



Gorsley & Kilcot Parish Council

Minutes of the Meeting of the Parish Council
Held on Monday 15th May 2023 at 6.30pm in Christ Church Gorsley

Present:

Councillors: Nigel Warwick (Chairman), Steve Excell, Nigel Poole, Graham Price, Malcolm Riggs,
Mike Howley

Officers: Charlee Roberts (Clerk & RFO)

Other:

Prior to opening the meeting all members signed their acceptance of office forms following the election.

5 **Election of Chair**

Cllr Nigel Warwick was proposed as Chair, this was agreed by all and the position was accepted by Cllr Warwick.

6 **Election of Vice-Chair**

Cllr Steve Excell was proposed as Vice-Chair however he declined the position. Cllr Malcolm Riggs was proposed as Vice-Chair, this was agreed by all and the position was accepted by Cllr Riggs.

7 **Apologies for absence**

No apologies received.

8 **Declarations of Interest**

Each Cllr received a declaration of interest form to be completed. No Cllrs had any interests to declare for this meeting.

9 **Code of Conduct**

Councillors were reminded of their agreement to abide by the Code of Conduct, all in agreement.

10 **Standing Orders & Financial Regulations**

Council reviewed the proposed Standing Orders, these were agreed and adopted with immediate effect. Council reviewed the proposed Financial Regulations, and agreed to postpone adoption to the next meeting to allow for additional information to be added, including an appendix for the procedure of making online banking payments.

11 **Committees, sub-committees, working parties.**

The Council has no Committees, sub-committees or working parties.

12 **External Bodies**

The Council has no representatives on external bodies.

13 **Asset Inventory**

The Council reviewed the asset register and noted that the defib pads are due to expire around November 2023, Council will seek to order replacements in September 2023. Council noted that the bus shelter may require some work to be undertaken, Cllr Warwick will inspect the shelter and report back to Council.

Council noted that a refuge protection bollard by the bus stop on Kilcot Hill has been bent down, as this is not a Council asset the Clerk will notify Highways.

14 **Risk Assessment**

Council reviewed and accepted the Risk Management Controls.

15 **Insurance Cover**

Council noted that Insurance Cover is in place with BHIB under a LTA, with a renewal date of 1st June 2023, a renewal quote has been received however the increase of the premium cost is greater than anticipated and the Council wishes to check the terms of the Long Term agreement before agreeing to pay the quoted premium.

16 **Minutes of previous meetings**

Council reviewed minutes of the meeting held in 6th March 2023, no queries or comments, minutes approved and signed. Council reviewed minutes of the meeting held on 26th April 2023, no queries of comments, minutes approved and signed.

17 **Reports**

No reports received from County or District Councillors.

18 **Financial Matters**

Council has requested that the Clerk provides a copy of the agreed budget and schedule of regular payments for 2023-24 to all Councillors.

18.1 The Bank Reconciliation and End of Year accounts reviewed and approved.

18.2 The Council discussed the summary of reserves and agreed to begin reserves as stated in the 2023-24 budget.

18.3 Payments of Clerk Salary Adjustment & Homeworking allowance - £72 and PATA Payroll costs - £123.20 approved, the payments will be made via bank transfer. Council approved an exception to usual process to allow for Clerk to authorise payment alongside Cllr Warwick due to loss of one bank signatory, Cllrs Riggs, Excell and Poole agreed to be added as bank signatories which will be arranged asap.

18.4 Payments already made by standing order or bacs were all approved and include;

4.4.23 – IONOS Web Hosting - £7.20

25.4.23 – Clerk Salary - £216.8

27.4.23 – Clerk Salary adjustment(April) - £24.40

4.5.23 – IONOS Web Hosting - £7.20

19 **Annual Governance and Accountability Return 2021-22**

All items under 19 postponed to an additional meeting. To be arranged once internal audit completed.

19.1 **Annual Return - Governance Statements 2021-22**

To approve and sign Section 1 – Annual Governance Statement 2021-22

19.2 **Annual Return - Accounting Statements 2021-22**

To approve and sign Section 2 – Accounting Statements 2021-22

19.3 **Certificate of Exemption**

To agree that the Parish Council meets the exemption conditions and agree to certify as an exempt council, to agree to complete and submit the Certificate of Exemption for 2021-22

19.4 **Dates for the Exercise of Public Rights**

To confirm dates for the exercise of public rights.

19.5 **Review of investments and Banks Accounts**

To review the investments and bank accounts.

20 **Highways / PROW Matters**

Council noted that drainage works at Kilcot Cross have been completed and appears to have been successful.

21 **Planning Decisions**

There have been no updates to planning decisions. Council noted that application P0146/23/FUL has been withdrawn.

22 **Planning Applications**

There have been no new applications for discussion.

23 **Planning Enforcement**

The Council has not received any updates on enforcement actions.

24 **Clerk's Report**

Clerk noted correspondence received and that issue will be forwarded to the relevant parties.

25 **Meeting Dates**

The schedule of meetings for 2023-24 will be as follows:

Monday 3rd July 2023 at 7.30pm

Monday 4th September 2023 at 7.30pm

Monday 6th November 2023 at 7.30pm

Monday 8th January 2024 at 7.30pm

Monday 4th March 2024 at 7.30pm

The date and time for the next meeting of the Parish Council will be:

Monday 3rd July 2023 at 7.30pm.

Signed

Date