

Kirkby La Thorpe Parish Council

Minutes for Annual Parish Council Meeting held on 4 May 2021 at 7.30 PM

MINUTES

Present: Cllrs Phil White, Michelle Morris, Simon Kirman, Andy Parker, Richard Bridgen. Dermot Daly (Clerk).
No public representation.

Statutory Items

- 041/21** Election of Chairman
- It was moved that Cllr Phil White remain as Chairman, p. Cllr Bridgen, s. Cllr Morris
- 042/21** Election of Vice Chairman
- It was moved that Cllr Andy Parker remain as Vice Chairman, p. Cllr White, s. Cllr Morris
- 043/21** To receive and agree apologies for absence - None.
- 044/21** To receive declarations of interest and applications for dispensation relating to business on the agenda - None.
- 045/21** To receive and approve for signature the Minutes of the Parish Council meeting held on 11th March 2021 - Appendix 1
- Moved to accept, p. Cllr White, s. Cllr Morris
- 046/21** Agree Ordinary meeting dates for 2021-22 - Appendix 2
- Moved to accept the following ordinary meeting dates: 8th July 2021; 16th September 2021; 11th November 2021; 20th January 2022; 10th March 2022; 12th May 2022 (Annual Parish Council Meeting) - p. Cllr White, s. Cllr Morris
- 047/21** Review and agree Asset Register - Appendix 3
- Moved to accept the asset register and to review the list again at the July meeting; Moved that Cllr Bridgen assist the Clerk to review the asset list.
- 048/21** Review and agree Insurance cover
- Moved to review the insurance against a revised asset register and identify any further insurance cover cost.

Review and re-adopt the Policies and Procedures (see Parish Council website) in respect of:

- 049/21** (i) Standing Orders - Appendix 4 - Moved to accept as read, p. Cllr White, s. Cllr Morris.
- 050/21** (ii) Financial Regulations - Appendix 5 - Moved to accept as read, p. Cllr White, s. Cllr Morris.
- 051/21** (iii) Data Protection (GDPR) - Appendix 6 - Moved to accept as read, p. Cllr White, s. Cllr Morris.
- 052/21** (iv) Complaints Procedure - Appendix 7 - Moved to accept as read, p. Cllr White, s. Cllr Morris.
- 053/21** (v) Anti-Fraud & Corruption Policy - Appendix 8 - Moved to accept as read, p. Cllr White, s. Cllr Morris.
- 054/21** (vi) Community Engagement - Appendix 9 - Moved to accept as read, p. Cllr White, s. Cllr Morris.

- 055/21** (vii) Health & Safety Policy - Appendix 10 - Moved to accept as read, p. Cllr White, s. Cllr Morris.
- 056/21** (viii) Risk Management Policy - Appendix 11 - Moved to accept as read, p. Cllr White, s. Cllr Morris.
- 057/21** (ix) Social Media Policy - Appendix 12 - Moved to accept as read, p. Cllr White, s. Cllr Morris.
- 058/21** Review and agree plans for decision making and delegated authority during pandemic lockdown and outside of government emergency procedures
- The council moved that this would not be necessary and that all decisions can be deferred until the July meeting.

Annual and Regular Finance Items

- 059/21** (i) Presentation of Year-End Accounts - Appendix 13
- Moved to accept as read, p. Cllr White, s. Cllr Bridgen.
- Following internal audit the Clerk requested a Councillor assist with a quarterly bank reconciliation - it was moved for Cllr Bridgen to assist.
- 060/21** (ii) Review and agree the Certificate of Exemption for the Annual Governance and Accountability Return (AGAR) - Appendix 14 - Moved to accept as read, p. Cllr White, s. Cllr Bridgen.
- 061/21** (iii) Review and agree the Annual Governance Statement (AGAR Part 2 Section 1) - Appendix 15 - Moved to accept as read, p. Cllr White, s. Cllr Bridgen.
- 062/21** (iv) Review and agree the Accounting Statements for 2020/21 (AGAR Part 2 Section 2) - Appendix 16 - Moved to accept as read, p. Cllr White, s. Cllr Bridgen.
- 063/21** (v) To approve payments - Appendix 17 - Moved to accept as read, p. Cllr White, s. Cllr Morris.

General Items

- 064/21** Review and agree remaining actions for Waste Bins
- First bin located outside of the play-park. Clerk to chase situation on final bin.
- 065/21** Review and agree remaining actions for new Defibrillator
- It was moved to locate the new defibrillator adjacent to or on the framework of the noticeboard on Mount Lane.
- 066/21** Highways & Flooding report and update from District Councillor Mervyn Head with agreement of follow-on actions
- The Council will continue to monitor and review, applying pressure as required.

Planning Matters

- 067/21** Review and agree next steps on Neighbourhood Plan
- It has been identified that Kirkby La Thorpe has been unknowingly removed from the Sleaford Town Neighbourhood Plan that it was previously a part. The Clerk is to contact other local villages with regards a potential partnership. Potential funding streams will also be looked into and brought to the July meeting.
- 068/21** Update on progress of St Denys Church repairs and agree next actions
- The council is awaiting a response from the Archdeacon following the sending of a letter.

069/21 Play park proposal update and discussion
- Investigations are continuing with equipment providers.

070/21 To note any matters arising from the previous meeting Minutes not included on this agenda and for report only -
None.

071/21 To note further agenda items and arrangements for the next meeting
- It is hoped that the July meeting will be in person in the Church.

Meeting Close - 20:50