

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING, 28TH MAY 2024, COMMENCING 6.30 P.M., CLAYS LANE SPORTS PAVILION

Present: Cllrs A Riley, P Ackroyd, N Slater, A Hornby, R Grosvenor, J Riley

In attendance: Mrs K Lear, Mr V Kelly and Mr M Allan, SPCA

The Chairman opened the meeting welcoming residents and visitors to the meeting. He also wished it be noted that all members were thinking of Cllr Mike Ackroyd.

161/2024 Election of chair

It resolved that the Cllr A Riley would be elected as chairman

162/2024 Declaration of acceptance of office

The Chairman signed the declaration of acceptance of office, witnessed by the Proper Officer.

163/2024 Apologies for absence:

It resolved that apologies of absence were accepted for Cllr M Ackroyd and County Cllr J Jessel.

164/2024 Declaration of interest and dispensation requests from members

None submitted.

165/2024 Election/appointment of other positions

a) Election of Vice Chair

Vice chair

It was resolved that Cllr Mike Ackroyd would be elected as Vice Chairman.

b) Appointment of committees/working groups and terms of reference

It was resolved that the following committees be appointed:

Events and communications committee

Quorate 3

Cllrs J Riley, A Hornby, A Riley and N Slater.

Finance and General Purposes Committee

Quorate 3

Cllrs J Riley, P Ackroyd and R Grosvenor

Branston in bloom – Working Group

Cllrs A Riley and A Hornby

Staffing Committee

Quorate 3

Cllrs P Ackroyd, J Riley, R Grosvenor and N Slater

c) Regatta Allotment Committee Representative

It was resolved that Cllr N Slater will be the representative

d) Delegation scheme

It was resolved that the delegation scheme would be adopted.

- 166/2024 Declaration of General Power Of Competence
That the parish council, having met the conditions of eligibility as defined in the Localism Act 2011 adopts the general power of competence.
- 167/2024 Meetings
Calendar up to April 2025 (to include committee meeting dates)
Full council meetings will continue as the 4th Tuesday of the month, No meetings August and December.
Events and Communications Committee Meetings– 1st Tuesday of the month for the meeting. 12 meetings a year.
- Public participation**
- The Chairman suspended standing orders. Local residents were invited to raise any local issues.
- A member attended to raise questions in relation to the bar which was required for the D Day Events on the 6th June. The Chairman asked the resident to speak to Cllr J Riley direct.
- No other matters were raised.
- 168/2024 Volunteer certificate of achievement
The chairman of the full council presented certificates to local residents for all their community work.
- 169/2024 Minutes for approval, Extra ordinary meeting 15th April, full council meeting 23rd April 2024, Extra ordinary meeting 30th April, 2024
It was resolved that the minutes of the 15th April were approved as an accurate and factual record.
It was resolved that the minutes of the 23rd April were approved as an accurate and factual record.
Cllrs R Grosvenor and A Riley wished to abstain as they were not present at the meeting on the 30th April.
It was resolved that the minutes of the 30th April were approved as an accurate and factual record.
- 170/2024 Events and Communication Meeting, 2nd April 2024
Minutes were circulated prior to the meeting.
No matters were raised.
- 171/2024 Locations for bird boxes, hedgehog home donations

Members approved the Toad hole, and Riverside for bird box locations. It was noted that the donated boxes were not available yet. Clerk to be advised accordingly.

Toad hole was suggested for the hedge hog homes. Clerk to be advised when the donations are ready.

172/2024

Financial and Policy Matters

a) Payments

Payee	Explanation	Amount	Payment/Power
Payroll	Payroll	2094.57	EP/LGA
Alan Cox Decorating services	Painting of railings Maple Way	1559.52	EP/LGA
Broadband	Broadband - pavilion	24.95	EP/LGA
Starboard Systems	Accountancy system	489.60	EP/LGA
Astle Paterson	Legal advice	824.40	EP/LGA
Peach and Co	Annual Payroll processing	246.00	EP/LGA
Robert Lewis Signs	Signs, car park further trial	24.00	EP/LGA
Force Ten	Big Band for 6 th June	350.00	EP/LGA
C Slater Property	Drain works at Pavilion	72.00	EP/LGA
Mercia Events & Production	Stage for 6 th June D Day event	3100.00	EP/LGA
Mercia Events & Production	Portable toilet hire	500.00	EP/LGA
Perennial Landscapes Ltd	Grass cutting	739.58	EP/LGA
DSK Engineering Services	New notice boards, repair notice board, play inspections	2670.00	EP/LGA
Pennon Water Services	Water - pavilion	47.63	EP/LGA
JCA Graphics	8 Banners for advertising D Day	192.00	EP/LGA
Staffordshire parish council association	Development workshop	360.00	EP/LGA
Staffordshire parish council association	Annual membership	894.00	EP/LGA
JRB Enterprise Ltd	Dog dispenser refill waste bags	100.08	EP/LGA
Gemma Millard	Vintage Harmony Trio Singers 6 th June Event	850.00	EP/LGA
Bank transfer from Lloyds bank to HSBC	Grant	10000	EP/LGA

Payments processed using Debit card

Payee	Explanation	Amount	Payment/power
G C Hardwick and Sons	Engraving chain of office	45.00	EP/LGA

The Poppy Shop	Poppy wreaths for D Day, local schools to lay	54.98	EP/LGA
Asda	Fencing stain, Acorn Green	12.00	EP/LGA
Travis Perkins	Deposit for loan of barriers for 6 th June D Day events	150.00	EP/LGA
Screwfix	Lock changed to Coded lock for Aviation Lane Play Area. Previous lock broken.	15.49	EP/LGA
The Range	Brushes for stain fencing, clip frames for resident awards	8.92	EP/LGA

For internal controls, the bank statements were checked along with invoices by two councillors.

It was resolved that the payments be processed.

Bank rec 31st April 2024

Lloyds – current account - £101950.17

HSBC – current account - £19069.43

HSBC Saving account - £40129.48

Total: £161149.08

b) Expenditure to date against budget

It was resolved that Option 2 report would be accepted. Ear marked reserves would be presented via a separate report. There was a brief discussion in relation to the best reports which Scribe can produce.

173/2024

Aviation Lane Play Area Refurbishment

Members resolved that for the moment, the trees will be removed from the works completed by Wicksteed. This will enable the repair of the mouth of the goal posts (as they will not be relocated), painting of youth shelter etc to be completed within the tender works.

There was a discussion in relation to trees being introduced possibly later on in the year. Council could explore any possible grants at that moment in time.

174/2024

Additional works, along with timescale, Aviation Lane perimeter fencing and access gate, proposed budget up to £3.2K

It was resolved that the works would be carried out once the refurbishment has been completed and the formal opening had taken place.

There was a discussion on which budget would pay for the works. Clerk to obtain quotations now that works had been agreed.

- 175/2024 Annual direct debits, utilities, broadband, mobile phone, ICO
It was resolved that the annual direct debits would continue.
- 176/2024 Insurance policy renewal
It was resolved that Clear Council would be appointed as the insurer for this year.
Members resolved that the payment would be processed with the payments approved earlier on in the meeting.
- 177/2024 Utility contract renewal – gas and electricity
It was resolved that a three year contract would be secured with British Gas.
Clerk to proceed.
- 178/2024 Chain of office, budget up to £2.2K
It was resolved that the item be deferred until the Finance Committee had reviewed how this item would be funded.
- 179/2024 MUGA for basket ball coaching sessions
A member was aware of basket ball coaching taking place in Swadlincote.
Members asked the clerk to investigate whether they wished to offer any provision in Branston. Clerk to make initial contact. Members did not wish to discuss possible hire costs of the MUGA, Clays Lane, at this moment in time.
- 180/2024 Code of conduct policy
It was resolved that the code of conduct be adopted by members.
- 181/2024 Members to complete annual register of interests
Documents were circulated to members for completion and return to clerk.
- 182/2024 Internal Auditor Report 2023-24
The report was circulated prior to the meeting. It was noted that the RFO/Clerk makes purchases so the council can satisfy itself that expenditure is both lawful and in line with council decisions. Chairs of committees was also noted and the perception of conflict of interest particularly for budget setting.
Chairs need to be listed on the website under the committee section.
- 183/2024 Annual governance statement 2023-24
The report was circulated prior to the meeting.
It was resolved that members felt that the corporate body met all 8 annual governance statements.
Clerk and Chairman signed the documentation on behalf of full council.
- 184/2024 End of year account status

The RFO presented the end of year accounts. It was resolved that these were accepted by members.

RFO and Chairman signed the documentation on behalf of full council.

185/2024 Public rights period 2023-24

Clerk advised members that public rights will commence 3rd June.

186/2024 Correspondence

a) Planning applications

Planning application circulated in advance of the meeting. Members did not raise any questions or concerns.

b) Correspondence from residents, third parties

County Cllr Julia Jessel report was noted. A member was asked to give an update to Warren Lane residents in relation to SCC continuing to investigate gully cleaning.

The mobile post office closure was noted.

ESBC Parish forum zoom meeting. The Chairman confirmed that he would like to attend. Clerk to confirm his attendance.

Members were presented with a copy of the Good Councillor Guide.

The Chairman requested that the lithium batteries and their disposal proposals be agenda item after the July elections.

Warm spaces support offer – The Chairman, member and clerk to meet with Trent and Dove to establish what support can be given.

187/2024 Clerks report

Points from the clerks report:

- a) Members were invited to consider any possible grant application for the support Staffordshire grant applications currently open for applications
- b) Speed watch – Branston speed watching will be commencing
- c) SPCA training – Cllrs R Grosvenor, J Riley and P Ackroyd wished to attend Finance for Councillors training.
- d) Good councillor guide issued to members
- e) ROI documentation issued to members for completion and returning to clerk

UNDER THE PUBLIC (ADMISSION TO MEETINGS) ACT 1960 IN VIEW OF THE SPECIAL NATURE OF THE BUSINESS TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW

188/2024 Volunteer Award Scheme Nominations

Members had no nominations for consideration.

189/2024 Legal report and possible additional support.

The report was noted. No further works was required at this moment in time.

Signed:

Date: