

Shipton Parish Council

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DRAFT Annual Meeting of Shipton Parish Council Minutes

Friday 13th May 2022 in the Reading Room following the Annual Parish Meeting

Councillors present: Cllrs Chalklin (elected Chairman), Griffiths, Kealy and McKinna. Cllr Chalklin left the meeting at 7.20pm.

In attendance: 5 members of the public

- 220513/1 Welcome and apologies:** Cllr Chalklin opened the meeting, welcomed all attendees and gave apologies from Cllr Hawley and County Councillor Paul Hodgkinson.
- 220513/2 To elect the Chairman and to receive the Declaration of Acceptance of Office:** Cllr Chalklin was nominated as Chair and the role agreed by Council. The Declaration of Acceptance Form will be signed in due course.
- 220513/3 To elect the Vice Chairman and to receive the Declaration of Acceptance of Office:** Cllr Kealy was nominated as Vice Chair and the role agreed by Council. The Declaration of Acceptance Form will be signed in due course.
- 220513/4 To confirm that all Members, Register of Interests are current:** Confirmed.
- 220513/5 Declarations of Interests: To receive disclosures of personal, pecuniary, and prejudicial interests from Councillors on matters to be considered at the meeting.** NONE.
- 220513/6 Minutes of previous meeting: To resolve to approve the minutes of the previous meeting held on 4th May 2021 via Zoom.** APPROVED.
- 220513/7 Matters arising from previous meeting:** NONE.
- 220513/8 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.
- 220513/9 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 |
- 220513/10 To allocate other community responsibilities:** Cllr Kealy agreed to discuss the Snow Warden position with Harvey, who works for CHB.
- 220513/11 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 the recently approved Scheme of Delegation for Planning.
- 220513/12 Annual Finance update:** RFO, Cllr Griffiths confirmed that the accounts were all in order except for the external audit that would be taking place imminently. Council had reviewed the prepared financial summary previously circulated by the RFO (see Appendix) and formally ratified it at the meeting.
- 220513/13 To note and consider any current planning applications:** NONE. All dealt with as required during the last 12 months and comments submitted directly to CDC via the planning portal.

220513/14 Village grass cutting and maintenance report: Cllr Chalklin advised that the grass cutting contract had been awarded to Mr M.J. Lewis last year as part of a tender process. A resolution was passed to approve a 3-year contract to Mr M.J Lewis.

220513/15 Date of next general meeting: 21st July 2022

Meeting closed: 19:50

Signed:

Date:

APPENDIX – Finances

Shipton Parish Council Financial Report for the 12 months to 31st March 2022

	12m to 31/3/21	12 months to 31/3/22	
	£	£	£
Precept Income	17,600		15,600
VAT Refund	246		0
Total	17,846		15,600
Council Spending	422		640
R/Room Project Management	0		13,200
Village Upkeep	1,778		1,407
PWL Costs	3,190		8,626
Rounding Error Reversal	5		0
Total Expenses	5,492		23,873
Surplus	12,354		
Deficit			(8,273)
Brought Forward	22,577		34,931
Year End Cash at Bank	34,931		26,658

These accounts have been prepared without reference to a £280,000 Public Works Loan which was secured by the Parish Council in December 2020 and 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. The debt to the Public Works Loan Board now stands at £276,566. The interest and repayment charges are paid bi-annually in June and December. The annual cost to the Parish Council is £8,626.