monies under Local Government (Misc. Provisions) Act 1976 s.19. Quotations had been sought by the Council as Sole Charitable Trustees and this contractor represented the most favourable quotation.
 - d) It was resolved to approve the following payments:
 - 19.03.24 CloudNext, .gov.uk domain name & email hosting (Local Government Act 1972 s.111) £71.98 Debit card
 - 19.03.24 Viking, office supplies (LGA 1972 s.111) £72.43 Debit card
 - 18.04.24PN Fencing, play area fencing and bench (Public Health Act 1875 s.164) £2,808
 - 11.05.24 ICO (LGS 1972 s.111) £40.00 DD
 - 16.5.24 V Clark, internal audit (LGA 1972 s.111) £40.00
 - 16.05.24 Darren Sharpe War memorial chain maintenance £495.00
 - 16.05.24 Countryside Plants (I Godsell) Bark chippings, Rose garden £42.00
 - 31.05.24 Salary £278.20 (LGA 1972 s.112)
 - 30.06.24 Salary £278.20
 - e) Income received since the last meeting was noted:
 - 28.03.24 Interest £30.59
 - 11.04.24 HMRC Tax refund £383.91
 - 16.04.24 ELDC Precept 50% £5,712.00
 - 30.04.24 Interest £35.46
9. **AGAR Annual Governance and Accountability Return 2023/24**
 - a) It was resolved to approve cash book income and expenditure 2023-24 statements for

publication.

- b) It was resolved to approve the asset register for publication.
- c) The annual Internal Auditor report was received and approved publication
- d) The Balance Sheet for the year end 31st March 2024 was received and signed by the Chair and the Responsible Finance Officer.
- e) It was resolved to approve the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return (AGAR)) for financial year 2023/24 and authorise signing by the Chair and the Parish Clerk
- f) It was resolved to approve the bank reconciliation, variance analysis and the Annual Accounting Statement 2023-24 and authorise signing by the Chair
- g) It was resolved to approve commencement date for the exercise of elector's rights of inspection of the accounts to be exercised 3rd June – 12th July 2024.

10. Council Reserves

It was resolved to approve the Council Reserves:

Village Hall Refurbishment (grant)	£12,500
Village Sign Fund	£3,000
Legal Fees	£1,000
Election Fund	£2,000
Defibrillator Fund	£500
Street furniture Fund	£1,500
Office equipment Fund	£100
Hareby Memorial Fund	£116
General Reserve	£11,645

11. Planning Matters

- a) No planning applications had been received however an application for tree work ref 0056/24/TCA for Candlelight Cottage, Back Lane had recently been received. It was resolved that the Clerk submit any comments following inspection by Councillors.
- b) It was noted that planning approval had been granted for ref. S/018/00337/24 - Alterations to existing community building and erection of a mower store at land adjacent Wisteria Cottage, Church Road. A letter concerning a breach of planning control regarding a shipping container at the Black Horse Inn, Moat Lane was received from ELDC.

12. Village Matters

- a) It was hoped a meeting would shortly be arranged with Highways to discuss current highway issues.
- b) The Neighbourhood Watch report was circulated and will be made available on the Council's website.
- c) It was agreed that the Clerk contact the farmer concerning the dangerous silt deposits on the Hareby Hill road.
- d) A review of the Village plan will be discussed at a future meeting.
- e) The development of an emergency village action plan will be discussed at a future meeting.
- f) It was noted that the registration of the Black Horse Inn as an Asset of Community Value had been unsuccessful. It was resolved to research the issue further.

13. Internal Council Matters

- a) It was resolved to adopt the Council's Standing Orders .
- b) It was resolved to adopt the Financial Regulations.
- c) It was resolved to adopt a Debit Card policy as an appendix to the Financial Regulations.
- d) It was resolved to adopt the Council's Code of Conduct.
- e) It was resolved to adopt the Terms of Reference for a Staffing Committee.

- f) It was resolved to allocate the following Councillor responsibilities :
Finance: Cllr Makins, Planning: Cllr Deal, Play Area: Cllr Routh, Safeguarding: Cllr Powell, Website: Cllr Wills-Wright. Staffing Committee: Cllrs Godsell, Makins and Wills-Wright.
- g) A schedule of meetings for 2024/25 was agreed: 18th July, 19th September, 21st November, 16th January, 20th March, 15th May.
- h) The Play Area inspection reports were received. The fencing contractor to be asked to remove sharp corners on the new bench round the tree. Councillors agreed to purchase a padlock and chain for the gate.
- i) As the promised communication had not taken place it was resolved to start Small Claims Court proceeding to recover monies from a former play area committee. The Clerk to action.
- j) It was resolved to purchase a grit bin for sandbag storage from Street Solutions for £248.32 plus delivery and to delegate authority to the Clerk to purchase empty sand bags and sand at a competitive rate. (Highways Act 1980 s.185)
- k) It was agreed that the Parish Council pay hire charges to Ramsden Village Hall Management Committee for Parish Council meetings, estimated cost £180/year (LGA 1972 s134).
- l) It was noted that a stone mason had undertaken an inspection of the War Memorial and found it to be in good condition. The Clerk was asked to obtain quotations for cleaning the War Memorial.
- m) It was resolved to purchase 'no dogs in play area' dog signs from Safety Signs 4 Less, approximate cost £15 and to get a sign made up to say 'dogs on leads welcome in this area' from a reputable supplier.
- n) It was agreed that Cllr Routh would look at appropriate wording for a bespoke sign for the Play Area.

14. There was no correspondence.

15. Clerk and Councillor Reports

It was noted that Kompan had undertaken work to replace matting in the Play Area as a gesture of goodwill since the work was out of warranty. There was some doubt that sufficient top soil had been used. The Clerk to contact Kompan. The King's portrait had been received and was passed to the Ramsden Hall Management Committee. Items for next agenda: to consider a bench at Hareby and tree safety inspection report.

16. It was resolved that the Clerks hours be reduced to the equivalent of 5 hours/week.

17. The next meeting of the Parish Council to be Thursday 18th July 2024 at 7pm