

17th May 2023

MELTON CONSTABLE PARISH COUNCIL

Clerk: Amanda Yacoubian

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MINUTES of the Melton Constable Annual Parish Council meeting held on 17th May 2023 at 7.30 pm

Present: S Unsworth
Elizabeth Good
J Cox
D Carter
T Jarman

A Yacoubian: Clerk

2023/29 (i) To elect a Chair for 2023 - 24

On a PROPOSAL by Cllr Unsworth, SECONDED by Cllr Cox, Cllr Dave Carter was elected as Chair. The Declaration of Office will be signed in the presence of the Clerk.

(ii) To elect a Vice Chair for 2023 - 24

On a PROPOSAL by Cllr Carter, SECONDED by Cllr Jarman, Cllr Unsworth was elected as Vice Chair. The Declaration of Office will be signed in the presence of the Clerk.

2023/30 Apologies for Absence

Cllr Steffan Aquarone, Cllr Andrew Brown

2023/31 To approve the Minutes of the Parish Council Meeting held on 8th March 2023

On a PROPOSAL by Cllr Unsworth SECONDED by Cllr Cox, it was AGREED to accept the minutes of the meeting of 8th March 2023 as a true and accurate record.

2023/32 Declarations of Interest - none

2023/33 To consider matters arising from the last minutes – Defibrillator may need replacing, we need to check the date it was installed

2023/34 To receive County & District Reports – Cllr Andrew Brown sent a report which was emailed to the Councillors

2023/35 To adjourn the meeting to allow for public participation
No-one present

2023/36 To receive members reports:

Churchyard – need to check if grass is being cut

Southside – nothing to report

Bus Shelter – Cllr Jarman and Clerk to look into Notice Board & upgrading Muriel

Play Area- Clerk to ask P Collins to trim round the play equipment

Recreation Ground – Everything is fine and the bins are being emptied

Northside – nothing to report

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- 2023/37 Decide on course of action regarding street light improvements – There are 8 lights with solar panels, Clerk to approach Westcotec for costing to upgrade lighting.
- 2023/38 Allotments: to update on allotment issues and agree a date for the annual inspection – Sunday 28th May 11am
- 2023/39 To consider any applicants for councillor vacancies – ask Jenny to re-run advert. Clerk to look into getting a notice board for the bus stop. Also Clerk to write to school to suggest refurbishing the mural, Cllr T Jarman.
- 2023/40 To consider planning applications - none

2023/41 Finance

- (i) To Approve the financial statement circulated by the Clerk on 9th May 2023 (cash Book and budget) Bank statement emailed to Councillors on 17th May
On a PROPOSAL by Cllr Unsworth SECONDED by Cllr Carter it was AGREED to approve the cash book and budget
- (ii) To approve the following payments
All invoices are emailed to Cllr's before any payments by BACS are authorised
On a PROPOSAL by Cllr Unsworth SECONDED by Cllr Carter it was AGREED to approve the following payments:

10.03.23	£160.00			NPT&S subscription
17.03.23	£28.89	x	X	Npower
20.03.23	£13.25		X	Westcotec
28.03.23	£291.41			A Yacoubian Clerk salary
28.03.23	£45.83			Melton Constable Country Club
31.03.23	£400.00			G W Harrold & Partners rent allotment field
31.03.23	£400.00			G W Harrold & Partners rent allotment field
04/04/2023	£382.00			Paul Collins grass cutting March
11/04/2023	£67.50			JR Hitchens
19/04/2023	£31.54		x	N Power
20/04/2023	£207.05		x	Rialtas Business solutions Allotment software
21/04/2023	£13.25		x	GoCardless Westcotec
21/04/2023	£7.50			W Jowett
25/04/2023	£139.25			NALC
28/04/2023	£8,000.00			NNDC Precept
28/04/2023	£291.41			A Yacoubian Clerk
28/04/2023	£45.83			Melton Constable Country Club storage
02/05/2023	£382.00			Paul Collins grass cutting April
05/05/2023	£55.20			Community Heartbeat
09/05/2023	90.00			Jo Boxall internal audit

- (iii) To declare the Parish Council exempt from external audit in 2022 - 23

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As the payments and receipts of the Parish Council were below £25,000, on a PROPOSAL by Cllr Unsworth, SECONDED by Cllr Carter, it was AGREED to declare the Parish Council exempt from external audit.

- (iv) To receive the internal auditor's report
The internal auditor's report was read and recommendations were noted. "Financial regulations and associated policies have not been reviewed since November 2020"
- (v) To approve the Annual Governance Statement 2022 - 23
On a PROPOSAL by Cllr Unsworth, SECONDED by Cllr Cox, the Annual Governance Statement was APPROVED and signed.
- (vi) To approve the Accounting Statements 2022 - 2023
On a PROPOSAL by Cllr Jarman, SECONDED by Cllr Unsworth, the Accounting Statements were APPROVED and signed.
- (vii) To approve the Certificate of Exemption 2022-2023
On a PROPOSAL by Cllr Carter, SECONDED by Cllr Unsworth, the Certificate of Exemption was APPROVED and signed.
- (viii) To approve an internal auditor for 2023 - 24
On a PROPOSAL by Cllr Cox, SECONDED by Cllr Unsworth, it was AGREED to appoint Jo Boxall to conduct the Internal Audit for 2023 – 24
- (ix) To agree the period of Notice for the Exercise of Public Rights (12th June 2023- 24th July 2023)
On a PROPOSAL by Cllr Cox, SECONDED by Cllr Jarman, the period of Notice for the Exercise of Public Rights was agreed
- (x) To review and update Financial Risk Assessment to include payment by BACS as per audit
On a PROPOSAL by Cllr Cox, SECONDED by Cllr Unsworth, the Financial Risk Assessment was AGREED and signed by the Cllr Carter
- (xi) To review and update the Financial Regulations to include payments by BACS as per audit
On a PROPOSAL by Cllr Cox, SECONDED by Cllr Carter, the Financial Regulations were AGREED

2023/42 To decide on new options on cover offered by the Annual Insurance – The form was completed, Clerk to send back to ins brokers

2023/43 Correspondence & Clerks report

- (i) Defibrillator is reaching the 10 years after which it is recommended that it should be replaced – Check date defib was installed, Clerk to check email
- (ii) Email has been received offering training Play Equipment Inspection Training
9 May or 9 November, 1 - 4 pm Dereham, £40 CAN members | £60 non-CAN members – it was decided not to go ahead
- (iii) Email received from NALC re gov.uk email domain and website management – it was decided to volunteer for the Pilot scheme.

2023/44 To agree the date and time of next meeting – 5th July 2023

Meeting Closed 8.56pm

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Clerk Chair Dated