

# Kirkby La Thorpe Parish Council

Minutes for Annual Parish Council Meeting held on 20 May 2024 at 7.05 PM

Location: Longwater Stadium, Eslaforde Park, Boston Road, Sleaford, NG34 9GH

## MINUTES

Welcome and open the meeting.

- The meeting was opened at 7.05pm.

Present: Cllrs Phil White (Chair), Andy Parker, Wendy McConnell, Ken Hanslip (after being co-opted); Dermot Daly (Clerk); District Cllr Mervyn Head; no other members of the public.

**029/24** To agree on the Parish Council Chair for the forthcoming year.

- By majority it was RESOLVED that Cllr Phil White would be Chair for the current year.

**030/24** To agree the Vice Chair for the forthcoming year.

- Unanimously it was RESOLVED that Cllr Andy Parker would be Vice Chair for the current year.

**031/24** To receive and approve any apologies for absence.

- It was RESOLVED to accept the apologies from Cllrs Angela Bailey and Mickey Glithero.

- County Cllr Andrew Key apologised that he would be unable to make the meeting.

**032/24** To receive disclosures of interests from Councillors on matters at this meeting.

- There were no declared interests.

**033/24** To agree the co-option to the position of Councillor for the two casual vacancies and complete relevant documents.

- Ken Hanslip was RESOLVED unanimously to be co-opted as a new Councillor.

**034/24** To suspend Standing Orders and allow for Parishioner Questions and Observations and to receive reports from County and District Councillors.

- The Standing Orders were suspended for this item and the public made comments published as a separate appendix.

- 7.23pm Cllr Andy Parker left the meeting.

- 7.31pm Cllr Andy Parker rejoined the meeting.

- 8.08pm Cllr Ken Hanslip left the meeting.

## **PLANNING**

**035/24** 24/0570/FUL - The Queens Head, Church Lane, Kirkby La Thorpe - Demolition of existing conservatory and replace with an extension and alterations to create new lounge area along with internal alterations. [Deadline: 07/06/2024]

- It was RESOLVED not to respond as there was no objection to the application.

## **MEETINGS**

**036/24** To approve the Minutes for the Parish Council meeting held on 4th March 2024.

- It was RESOLVED by a majority that the Minutes were accepted as circulated.

## **ANNUAL POLICY & PROCESS**

**037/24** To adopt updated Standing Orders.

- It was unanimously RESOLVED that the Standing Orders were adopted as circulated.

**038/24** To adopt updated Financial Regulations.

- It was RESOLVED by a majority that the Financial Regulations were adopted as circulated.

**039/24** Review and agree the current asset list.

- It was RESOLVED to defer this item until the next meeting so that Insurance values can be reviewed and to get a green fencing quote for the playground.

**040/24** To review and agree the insurance cover for 2024-25.

- It was unanimously RESOLVED to accept the Insurance Cover as described in the circulated Schedule but that the review of the asset list may highlight anomalies to be then taken to the insurance company.

**041/24** To review and agree the annual subscriptions.

- It was unanimously RESOLVED to accept the subscriptions list as circulated.

**042/24** To adopt an updated Complaints Procedure.

- It was unanimously RESOLVED to accept the policy as circulated.

**043/24** To adopt an updated Data Protection Policy.

- It was unanimously RESOLVED to accept the policy as circulated.

**044/24** To adopt an updated Freedom of Information Policy.

- It was unanimously RESOLVED to accept the policy as circulated.

**045/24** To approve the Terms of Reference for the Staffing Committee and the members of that Committee.

- It was RESOLVED to defer this item until the next meeting.

**046/24** To discuss and agree steps in creating a Biodiversity plan, policy, or statement.

- It was RESOLVED to defer this item until the next meeting.

### **FINANCE**

**047/24** To present the period accounts and sign the bank reconciliation.

- It was RESOLVED to defer this item until the next meeting.

**048/24** To present and approve the accounts for payment.

- It was unanimously RESOLVED to approve the payments as circulated.

**049/24** To provide an update on the year end process.

- It was RESOLVED to defer this item until another meeting due to still awaiting internal audit.

**050/24** To agree posting of Exercise of Public Rights.

- This was noted by the Council.

### **GENERAL**

**051/24** To provide the local Police with the priorities for the parish.

- It was unanimously RESOLVED to submit the same concerns as last time.

**052/24** To provide an update, discuss, and agree actions relating to local flooding issues.

- There is a site meeting next week. Meet 45 minutes before at the Church (1.15pm).

- The Clerk to confirm arrangements with all parties.

**053/24** To provide update on Defibrillators.

- Cllr Andy Parker will check the school defibrillator to look at the status on the online system.

### **NEXT MEETING**

**054/24** To note further agenda items and arrangements for the next meeting (15th July 2024).

- Review asset list and any effects on the insurance.

- Terms and membership of the Staffing Committee.

- Creation of a Biodiversity plan, policy, or statement.

- Period accounts.

- Year end reporting and External Audit returns.

Meeting Close

- there being no further business the meeting was closed at 9.26pm.