



# Gorsley & Kilcot Parish Council

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Minutes of the Meeting of the Parish Council  
Held Monday 20<sup>th</sup> May 2024 at 6.30pm in Christ Church Gorsley

**Present:**

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

Officers: Charlee Roberts (Clerk & RFO)

Others:

1 **Election of Chair**

It was proposed, seconded and agreed that Nigel Warwick will hold the position of Chair for this year. Acceptance of office form signed.

2 **Election of Vice-Chair**

It was proposed, seconded and agreed that Malcolm Riggs will hold the position of Vice-Chair for this year. Acceptance of office form signed.

3 **Apologies for absence**

Apologies for absence received and accepted from Steve Excell.

4 **Declarations of Interest**

None.

5 **Code of Conduct**

Councillors reviewed and agreed to the Code of Conduct.

6 **Standing Orders**

Council reviewed and adopted the current Standing Orders.

7 **Financial Regulations**

Due to the recent changes to the model Financial Regulations, Council agreed to postpone to the July meeting.

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

No committees, sub-committees, or working groups in place or currently required.

9 **External Bodies**

Council does not currently have any representation on external bodies.

10 **Asset Inventory**

Council reviewed the Asset Inventory and agreed no changes are required at present.

11 **Risk Assessment**

Council reviewed and accepted the Risk Management Controls.

12 **Insurance Cover**

Council noted insurance cover is in place until 1<sup>st</sup> June 2024.

Quotes for Insurance cover were received from Clear Councils and Zurich, two other companies were unable to provide a competitive quote and declined. Council reviewed quotes and agreed to proceed with the quotation from Zurich. Clerk will arrange for this to begin on 1<sup>st</sup> June 2024.

### 13 **Minutes of previous meetings**

Council reviewed and approved the minutes of the council meeting held on 4<sup>th</sup> March 2024. Chair signed the minutes.

### 14 **Reports**

No reports provided.

### 15 **Financial Matters**

15.1 The Bank Reconciliation and end of year accounts were reviewed and agreed by the Council

15.2 Council reviewed the internal financial control checks carried out by GP and clerk. No comments.

15.3 Council reviewed the summary of reserves and agreed to move remaining funds from the yearly budget headings to the earmarked reserves where applicable as per accounts sheet.

15.4 Council reviewed regular payments to be made by standing order or direct debit for 2024-25, and approved of all listed standing orders and direct debit payments for the year.

15.5 Council approved payments already made by standing order or bacs:

25.3.24 – Clerk Salary - £261.20

2.4.24 – ReadyPrint Subscription - £2.99

4.24 – Web Hosting - £7.20

25.4.24 – Clerk Salary - £261.20

2.5.24 – ReadyPrint Subscription - £2.99

4.5.24 – Web Hosting - £7.20

15.6 Council approved list of payments to be made, all to be made by bank transfer:

Clerk Homeworking Allowance - £52

Internal Audit Costs - £180

GAPTC Subscription Fee 24-25 - £79.21

PATA Payroll Costs - £124.20

### 16 **Internal Audit**

Council reviewed the Internal Audit report from GAPTC, noted recommendation to adopt a grant awarding policy and agreed for Clerk to create a draft policy for review at the next meeting.

### 17 **Annual Governance and Accountability Return 2023-24**

#### 17.1 **Annual Return - Governance Statements 2023-24**

Council approved and sign Section 1 – Annual Governance Statement 2023-24

#### 17.2 **Annual Return - Accounting Statements 2023-24**

Council approved and sign Section 2 – Accounting Statements 2023-24

#### 17.3 **Certificate of Exemption**

It was agreed that the Parish Council meets the exemption conditions. Council agreed to certify as an exempt council, and completed the Certificate of Exemption for 2023-24

#### 17.4 **Dates for the Exercise of Public Rights**

Council confirmed dates for the exercise of public rights as 3<sup>rd</sup> June 2024 – 12<sup>th</sup> July 2024.

#### 17.5 **Review of investments and Banks Accounts**

Council reviewed Bank Accounts and all agreed are happy with current arrangements. The Council has no investments.

### 18 **Highways / PROW Matters**

PROW – Electric cables being cleared and tree touching internet cables being dealt with on Kilcot Green.

Response received about the handrail for the bridge on GCK22, PROW officers have determined that no repair is currently required.

Council is still awaiting a response from PROW about the dog stile that is due to be installed.

19 **Planning Decisions**

No official planning decisions received. Council noted that the appeal for Box Bush barn has apparently been denied, however this will need to be officially confirmed for the next meeting.

20 **Planning Applications**

No planning applications.

21 **Planning Enforcement**

Council noted that a visit has taken place to the Barn on Sterrys Lane and further action is to be taken.

A court case is in progress for Marshalls Meadow for the removal of the mobile home/noncompliance with a planning decision.

Planning enforcement are planning a visit to the barn on Ford Lane.

22 **Clerk's Report**

None.

23 **Meeting Dates**

Council agreed the following dates for the meetings for the year:

1<sup>st</sup> July 2024

2<sup>nd</sup> September 2024

4<sup>th</sup> November 2024

6<sup>th</sup> January 2024

3<sup>rd</sup> March 2024

All meetings are on Mondays to begin at 7.30pm in Christ Church Gorsley.

Signed ..... Date .....