**AYLMERTON PARISH COUNCIL**

**ANNUAL PARISH COUNCIL MEETING**

**MINUTES**

**HELD ON 19th MAY 2022 at 7 PM at AYLMERTON VILLAGE HALL**

**Parish Clerk and RFO: Kristine Ceirane**

**Present: Cllr R Bacon (Chairman), Cllrs J Lynes, M Williams, K Carter, S Kelsey**

**In attendance: K Ceirane (Parish Clerk), P Bullimore (Parish Clerk for Beeston Regis), M Knowles (Chairman of Beeston Regis Parish Council).**

The meeting was opened by the Chairman at 19:04

1. **APPOINTMENT OF CHAIRMAN**  Cllr Bacon was appointed.
2. **CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE.** Signed in the presence of the Clerk.
3. **Appointment of the vice-chairman** None yet. Cllr Kelsey was proposed by Cllr Williams and seconded by Cllr Carter. Accepted.
4. **THE VICE CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE** Signed in the presence of the Clerk.
5. **APOLOGIES FOR ABSENCE.** Odele. Apology accepted.
6. **DECLARATIONS OF INTEREST -** *To receive declarations of interest in agenda items –* None.
7. **MINUTES** - *To approve the minutes of the previous meetings held on* ***24th March 2022 –*** Minutes approved.
8. **OPEN SESSION FOR MEMBERS OF THE PUBLIC, COUNTY AND DISTRICT COUNCILLORS** None present.
9. **Co-option** – One application was received but it was later withdrawn.

**10.**  **The Annual Governance and Accountability Return**

1. To receive the Annual Internal Audit Report – Returned and signed off by the auditor.
2. To approve the Annual Governance Statement – Documents were received from the previous Clerk but not signed by her. Cllrs Bacon and Carter will speak to the previous Clerk and ask her to sign the audit documents. A finance meeting in June was proposed. It will take place on 06/06/2022 at 7 pm. The new Clerk will prepare the agenda and book the Village hall.
3. To approve the Accounting Statement – Postponed until the June meeting.
4. To approve and complete the Exemption Certificate - Postponed until the June meeting.
5. To agree the period for the Exercise of Public Rights - Postponed until the June meeting.
6. **Finance & Governance**

Expenses over £100 should be on the agenda in minutes. They have been missing from both for at least a year. Parishers should know what the Council is spending money on, including the Clerk’s wages. It is good practice to add smaller expenses, too.

**To Approve Invoices received since the publication of the agenda** – None received.

**The Clerk’s salary and expenses for June -** £308 gross salary, £3.87 mileage and £34.99 for printer ink. The Clerk will contact the Chairman and Vice-chair if there is any overtime that needs to be approved. The Clerk will also need to buy a new phone and SIM. A phone is £22.99 and a PAYG SIM card would cost about £15-20. The Clerk’s salary will be paid by a 3rd party, an independent local company. Cllr Carter will contact them.

**The Consultant Clerk ‘s Invoice** – None brought.

**The Internal Auditor’s** **Invoice** - £100, approved by the councillors. The previous Clerk will be asked to pay it as she is still authorised to use online banking.

**To approve and sign the Clerk’s Contract of Employment** –Approved by the Chairman and Vice-chair. Signed by the Chairman and the Clerk.

**Banking Arrangements and update the banking mandate** – Barclays log in and changing signatories to be sorted. Barclays allow up to 3 signatories per account, 2 of which need to sign everything. There is incorrect information on the mandate from 05/05/2022, Cllr Lynes will speak to the bank.It was proposed that the Clerk would not be authorised to make payments.

**To approve the Annual Insurance** – The Chairman proposed to keep the current insurer and it was approved by other Councillors. The insurance premium is payable by 01/06/2022. The Clerk will ask them to continue the cover until the payment is sorted if the Parish Council cannot make a make a payment online by 01/06. Some of the details on the insurance documents need to be updated, the Clerk will deal with it.

1. **TO RECIEVE UPDATES ON ITEMS FROM THE LAST MEETING:**
2. **Dog Bin on Sandy Lane** – Odele. No update.
3. **The Lawn Mower** – It is unclear whether the lawn mower has been accepted as there is no letter of acceptance. Therefore the Councillors do not know whether the Village Hall Committee would have to cut the grass if they were asked to. The Clerk will contact the Village Hall Committee.
4. **The Bus Shelter** – Cllr Carter has design for it, 1 quote received so far, 2-3 are needed. Cllr Kelsey said the cleaning cupboard is not required whereas a dog bin is. Currently dog walkers use the general bin at the bus shelter instead and it is often full. It costs £260 a year to collect dog poo. Dog bin could be put up by the pumping station or near Felbrigg. District Council deals with dog bins, the Parish Council would need to buy a bin and enter a contract as a dog bin is an environmental health responsibility. Cllr Kelsey will find out the total cost of buying, emptying and maintaining a dog bin.
5. **Noticeboard Quotes** – Cllr Carter is still waiting on a 3rd quote.
6. **Training for the members and the new Clerk** - Councillors have tried to do training together. They are now considering splitting into groups of 2 or 3.The new Clerk is waiting for Gabbie Joyce from NALC to be back from holidays to arrange training.
7. **The Platinum Jubilee** – Cllr Carter will not be doing anything.
8. **Matters that have arisen since the publication of the agenda**

This will be removed from future agendas. We can only discuss matters that are on the agenda.

1. **ITEMS FOR THE NEXT AGENDA** 
   1. Planning applications
   2. The Lawn Mower
   3. Dog Bin on Sandy Lane
   4. The Noticeboard Quotes
   5. The Bus Shelter
   6. Training for the members and the new Clerk
   7. Children’s playground – letter of complaint
   8. The turning of allotments 1a and 1b into a wild flower area
   9. Health risks from ragworth in the allotment area
   10. Barbed wire in the allotment area

**15.TO NOTE THE DATE OF THE NEXT MEETING 21/07/2022 at 7 pm**

**16. TO CLOSE THE MEETING***.*

*The Chairman closed the meeting at 21:11*