

**Minutes of the Annual Meeting of Misterton with Walcote Parish Council
Held on Tuesday 21 May 2024 at 7.05pm at Walcote Memorial Hall**

Present: Councillor Sephton Green (Chairman)
Councillor Liz Marsh
Councillor Lindsey Astle
Councillor James Robertson
Councillor Deborah Irons
Clerk Cathy Walsh
3 member(s) of the public

24.1. To elect a Chairman of the Council

Councillor Green was unanimously elected as Chairman for 2024-2025.

24.2. To elect a Vice-Chairman of the Council

Councillor Robertson was unanimously elected as Vice-Chairman for 2024-2025.

24.3. To receive the Chairman's and Vice-Chairman's declaration of acceptance of office

Councillor Green signed a declaration of acceptance of office of Chair form.

Councillor Robertson signed a declaration of acceptance of office of Vice-Chair form.

24.4. To receive apologies for absence

None.

24.5. To receive disclosures of interests from members and requests for dispensations

There were no disclosures of interests or requests for dispensations.

24.6. To appoint representatives to outside bodies:

24.6.1. Black Horse Community Benefit Society

Resolved to appoint Councillor Robertson.

24.6.2. Eight Parishes Community Interest Company

Resolved to appoint Councillor Marsh.

24.6.3. Leicestershire & Rutland Association of Local Councils

Resolved to appoint Councillor Astle.

24.6.4. Parochial Church Council

Resolved to appoint Councillor Marsh.

24.6.5. Misterton with Walcote Community Trust

It was queried whether the council still needs to appoint a representative to the Trust. It was agreed that this decision should be deferred until the next meeting as it will need a specific agenda item. **Deferred to next meeting.**

Signed:

24.7. To consider appointing a LRALC representative to attend its AGM on 05 October 2024

The council does not have a representative available to attend the meeting.

24.8. To review the Asset Register

The Asset Register at 01 April 2024 was **approved**. Updates to the current Asset Register will be made to include the purchase of a new bench, the removal of one goal post and to re-label the picnic benches numerically.

24.9. To review the council's Standing Orders

The council **resolved** to approve the Standing Orders with no amendments.

24.10. To defer the Financial Regulations review due to NALC publishing a new version the Financial Regulations

The National Association of Local Councils (NALC) has recently published a new version of the model Financial Regulations. These have been significantly updated from the 2019 version. The council **resolved to defer** the approval of the new regulations until they can be scrutinized and tailored to the Parish Council.

24.11. To review the policies below:**21.11.1. Annual Leave Policy**

Resolved to adopt the document as presented.

21.11.2. Annualised Hours Policy

Resolved to adopt the document as presented.

21.11.3. Data Breach Policy

Resolved to adopt the document as presented.

21.11.4. Data Protection Policy

Resolved to adopt the document as presented.

21.11.5. Document Retention Policy

Resolved to adopt the document as presented.

21.11.6. Equal Opportunities Statement

Resolved to adopt the document as presented.

21.11.7. Expenses Policy

Resolved to adopt the document as presented.

21.11.8. General Privacy Notice

Resolved to adopt the document as presented.

21.11.9. Health and Safety Policy

Resolved to adopt the document as presented.

Signed:

21.11.10. Home Working Policy

Resolved to adopt the document as presented.

21.11.11. Lone Working Policy

Resolved to adopt the document as presented.

21.11.12. Privacy Notice

Resolved to adopt the document as presented.

21.11.13. Reserves Policy

Resolved to adopt the document as presented.

21.11.14. Risk Assessment & Management Policy

Resolved to adopt the document as presented.

24.12. To review the council's Code of Conduct

Resolved to adopt the document as presented.

24.13. To review the council's insurance needs for 2024-2025 and approve the renewal quote

Resolved that having reviewed the current level of cover no amendments were required. The year 2024-2025 will be the 2nd year of a 3 year long term agreement.

Resolved to approve the renewal quote.

Agreed to consider adding cyber-attack cover. For discussion at the next meeting.

24.14. Finance**24.14.1. Bank reconciliation and bank statement verification for year ended 31 March 2024**

Resolved to approve the bank statement verification and bank statement reconciliation. The documents were signed by the Chairman.

24.14.2. To approve the Accounts and Financial Statement for year ended 31 March 2024

Resolved to approve the Accounts and Financial Statement.

24.14.3. To note the Direct Debit and Standing Order instructions that are in place for regular payments

The continued use of direct debit payments for pension payments, mobile phone contract and Data Protection fee was noted. The continued use of standing orders for payroll and salary payments was noted.

24.14.4. To approve the schedule of payments and sign confirmation receipts for electronic payments

It was **resolved** to approve the schedule of payments below and the receipts for electronic payments was countersigned by the Chairman.

Signed:

Ref	Payment Method	Payee	Description	Amount
E25-01	BACS	DCK Payroll Solutions Limited	PAYE Year End 2023-2024	£36.00
E25-02	BACS	LRALC Limited	Membership 2024-2025 LRALC £300 NALC £29.62	£329.62
E25-03	BACS	Cathy Walsh	Additional hours for 2023-2024	X
E25-04	CHQ	Wells McFarlane Ltd	Production of report and valuation on the land at S Kilworth Road	£1,828.69
E25-05	BACS	Julie Morris	Internal Audit 2023-2024 fee	£90.00
E25-06	SO	Cathy Walsh	Salary - Apr 2024	X
E25-07	DD	Sky Mobile	Mobile phone bill 18 Apr - 17 May 2024	£15.00
E25-08	SO	DCK Payroll Solutions Limited	Payroll - Apr 2024	£36.00
E25-09	DD	NEST	Pension - Apr 2024	X
E25-10	CHQ	Cathy Walsh	Clerk's allowances and expenses	£183.75
E25-11	CHQ	Clear Insurance Management Ltd	Insurance premium for 01.06.24 - 31.05.25	£571.14
E25-12	CHQ	Trade & DIY Products Limited	Wirksworth bench, plaque and fixing kit	£838.84
Total				£3,929.04

24.14.5. To note the Bank Reconciliation at 15 May 2024

Resolved to note the Bank Reconciliation.

Opening Balance	1-Apr-24	£35,836.54
Receipts to	15-May-24	£23,331.44
Payments to	15-May-24	-£3,426.00
Cash in hand at	15-May-24	£55,741.98

(as per Cash Book)

Cash in hand per Bank Statements

Current Account	£21,871.18
Capital Reserve Account	£5,449.57
Liquidity Manager 35 Day Account	£27,763.08
Pre-Paid Debit Card	£315.70
Plus unrepresented receipts	£526.20
Less unrepresented payments	-£183.75

Bank Reconciliation at 15-May-24 £55,741.98

24.14.6. To note the Receipts & Payments Summary at 15 May 2024

Resolved to note the Receipts & Payments Summary.

24.14.7. To approve the clerk's expenses and allowances claim

Resolved to approve the expenses and allowances claim.

24.14.8. To update the signatories on the bank mandate

Resolved to update the bank mandate to add Councillor Irons as signatory.

24.15. To consider and approve documents relating to the Annual Governance & Accountability Return 2023-2024

24.15.1. To receive the Annual Internal Auditor's Report 2023-2024

The internal audit was carried out on 18 April 2024. The internal auditor ticked 'yes' to all internal control objectives she was required to consider, with the exception of those not covered i.e. objective F as the council does not hold any petty cash and objective K as the council did not declare itself exempt from a limited assurance review in 2022-2023. No

Signed:

recommendations were made by the auditor for the council to consider.

24.15.2. To complete, approve and sign the Annual Governance Statement 2023-2024

Resolved that statements 1-8 of the Annual Governance Statement 2023-2024 be agreed as 'yes' responses; the Annual Governance Statement 2023-2024 be approved and signed by the Chairman and the Clerk.

24.15.3. To receive, approve and sign the Accounting Statements 2023-2024

The Accounting Statements had been prepared and signed by the Clerk before being presented to the council for approval. **Resolved** to approve the Accounting Statements which were duly signed by the Chairman.

24.15.4. To receive and consider the explanation of variances

The council received and **noted** the explanations of variances.

24.15.5. To agree the dates for the period of public rights

The council confirmed the dates of the period for the exercise of public rights as Monday 3 June 2024 to Friday 12 July 2024, covering the required 30 working day period and first 10 working days of July 2024.

24.16. To approve the minutes of the meeting held on 28 March 2024

Resolved amended to include the clerk's attendance, the minutes were approved as a true record of proceedings.

24.17. To review any actions from the meeting held on 28 March 2024

Hedge cutting/laying at Franks Road Play area

Due to the bad weather this work has been delayed.

Multitplay climber – algae on timbers

Due to the bad weather this work has been delayed.

Potholes on Chapel Lane

The potholes reported to Leicestershire County Council have been marked up for repair. However, due to the wet weather, the paint used to mark the potholes has washed away.

Road sweeping request

Harborough District Council has been asked if a road sweeper could clean the section of the road in Misterton near the log. The work is still outstanding. The Clerk to chase up the request.

Skate Park signage

Councillor Marsh will order the signage now that the council has changed to a .gov.uk domain.

Gilmorton Road, Walcote

Potential planning breaches on land at Gilmorton Road. The clerk was asked to chase up a response from Leicestershire County Council.

Signed:

24.18. To note any comments or questions from residents**24.18.1. Reports that the culvert under the A4304 adjacent to 27 Lutterworth Road needs clearing**

Leicestershire County Council inspected the culvert and reported no issues with the culvert. Residents are advised to report any further concerns directly to Leicestershire County Council using their online reporting tool or by ringing customer services.

24.19. Play and Recreation Areas**24.19.1. To note the Routine Inspection of Children's Play Areas**

The routine inspection reports for 07 May and 05 April 2024 were noted.

24.19.2. To consider issues raised in the annual RoSPA inspection

Progress is being made with the list of items requiring attention, with some tasks still ongoing. It was decided to defer full consideration until the next meeting.

Agenda for the next meeting: To consider whether to repair or replace the wooden bridge.

24.20. To receive an update on South Kilworth Road Field

Solicitors have been instructed and a draft contract has been received from Whiterock Homes.

24.21. To note the Black Horse Community Benefit Society Ltd Financial Statements for year ended 31 December 2023.

The financial statements were noted.

24.22. To note Misterton with Walcote Community Trust accounts and Treasurer's Report for 01 April 2023 to 31 March 2024

The accounts and report were noted.

24.23. Any other business – for notification only

None.

24.24. To confirm the date of the next meeting(s)

The council confirmed the following meeting dates (all meetings will start at 7pm):

Tuesday 09 July 2024

Tuesday 10 September 2024

Tuesday 12 November 2024

Tuesday 14 January 2025

Tuesday 11 March 2025

Budget working party meeting (not public): Tuesday 10 December 2024.

The chair closed the meeting at 08.10pm.

Signed: