

Hagworthingham Parish Council

Minutes of the Annual meeting of the Parish Council held on Monday 20 May 2024 commencing at 7.30 p.m.

Present: With Cllr Jan Hewitt in the Chair (all except item 1), there were present, Cllrs – Mark Clayton, Paul Colam-French, Edmund Done, Paul Masters and Ruth Wisby

In attendance: Clerk Mrs Susan Archibald

**Also present: Cllr W Grover, ELDC (part)
2 members of the public**

The Chairman declared the meeting opened at 7.30 p.m.

1. To elect a Chairman and to sign Chairman's Declaration of Acceptance of Office

It was proposed by Cllr Colam-French, seconded by Cllr Wisby and:-

RESOLVED – That Cllr Hewitt be elected Chairman for the forthcoming municipal year; the Chairman duly signed her Declaration of Acceptance of Office.

Note: The outgoing Chairman, Cllr Done, was thanked for his many years of service to the Council and a round of applause ensued.

2. To elect a Vice-Chairman and to sign Vice-Chairman's Declaration of Acceptance of Office

It was proposed by Cllr Hewitt, seconded by Cllr Colam-French and:-

RESOLVED – That Cllr Clayton be elected as Vice-Chairman for the forthcoming municipal year; the Vice-Chairman duly signed his Declaration of Acceptance of Office.

3. Apologies for absence and reasons given

There were none.

4. Declarations of Disclosable Pecuniary Interest in accordance with the Localism Act 2011 not previously notified and/or consideration of any written request for Dispensation

There were none.

5. Notes of the meeting of the Council held on Monday 8 April 2024 to be approved as Minutes and signed by the Chairman

It was proposed by Cllr Colam-French, seconded by Cllr Wisby and:-

RESOLVED – That the notes of the meeting of the Council held on Monday 8 April 2024 be approved as a correct record and signed by the Chairman.

6. To receive the notes of the Annual Parish Meeting held on Monday 8 April 2024

Members noted the foregoing.

7. Public Forum

Various issues were raised around speeding, post boxes and Cllr Grover reported on changes to fly-tipping fines and the availability for Towns' Funding for rural and community groups.

Note: The Clerk undertook to investigate the possibility of a follow-up 'Archers' survey.

8. Co-Option to Vacant Seats

The Clerk reported that, in the absence of any candidates for Co-Option having come forward, the vacancies would be rolled on to the next meeting.

9. To review and approve insurance arrangements for 2024/25

It was proposed by Cllr Hewitt, seconded by Cllr Colam-French and:-

RESOLVED – That the insurance arrangements, under the long term 5 year agreement, as presented, be approved for 2024/25 at a premium of £317.64.

10. To consider and approve updates to the Asset Register

Members noted no changes needed to the Asset Register

RESOLVED – That the existing Asset Register be approved.

11. To review the Risk Assessment

Members noted no changes needed to the Risk Assessment currently in place.

12. To review Standing Orders and Financial Regulations and decide whether any updates/amendments were necessary

It was:-

RESOLVED – That no amendments to Standing Orders were necessary and Financial Regulations would be updated to reflect changes in legislation around public sector procurement thresholds and that this be reviewed again in 2025, or earlier, as appropriate.

13. Timetable of Meetings for 2024/25

Members were asked to consider and approve a Timetable of Meetings for 2024/25.

It was:-

RESOLVED – That the Timetable of Meetings for 2024/25, as below, be approved.

1 July 2024

2 September 2024

14 October 2024

25 November 2024 (to commence at 7.00 p.m.)

13 January 2025 (to commence at 7.00 p.m.) (will only be held if necessary)

24 February 2025 (to commence at 7.00 p.m.)

7 April 2025 (preceded by the Annual Parish Meeting at 7.00 p.m.)

Annual Meeting 19 May 2025

Meetings are on a Monday and usually commence at 7.30 p.m., except where shown above commencing at 7.00 p.m. during the winter months.

14. Provision of a second defibrillator for the village

Members considered the provision/siting/ongoing maintenance of a second defibrillator for the village, to be sited on Manor Road, with total costings c.£3,600.

It was proposed by Cllr Colam-French, seconded by Cllr Done and:-

RESOLVED – That the Parish Council would fund the shortfall over the current pledged donations of £2,500 for the provision of a second defibrillator for the village to be sited on Manor Road, up to a cost of £2,000 from capital and general reserves.

15. Financial Matters

(a) Monies at bank

Current account - £3567.20

Bus account - £6114.52

(b) To approve payment of outstanding invoices

It was proposed by Cllr Hewitt, seconded by Cllr Colam-French and:-

RESOLVED – (a) that items (a) and (b)(above) be noted and approved.

It was proposed by Cllr Hewitt, seconded by Cllr Done and:-

**RESOLVED – (b) that the Accounts for the year ended 31 March 2024, as presented, be approved;
and**

(c) that the report of the Internal Auditor be noted, with thanks.

It was proposed by Cllr Done, seconded by Cllr Colam-French and:-

RESOLVED – (d) That the Annual Governance Statement in the Annual Return for the year ended 31 March 2024 be noted with answers of ‘yes’ to all relevant questions.

It was further proposed by Cllr Hewitt, seconded by Cllr Colam-French and:-

RESOLVED – (e) That the Accounting Statement in the Annual Return for the year ended 31 March 2024 be noted and approved

It was proposed by Cllr Clayton, seconded by Cllr Colam-French and:-

RESOLVED – (f) That the Chairman and the RFO sign the Certificate of Exemption to certify the Parish Council as exempt from a Limited Assurance Review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

16. To receive reports from Councillors relating to outstanding projects

The need to restart Community Speedwatch was raised, with volunteers to be canvassed on facebook community page; and the provision/condition/refurbishment of benches around the village to be on the next agenda for discussion.

17. To receive reports from the Clerk in relation to Council matters

The Clerk reported that the memorial mason would return to re-cement the joints at the War Memorial to aim to achieve a smoother finish than at present.

18. To receive general correspondence

There was none.

19. To confirm the date of the next meeting of the Council

It was proposed, seconded and:-

RESOLVED – That the date of the next meeting of the Parish Council be agreed as Monday 1 July 2024 JJ's Café at 7.30 p.m.

The meeting closed at 8.25 p.m.