

Shipton Parish Council

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Annual Meeting of Shipton Parish Council Minutes

Held by virtual means on Tuesday 4th May 2021, 20:00

Councillors present: Cllrs Chalklin (elected Chairman), Griffiths, Kealy, Hawley and McKinna
In attendance: 3 members of the public

- 210504/1 To elect the Chairman and to receive the Declaration of Acceptance of Office:** Cllr Griffiths thanked Cllr Kealy for his term in office. Cllr Chalklin was nominated as Chair by Cllr Kealey and seconded by Cllr McKinna. The Declaration of Acceptance Form will be signed in due course.
- 210504/2 To elect the Vice Chairman and to receive the Declaration of Acceptance of Office:** Cllr Kealy thanked Cllr Griffiths for his term in office. Cllr Griffiths was nominated as Vice Chair by Cllr Kealy and seconded by Cllr Hawley. The Declaration of Acceptance Form will be signed in due course.
- 210504/3 To confirm that all Members, Register of Interests are current:** Confirmed.
- 210504/4 Apologies:** Cllr Paul Hodgkinson and Cllr Robin Hughes sent their apologies.
- 210504/5 Declarations of Interests:** Cllr Kealy declared that he was a Reading Room Trustee.
- 210504/6 Minutes of previous meeting:** Cllr Chalklin advised that the PC could not formally approve these minutes because of personnel changes on the Council. However, SPC do believe they are a fair reflection of the meeting that took place on 15th May 2019. The Clerk will make a note on the Minutes to this effect.
- 210504/7 Matters arising from previous meeting:** None
- 210504/8 To appoint the Parish Clerk and RFO:** Chair, Cllr Chalklin asked Cllr Griffiths and Cllr McKinna if they were prepared to continue as RFO and Acting Parish Clerk respectively. Both confirmed they were.
- 210504/9 To allocate Councillor responsibilities:** It was agreed that specific responsibilities would be given to councillors as follow:
- | | | |
|----------------|---|---------------|
| Highways | - | Cllr Chalklin |
| Trees | - | Cllr Kealy |
| Communications | - | Cllr McKinna |
| PROW | - | Cllr Hawley |
| Planning | - | ALL |
- 210504/10 To allocate other community responsibilities:** Cllr Kealy agreed to discuss the Snow Warden position with Harvey, who works for CHB.
- 210504/11 To consider any necessary changes to current policies and council documents:** It was agreed that SPC would continue with all the existing policies and practices in line with NALC guidelines with an additional policy to be added regarding memorial benches.
- 210504/12 To receive comments from the public:**
12.1 A resident raised the idea of SPC using technology more when holding PC meetings and suggested that recordings were taken, rather than minutes being prepared. This was acknowledged as a good idea, however, current legislation requires meeting minutes to be posted on PC websites and noticeboards
- 210504/13 Annual Finance update:**
13.1 The Responsible Finance Officer, Cllr Griffiths provided a financial update and presented the 20/21 Annual Financial Report, confirming compliance with the certificate of exemption which was accepted without further comment. Please see Appendix 1 for details.
13.2 The dates set for the period for the exercise of public rights commence on Monday 14th

June 2021 and end on Friday 23rd July 2021.

210504/14 To note and consider any current planning applications: None, apart from tree works at College Farm, 21/01688/TCONR. *No comments/objection.*

210504/15 Village grass cutting and maintenance report: Cllr Chalklin advised that the grass cutting contract had been awarded to M.J. Lewis. Two cuts have been made and approval sought for payment at £100.00 per cut. This was approved. Note: A request was made that Village cuts are not made after 6pm or on a Saturday or Sunday.

210504/16 To review relevant correspondence received since the last meeting:

16.1 A resident has recently complained about visitor parking in front of Church Row Cottages. SPC request that all residents and visitors are respectful when vehicles are parked in the road or outside of other people's properties. Note: highways must be kept clear enough to always allow for ambulance and fire engine access.

16.2 Several villagers have offered to assist with the Village Spruce which will be organised once Covid restrictions have been lifted. Cllr Chalklin thanked these residents for their offer of help.

16.3 Cllr Hawley has been contacted via email from a resident thanking SPC for the clearance of the footpath along A40.

210504/17 Date of next meeting: TBC, but probably Sept/Oct 2021

Meeting closed: 20:30

Signed:

Date:

APPENDIX 1**Shipton Parish Council Financial Report for the 12 months to 31st March 2021**

	12m to 31/3/20	12 months to 31/3/21
	£	£
Precept Income	17,600	17,600
VAT Refund	924	246
Total	18,524	17,846
Council Spending	515	422
Parish Clerk	824	0
Training	700	97
Village Upkeep	2,275	1,778
Capital Spending	489	0
PWL Costs	0	3,190
Rounding Error	(5)	
Rounding Error Reversal		5
Total Expenses	4,798	5,492
Surplus	13,726	12,354
Brought Forward	8,851	22,577
Year End Cash at Bank	22,577	34,931

These accounts have been prepared without reference to a £280,000 Public Works Loan which was secured by the Parish Council during the financial year and has been gifted by the Parish Council, on behalf of the village, to the Reading Room Trustees to help finance the renovation and extension of the Reading Room. Included in PWL costs is a £98 arrangement fee imposed by the Public Works Loan Board. The first of the bi-annual interest and repayment charges will be paid in June 2021 and the second six months later. These bi-annual charges will be paid by the Parish Council and reflected in future financial accounts. NB: **The Village precept is due to reduce to £15.6k as a result of reduced interest rates on the PWL**