

# WEST WRATTING PARISH COUNCIL

9<sup>th</sup> May 2024

Jenny Richards  
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Balsham  
Tel No. 01223 665260

## Members:

You are hereby summoned to a meeting of the Parish Council to be held on **Monday 13<sup>th</sup> May 2024 at 8.00 pm following the Parish Meeting, in the Village Hall**

## Public & Press:

You are invited to attend the meeting and are welcome to speak at the “opportunity for public statement” on the Agenda.

## AGENDA

Items marked in **bold** are documents that need to be reviewed/approved at the AGM. They will be available on the website prior to the AGM.

1. Election of Officers
  - 1.1. Chairman – Acceptance of office by Chairman to be signed.
  - 1.2. Vice Chair – Acceptance of Office by Vice Chairman to be signed.
2. Chairman’s Welcome.
3. To accept apologies and reasons for absence.
4. To make any declarations of interest – To declare any disclosable pecuniary interests, personal interests, or personal and prejudicial interests.
5. Confirmation of the accuracy of the minutes of the last meeting of the Council, 11th March 2024.
6. To review delegation arrangements to committees and working groups, review their terms of reference (**Terms of Reference document**) and appoint members.
  - 6.1. Planning Committee
  - 6.2. Finance Working Group
  - 6.3. Small Assets Working Group
  - 6.4. Sports Pavilion Working Group
  - 6.5. Village Hall Working Group
  - 6.6. Road Safety and Highways Working Group
  - 6.7. Documents Working Group
  - 6.8. IT Working Group
7. Review and adoption of appropriate **Standing Orders** and **Financial Regulations**
8. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
9. Review of representations on or work with external bodies and arrangements for reporting back.
10. Review of inventory of land and other assets including buildings and office equipment.  
**Schedule of Assets.**
11. To review and approve risk assessment and risk management arrangements. **Risk Register.**
12. Confirmation of arrangements for insurance cover in respect of all insurable risks;
13. Review of the Council’s and/or staff subscriptions to other bodies; CAPALC, Challenge, CPRE.
14. Review of the Council’s complaints / grievance procedure;

15. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation. Includes publication scheme and GDPR. **GDPR checklist.**
16. Review of the Council's policy for dealing with the press/media;
17. Review of the Council's employment policies and procedures;

## 18. Finance

### 18.1. Authorised payments:

- £ 196.20 HMRC 4<sup>th</sup> qrt. PAYE (chq. 1282) **paid**
- £ 100.00 Land Registry (Village Hall) (chq. 1283) **paid**
- £ 40.00 Land Registry (Sports Pavilion) (chq. 1284) **paid**
- £2,551.98 Clean Councils Insurance renewal Policy No.100723637BDN/LCO00924 (chq. 1285)
- £ 200.00 Age UK re Village Warden scheme (cheq.1286)
- £ 279.95 CAPALC affiliation fee for 2022/23 (chq.1287)
- £ 523.50 Mrs J Richards Apr/May salary (chq.1288).
- £ 10.00 Mrs J Richards purchase of photocopy paper (2 packs) (chq. 1288)
- £ 6.00 Mrs J Richards for 8 2<sup>nd</sup> class postage stamps (chq. 1288)
- £ 36.00 CPRE annual subscription. (chq.1289)
- £ 45.00 J.Dockerill (Running Total) payroll services Inv.1923 (chq.1290)
- £ 163.20 First Rescue Training & Supplies Ltd. Defib, adult & child pads. (chq.1291)
- £ 360.00 William Knowelden Garden Services. Inv.WKGPC2401 (chq.1292)
- £ 117.60 RoSPA Inv. 78745 for 2024 Inspection report (chq. 12930)

### 18.2. Monies received:

- £13,624.00 SCDC Precept for 2024/25. Policy is now to pay full years precept in May.
- £ 70.00 d'Abo Tennis Club contribution to upkeep of recreation ground.

### 18.3. Summary of bank balances as at 13/05/2024

- Lloyds A/C: £32,531.66
- High Interest Account: £16,737.22
- Total £ 49,268.88 Less accrual's £424.70 = £48,844.18

Accounts distributed to all Councillors.

## 19. Internal audit documents for signature:

- 19.1. Minute agreement for **Certificate of Exemption** letter to External auditors,
- 19.2. Statement of Accounts
- 19.3. **Bank reconciliation**
- 19.4. Annual Return 2023-24 – To approve the **Annual Governance Statement.**
- 19.5. Annual return 2023-24 – To approve the **Annual Accounting Statement.**

20. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Dates of Parish Council meetings before the next AGM are: 8th July 2024, 9th September 2024, 11th November 2024, 13th January 2025, 10th March 2025, 12th May 2025.

END OF AGM

21. Public Participation Session – The Chairman will invite questions and observations from members of the public present. A maximum time of 15 minutes will be allowed.
22. Motion. Chair proposes adoption of the new code of conduct based on the [Local Government Association Model Councillor Code of Conduct 2020](#). That is to be used by all councillor's

for 2024, including those new by co-option. This needs to be done at this meeting so the new councillors sign up to it.

23. Co-option of a new Parish Councillor(s) – Applications received from Paul McKenna and Caughlin Ryder for the two vacancies on WWPC.

23.1. To vote on the appointment of new councillor(s) by co-option.

23.2. **Declaration of Acceptance of Office** to be signed by co-opted Councillor(s).

23.3. **Register of Member Interests:** General Notice of Registrable Interests to be completed and signed by co-opted Councillor(s), both also to be Witnessed.

23.4. Co-opted Councillor(s) invited to join the meeting for discussion but unable to vote until papers and declarations acknowledged by SCDC.

## 24. Planning

### 24.1. Status of Applications

Reference	Descr.	Address	Proposal	WWP C	SCDC
24/0192/FUL	H d'Abo	Mines Park Chapel Road, W.Colville	Erection of country house, 2 staff dwellings, barn with parkland assoc. site works etc.	5/2/24	26/2/24
Ccc/22/057/FUL	Wilbraham Chalk pit	Gr.Wilbraham	Temp.use of land, erection of canopy, 2 portable bldgs..	21/2/24	6/3/24

24.2. Update on Solar Farm proposal.

25. **Village Hall:** Confirmation of Tim Bonfield & Martin Davey acting as representatives on the VHMC and their report.

25.1. *Subsidence cover:* The Parish Clerk has passed to the Chairman of the Village Hall a quote from their insurers but no decision has yet been made.

25.2. *Boundaries between Village Hall & Boreham development:* Update on whether confirmation of the width of the strip between the two sites has yet been given.

26. **Recreation Ground & Pavilion:**

26.1. Safety inspection report from RoSPA.

26.2. Sports Pavilion financial position: Update on any decisions made regarding financial assistance.

27. **Traffic Issues & Speed Restriction Equipment**

27.1. *Six Mile Bottom Road pavement:* Any further news.

28. **Play area:** RoSPA safety inspection report – Cllr Chandler.

29. **Report** by District Cllr. Harvey & County Cllr. – distributed & on web site.

30. **Any other business**

END OF PUBLIC MEETING

31. **Private Session**

31.1. **Motion:** Exclusion of the Public and Press Proposed, that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for agenda item 31.2 on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**31.2. Motion:** Discussion of Clerk Salary 2023/2024.

**The next parish council meeting will be held on Monday 8<sup>th</sup> July 2024 at 7.30pm.**

**Signed**

## **Appendix**

### **Data pack for Parish Meeting**

- A. Minutes of 2023 Parish Meeting

### **Data pack for AGM**

- B. Terms of Reference document
- C. Standing Orders
- D. Financial Regulations
- E. Schedule of Assets
- F. Risk Register (“West Wrattling Risk Management Policy”)
- G. GDPR checklist
- H. Certificate of Exemption (page 3 of AGAR)
- I. Statement of Accounts
- J. Bank reconciliation
- K. Annual Governance Statement (Section 1 of AGAR)
- L. Annual Accounting Statement (Section 2 of AGAR)