

Minutes of the meeting of Holme Parish Council Held on 16th May 2024 in Holme Village Hall

Councillors present: Cllr J Griffin (Chair items 1, 2 and 3), Cllr H Watson, Cllr P Sargent, Cllr E Whittaker (Chair items 4 onwards), Cllr L Roderick-Smith, Cllr J Edwards, Cllr W Aylesbury, Cllr D Neal
Also present: Mrs S Abbott (Clerk)

1. **Chairman's welcome** to all Councillors
2. **Apologies** for absence were received from County Cllr S Bywater and District Cllr T Alban
3. **Election of Chairman** Cllr L Roderick-Smith proposed appointment of Cllr E Whittaker as Chairman. This was seconded by Cllr H Watson. All agreed. Cllr E Whittaker signed acceptance of office
4. **Election of Vice Chairman** Cllr J Griffin proposed Cllr J Edwards as Vice Chairman. This was seconded by Cllr W Aylesbury. All agreed. Cllr J Edwards signed acceptance of office.
5. **To receive declarations of interest - none received**
 - a. Councillors to declare any personal interest in any items on the agenda.
 - b. Councillors to declare any personal and/or prejudicial interests in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.
6. **Public participation** - No members of the public attended the meeting
7. **Reports from District and County Councillors.** Clerk shared update from County Cllr S Bywater that roadsweepers coming to Holme on Friday 24th May. Clerk to produce notices asking people not to park on roads that day and find out planned date for weed spraying.
8. **To review Standing orders and adopt** Cllr L Roderick-Smith proposed that no changes required and can be adopted. Seconded by Cllr E Whittaker. All agreed
9. **To note new financial regulations released by NALC on 3rd May will be reviewed at July meeting.** Noted
10. **To review & note Risk Assessment.** Clerk to update register to include action that would be taken if gravestones are found to wobble.

11. **To review Policies & adopt** Cllr L Roderick-Smith proposed that no changes required and can be adopted. Seconded by Cllr E Whittaker. All agreed

12. **To approve and sign the minutes of meeting hold on 21st March 2024**
Cllr D Neal proposed that minutes be approved. Cllr J Edwards seconded. All agreed and Cllr E Whittaker signed the minutes

13. **End of year Accounts and completion of Annual Governance and Accountability Return (AGAR)** - Cllr E Whittaker proposed approval of all AGAR forms; seconded by Cllr J Edwards. All agreed

- a. To approve the Annual Accounts 2023/24 - **Signed by Cllr E Whittaker**
- b. To receive and note the Auditor's report - **Noted including note of thanks to clerk for excellent presentation of records.**
- c. Annual Governance Statement 2023/24. To read questions, approve and Chairman to sign. **Clerk read out questions. Cllr E Whittaker signed**
- d. Approval of Accounting Statements 2023/24 and Chairman to sign. **Cllr E Whittaker signed**
- e. Certificate of Exemption - (AGAR form 2) to resolve that Holme Parish Council meets the criteria for 2023-24 and wishes to be an exempt authority - signature by Chairman. **So resolved and signed**
- f. Agree dates for Exercise of Public Rights notice (3rd June to 12th July)
Agreed

14. **Financial report.**

- a. Current position: As at 5th May 2024 cash balances were £72,237.14. **Clerk explained that updated position at 5th May was £72,309.94**
- b. Payments to authorise: **Cllr W Aylesbury proposed approving payments. Seconded by Cllr D Neal. All agreed**

3/04	BACS	Clerk wages & expenses	£379.64
15/04	BACs	RJC Countryside invoice 2923	£427.20
15/04	DD	IONOS	£8.44
18/04	DD	O2	£7.64
23/04	BACs	RJC Countryside invoice 2928	£427.20
26/04	BACS	RJC Countryside invoice 2934	£427.20
To be paid	BACS	Clerk Wages & Exps May	£471.21
To be paid	BACS	RJC Countryside invoice 2935	£96.00
To be paid	BACS	I Cooper-Internal Audit	£80.00
To be paid	DD	Information Commissioner's Office annual fee	£40.00
Due in June	BACS	Society of Local Council Clerks subscription	£105.00

An invoice from CAPALC for training for £90 received since agenda issued was also approved for payment

- c. **To note: Receipts: £15,000 precept and £2,393.23 CIL received. CCC have been invoiced £726.60 for grass cutting Noted**
- d. **To note: Status of bank accounts with Unity Trust Bank & Barclays Bank Clerk explained issues with Barclays meaning that current account unexpectedly closed and for a period of time council unable to view the account. Given that Unity Bank Account is now operational, Cllr W Aylesbury proposed closing Barclays Savings account. Seconded by Cllr J Griffin. All agreed**

15. Understand and agree next steps for filling councilor vacancy Process and timelines agreed. Clerk to publicise vacancy

16. Survey of trees in Churchyard

- a) **To note results of survey conducted by Cllr H Watson Cllr H Watson reported that he inspected tree numbers 7, 8,9 & 10. All assessed in fair to good condition. Inspection of trees T8, T9 and T10 by a professional inspector recommended. Some branches are touching power cables. Clerk to submit application to HDC to work on a TPO tree and then contact Power company who have previously stated they would prune free of charge. Clerk to clarify with HDC when a TPO application can be made for tree T7. Clerk to report to HDC risk associated with a tree owned privately in Church Street.**
- b) **To agree appointment of contractor to inspect trees. Cllr W Aylesbury proposed appointing contractor used previously subject to confirmation that inspection includes ascending trees. Cllr L Roderick-Smith seconded. All agreed. Clerk to follow up with selected contractor to clarify whether inspection includes ascending the trees and report back.**

17. Beautification of village

- a) **Bin emptying - agree scope and roles & responsibilities All agreed that HDC are responsible for emptying 8 bins**
- b) **Agree next steps for appointment of a “handy person” All agreed that person appointed must have the necessary insurance. Clerk to obtain benchmarking price information from another parish. Cllr J Edwards to follow up on a potential service provider.**
- c) **Approve expenditure of up to £40 on long handled litter pickers Expenditure not approved. Clerk to obtain guidance on Health and Safety protocols to be issued to volunteer litter pickers**
- d) **To agree timings of purchase of a replacement notice board Agreed that replacement of Yaxley Road notice board be placed on hold pending potential start of nearby development works. Cllr J Griffin to explore alternative locations for board**
- e) **To review plans for refurbishing other two notice boards Cllr D Neal will refurbish once weather improves**
- f) **Agree scope of signage for POW graves Cllr E Whittaker to provide a design in order that clerk can obtain quotes**
- g) **Review correspondence from a resident Additional requirement**

identified to be included in review Cllr J Edwards and Clerk will be carrying out with RJC Countryside

18. **To receive update from playground subcommittee** Intention is to hold a public consultation meeting on proposed designs, location and costs this summer.

19. **Reports from Councillors/Clerk on activities since last meeting**

- Cllr W Aylesbury identified an additional requirement to be included in review of contract with RJC countryside (See 17 g)
- Cllr W Aylesbury requested that even if no decisions required planning applications be an agenda item at next meeting.
- Clerk highlighted that there had been stability issues with website in recent months and challenges in getting resolved quickly. All agreed that clerk to obtain quotes for support of a web developer.

20. **Date of the next Parish Council Meetings: 18th July, 19th Sept, 21st Nov**

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22nd May 2024