**AYLMERTON PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**MINUTES**

**HELD ON 6th JUNE 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, O Stevens**

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

The Chairman opened the meeting at 19:01

**1.a To receive and consider apologies.** None

**1.b. To receive Declarations of Interest on THE agenda.** Cllr Lynes declared interest on item 5.a. Cllr Bacon and Cllr Carter declared interest on item 5.b.

**2. MINUTES - TO APPROVE THE MINUTES** **OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 19TH May 2022 -** Minutes approved.

**3. PUBLIC PARTICIPATION (requests to speak on agenda items)**. The public participation session lasts for 2 minutes per person. – NONE PRESENT

1. **FINANCE and GOVERNANCE**

**4.1 To approve timesheets/invoices for payment and note bank balances:**

K. Ceirane £333.67 (gross salary,) K. Ceirane £3.87 (Clerk’s travel expenses), K. Ceirane £77.98 (Clerk’s expenses), K. Ceirane £80 (NALC training) - Approved.

The Clerk pointed out that the payslip for May shows the amount of £348.84, which suggests an hourly rate of £11.50. The Clerk’s hourly rate is £11. Therefore there has been an overpayment of £15.17. Cllr Carter will contact the payroll services and provide them with the correct hourly rate. The overpayment is to be deducted from one of the next payslips.

Expenses will be paid separately from salary. Both will be paid by cheque until updating of the bank mandate is sorted (Item 4.3). Cheques to be signed by Cllr Lynes at the end of the meeting.

* 1. **The Annual Governance and Accountability Return (AGAR)**

1. **To approve the Internal Audit Report –** Approved.
2. **To approve the Annual Governance Statement** – Approved. Cllr Bacon spoke to the previous Clerk who explained that this document needs to be signed by the Clerk present at the meeting where it was approved. Therefore the Annual Governance Statement shall be signed by the current Clerk. Signed by the Chairman and current Clerk.
3. **To approve the Accounting Statement** – Approved and signed by the Chairman. The Chairman did not get the previous Clerk to sign it. The current Clerk was not responsible for compiling the returns.
4. **To approve and complete the Exemption Certificate –** Approved. The Clerk will email it to the external auditor by end of June, and upload the AGAR documents on the website and prepare copies for the notice board.
   1. **To complete the changing of Bank Signatories for 2022/23 and updating the bank mandate –** In progress.Cllr Bacon has visited a branch and phoned Barclays several times. In the meantime, the Council will have to keep using cheques. Cheques to be signed by Cllr Lynes at meetings. There should be at least 2 signatures on a cheque in the future. Forms to be changed to have a single signature at first and add a second person later.
   2. **To select a councillor for payment reconciliation –** Cllr Kelsey proposed Cllr Carter, Cllr Williams seconded. The Clerk will present bank statements to Cllr Carter.
   3. **To consider the Clerk’s home office allowance of £20 per month –** Cllr Carter proposed, Cllr Williams seconded. The allowance will be paid for June and July.
   4. **To check whether The Internal Auditor’s Invoice has been paid –** Payment bycheque. The Clerk will send it to the Auditor.
5. **ITEMS FOR THE NEXT AGENDA** 
   1. **Planning application – PF/22/0737, Richardson, The Street.**

The right of way is a Civil Law matter but the Council can comment on other aspects and comment back on the planning application. Cllrs Bacon and Kelsey met Mr Richardson on 03/06 to discuss his concerns. Cllr Bacon will email Mr Richardson’s application details.

* 1. **Planning application - PF/22/1243, Linda, The Street.**

Large plot. Demolition. One application was rejected. The applicant has a new one.

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

1. **NOTE THE DATE OF THE NEXT MEETING 21/07/2022 at 7 pm. September meeting will be on 22/09. Third Thursday every two months after that.**
2. **TO CLOSE THE MEETING***.*

The chairman closed this meeting at 19:57.