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## Minutes of Weston by Welland Parish Council Meeting held in the St. Mary the Virgin Church on Wednesday 20<sup>th</sup> May 2024 at 8.00 pm.

<b>Members Present</b>	Clrs B Roberts (Chair), S Grandidge, M Whitehouse, N Garratt, A Cowling, V Score and S Emery.
<b>Others in Attendance</b>	Mrs J Medwell (Clerk)

Minute		Action
452	<p><b>Election of Chair:</b>            The position of Chair was open to all Councillors. Cllr Grandidge nominated Cllr Roberts and was seconded by Cllr Cowling. All in favour.</p> <p>Cllr Roberts <b>agreed</b> to become Chair and duly completed and signed the Declaration of Office, witnessed by the Clerk.</p>	
453	<p><b>Election of Vice Chair:</b>            The position of Vice Chair was open to all Councillors. Cllr Whitehouse nominated Cllr Grandidge and was seconded by Cllr Garratt. All in favour.</p> <p>Cllr Grandidge <b>agreed</b> to become Vice Chair and duly completed and signed the Declaration of Office, witnessed by the Clerk.</p>	
454	<p><b>To receive and approve apologies:</b>            There were none.</p>	
455	<p>Cllr Score joined the meeting at this point</p> <p><b>Member's declaration of interest in items on the agenda and any changes to the members Register of Interests:</b>            There were no declarations of interest in items on this agenda nor changes to the members Register of Interests.</p>	
456	<p><b>To approve and sign the minutes of the last Parish Council meeting:</b>            The minutes of the meeting held on 18<sup>th</sup> March 2024 were <b>agreed</b> as a true record of that meeting and were duly signed by the Chair.</p> <p>Proposed Cllr Cowling    Seconded Cllr Whitehouse    All in favour.</p>	
457	<p><b>Matters Arising from the last Parish Council meeting:</b>            A card of condolence had been sent to the family of Mr Tony Sluman.            Cllr Emery volunteered to oversee the fixing of the bench on Sutton Hill.            Welland Wanderer – The service is guaranteed to the end of July. Beyond that, NNC are working on a new network, including a route to replace the Wanderer, which they will fund. The direct involvement of the parishes will cease at the end of June.</p>	

Minute		Action
458	<p><b>Open Forum and Exchange of Information:</b> There were no representations made at this point.</p>	
459	<p><b>Specific Matters:</b> <b>a) Recreation Area:</b> The Council was pleased to note that the NNC Rural Community Funding grant of £20,000 had been received. It also expressed its thanks to Bella Cowling for donating around £200 from her sponsored event towards the Recreation Area.</p>	
	<p><b>b) Environmental Group:</b> Cllr Cowling advised that she had completed the River Warden training. This is part of Rockingham Forest project, an Earth Watch a global initiative which involves sampling the River Welland once a month. The Council will endeavour to organise another river clear up at the end of the winter.</p>	
	<p><b>c) Highways Group:</b> Cllr Emery advised that the section 50 licence for new TVAS site on Valley Road had been received. He explained the high speeds recorded by the sign on Sutton Hill were from vehicles picked up at the top of the hill rather than on entering the village. The Council will circulate this information with the speed data via the WhatsApp group.</p>	NG
	<p><b>d) Village Maintenance:</b> Cllr Emery informed the Council that the village sign had now been removed for refurbishment.</p>	
	<p><b>e) Safety Review of Parish Assets:</b> The Chair had carried out and circulated the review of the parish assets. The Council will look at putting on some defibrillator training later in the autumn.</p>	
	<p><b>f) Community Governance Review:</b> The Council referred to correspondence from NNC regarding a Community Governance Review following the recent ward boundary review by the Local Government Boundary Commission for England. Views on and the level of interest from Parish and Town Councils in undertaking a review of the electoral arrangements in the local area were being sought. The Council had <b>agreed</b> to take part in this review.</p>	
	<p><b>g) Financial Regulations</b> The new model Financial Regulations had been circulated to councillors prior to the meeting. Cllrs Roberts and Grandidge will look at this in detail and adapt in accordance with the Council's requirements for ratification at the next meeting.</p>	BR/SG
	<p><b>h) Website:</b> The Council noted the new website layout which unfortunately was not easy to navigate and appeared to have lost some documents. The Clerk will follow up with the provider on how the uploaded documents including policies can be easily identified on the site. A discussion took place on how the Council would like to use the site going forwards and will look at its function alongside the other village social media platforms.</p>	JM
	<p><b>i) Emergency Plan:</b> The draft Emergency Plan had been distributed to residents at the village meeting. The Council approved the plan which aims to acknowledge the council's role in an emergency and provides a list of volunteers, agencies and contact numbers. The Chair will add the necessary contact details.</p>	BR
	<p><b>j) Review of Annual Village Meeting:</b> The Council agreed that the format this year, as a more informal meeting in the pub, was a success. It was suggested that next year an invitation to the event would be sent out to each household.</p>	

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	<p><b>h) D Day Event:</b> The Chair updated the Council with the proposed plans for the commemorative event on the evening of 6<sup>th</sup> June. He has produced and submitted to the Safety Partnership the required event management plan and asked for volunteers to marshal on the evening. Cllrs Garratt, Emery, Score and Cowling undertook to do this. Cllr Garratt will advertise the event around the village.</p> <p><b>i) Archiving Old Minutes:</b> A suggestion had been made to digitally archive the old minute books This may be something the Council will look at doing at some point.</p>	BR NG																																			
460	<p><b>Financial Matters:</b></p> <p><b>(a) Approval of Exemption Certificate:</b> The Council noted that its gross income or expenditure did not exceed £25,000 in the year ending 31<sup>st</sup> March 2024 and therefore <b>agreed</b> to certify itself as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015. Proposed Cllr Garratt      Seconded Cllr Cowling      All in favour. The Certificate of Exemption, which had been previously signed by the Responsible Financial Officer, was then duly signed by the Chair and will be returned to the External Auditor.</p> <p><b>(b) Internal Audit Report:</b> The accounts had been presented for internal audit and were found to be in good order with no issues raised.</p> <p><b>(c) Approval of Annual Governance Statement:</b> The Council considered and <b>approved</b> the Annual Governance Statement 2023/24. Proposed Cllr Garratt      Seconded Cllr Cowling      All in favour. This, which had been previously signed by the Responsible Financial Officer, was then duly signed by the Chair.</p> <p><b>(d) Approval of Accounting Statement:</b> The Clerk had prepared the 2023/24 Financial Accounts in accordance with the Accounts and Audit Regulations 2015 and circulated prior to the meeting. The Council considered and <b>approved</b> the Annual Accounting Statement 2023/24 Proposed Cllr Garratt      Seconded Cllr Cowling      All in favour. This, which had been previously signed by the Responsible Financial Officer, was then duly signed by the Chair.</p> <p><b>(e) Payments</b></p> <table border="1" data-bbox="242 1630 1394 1973"> <thead> <tr> <th>Payee</th> <th>Details</th> <th>Total Amount</th> <th>VAT Element</th> <th>Legal Authority</th> </tr> </thead> <tbody> <tr> <td>NCLAC</td> <td>Membership</td> <td>£175.94</td> <td></td> <td>LGA 1972 s.143</td> </tr> <tr> <td>I Arnott</td> <td>Audit Fee</td> <td>£75.00</td> <td></td> <td>LGA 1972 s.111</td> </tr> <tr> <td>Zurich</td> <td>Insurance</td> <td>£251.15</td> <td></td> <td>LGA 1972 s.111</td> </tr> <tr> <td>WBW PCC</td> <td>Church Hire</td> <td>£70.00</td> <td></td> <td>LGA 1972 s.111</td> </tr> <tr> <td>Amazon</td> <td>Office Supplies</td> <td>£33.89</td> <td>£4.65</td> <td>LGA 1972 s.111</td> </tr> <tr> <td>Wheel and Compass</td> <td>Village Meeting Expenses</td> <td>£50.00</td> <td></td> <td>LGA 1972 s.111</td> </tr> </tbody> </table>	Payee	Details	Total Amount	VAT Element	Legal Authority	NCLAC	Membership	£175.94		LGA 1972 s.143	I Arnott	Audit Fee	£75.00		LGA 1972 s.111	Zurich	Insurance	£251.15		LGA 1972 s.111	WBW PCC	Church Hire	£70.00		LGA 1972 s.111	Amazon	Office Supplies	£33.89	£4.65	LGA 1972 s.111	Wheel and Compass	Village Meeting Expenses	£50.00		LGA 1972 s.111	
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	<p><b>(f) Financial Statement and Bank Reconciliation</b></p> <table data-bbox="240 219 1337 376"> <tr> <td>Current Account</td> <td style="text-align: right;">£23,131.82</td> </tr> <tr> <td>Ring Fenced Environment Grant</td> <td style="text-align: right;">£1,490.68</td> </tr> <tr> <td>    Rec Area</td> <td style="text-align: right;">£11,002.00</td> </tr> <tr> <td><b>Total Balance of Reserves</b></td> <td style="text-align: right;"><b><u>£10,639.14</u></b></td> </tr> </table> <p>The Bank Reconciliation was unanimously approved and signed by the Chair.</p>	Current Account	£23,131.82	Ring Fenced Environment Grant	£1,490.68	Rec Area	£11,002.00	<b>Total Balance of Reserves</b>	<b><u>£10,639.14</u></b>	
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461	<p><b>Planning:</b> There were no planning applications to discuss</p>									
462	<p><b>Correspondence:</b> ACRE membership – The Council <b>agreed</b> not to continue to subscribe to this organisation.</p>									
463	<p><b>New items for inclusion on the agenda for the next Parish Council meeting:</b> None identified at present</p>									
464	<p><b>Date of next meeting</b> 15<sup>th</sup> July 2024</p>									

**The Meeting Closed at 9.21 pm**

**Signed .....** Chair **.....** Dated