

Minutes of the meeting of Hulcott Parish Council held on Tuesday 10 May 2022

at 6:00 p.m. in Hulcott Church following the Annual Parish meeting

Present:

Councillors Andrew Harper (Chairman), Peter Fenton-O'Creevy (Vice-Chairman) (arr. 6.40 pm), Bill Garrad, Ian Pleeth, Deborah Roberts; Deborah O'Brien (Parish Clerk) and Buckinghamshire Cllr Bill Chapple OBE

1.0 Election of Chairman for 2022/23 Municipal Year

RESOLVED that Cllr Harper was nominated and elected as Chairman for 2022-23. Cllr Harper signed his acceptance of office.

2.0 Election of Vice-Chairman for 2022/23 Municipal Year

This item was deferred until 6:40 when Cllr Fenton-O'Creevy arrived. **RESOLVED that** Cllr Fenton-O'Creevy was nominated and elected as Vice-Chairman for 2022-23. Cllr Fenton-O'Creevy signed his acceptance of office.

3.0 Apologies

Members **RESOLVED to accept** apologies & reason for absence from Cllr Green. Cllr Dolan did not attend.

4.0 Declarations of Interest & Dispensation requests

There were no declarations of interest.

5.0 Minutes

RESOLVED to agree that the minutes of the meetings HPC/05/2122 held on Tuesday 5th April 2022 were a true record and they were signed and dated by Cllr. Harper, Chairman.

6.0 Review of updated Standing Orders (NALC 2022)

RESOLVED to adopt the updated Standing Orders as submitted.

7.0 Review of updated Financial Regulations (Procurement thresholds)

RESOLVED to adopt the updated Financial Regulations as submitted.

8.0 Renewal of Scheme of Delegation

RESOLVED to renew the scheme of delegation under S101 of the 1972 Local Government Act.

9.0 Review of Councillor responsibilities

RESOLVED that the following responsibilities would be undertaken:

- Internal Review – Cllr Roberts
- Gib Lane fund – Cllrs Harper & Fenton-O'Creevy
- Footpaths – Cllr Fenton-O'Creevy
- Village Green & trees – Cllr Pleeth

10.0 Review of Asset register

Members reviewed and **RESOLVED to** confirm the Asset Register. (No change from 2021)

11.0 Review of Risk Assessment & Management

Members reviewed and **RESOLVED to** confirm the Council's Risk Assessment & Management document.

12.0 Other Governance documents

Members noted that all other governance documents will be reviewed at the September meeting.

13.0 Parish Council business

13.1 Flooding and drainage mitigation

Members noted that work is progressing well.

13.2 *Tree Inspections*

Members reviewed the comprehensive inspection report from Ligna Arboriculturalists. **RESOLVED** that Cllr Pleeth will strive to obtain three quotes for remedial works as recommended. Clerk to supply Cllr Pleeth with 2 potential vendors' contact details.

13.3 *Village Green Inspection*

RESOLVED that Cllrs Fenton-O'Creevy & Pleeth will undertake the annual 'Village Green Inspection'. Cllr Fenton-O'Creevy to also contact 'Men in Sheds' with a view to refurbishing the noticeboard.

13.4 *Commemorative Bench on Village Green*

Cllr Harper advised that this should defer to the next meeting.

13.5 *Stile Gates*

Cllr Fenton-O'Creevy to liaise with rRIPPLE & Griffin Trust and determine funding available.

13.6 *Use of Church for meetings*

RESOLVED to re-imburse the PCC £10 for additional heating costs following the April meeting.

14.0 *Planning*

14.1 *New applications*

Members noted the following planning application considered under Delegated Powers (Councillors were consulted and the Clerk responded to the Planning Department):

- 20/01270/APP | Change of use from agricultural to employment use. Erection of 33 business units (falling within use class Eg(ii), Eg(iii), B2 and B8) with associated parking, servicing, landscaping and off-site highway works. | Land West Of Cane End Lane – **OBJECTION** maintained in line with previous objection dated 18 May 2020

14.2 *Decisions made by AVA Planning Department – none*

14.3 *Other planning - Consultation*

Members considered any comments relating to "Bierton, Broughton and Kingsbrook Neighbourhood Plan – Publication of plan proposal. Regulation 16. Town and County Planning England. The Neighbourhood Planning (General) Regulations 2012" **RESOLVED** - no comment.

15.0 *Finance*

15.1 *Bank Balances*

- **RESOLVED to note:** Lloyds Bank £9,243.76 as of 30/04/2022

15.2 *Payments*

Members **RESOLVED to agree** the following payments:

- D. O'Brien - £222.56 – Salary 04/04/22 – 28/05/22 (8 wks net) – chq. 442
- HMRC - £20.00 – income tax June qtr – chq. 443
- Mrs M. Rose - £25.00 – internal audit – chq. 444
- BMKALC - £21.52 – annual subscription – chq. 445
- Zurich Insurance - £193.20 – annual premium 2022/23 – chq. 446
- Lynch Garden Services - £220.00 – March & April grass cutting – chq. 447
- Ligna Consultancy - £484.80 (£404 + £80.80 VAT) – Tree inspections – chq. 448
- All Saints Hulcott - £10.00 – additional heating – chq. 449

15.3 *Income*

RESOLVED to note: Buckinghamshire Council - £2,100 - 1st half year Precept; HMRC - £51.25 – VAT refund 2021/22

16.0 *Annual Governance & Accountability Return 2021/22 (AGAR)*

16.1 *Internal Auditor's Report*

Members **RESOLVED to note** that the Clerk met with the Internal Auditor on 25 April 2022 who found that all is in accordance with the Accounts and Audit Regulations 2003 and 2006, the Local Audit and Accountability Act 2014 and Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 and as directed in "Governance and Accountability for Local

Councils in England & Wales: A Practitioners' Guide". Her report is detailed on page 4 of the Annual Governance and Accountability Return (AGAR) and members are asked to review this.

16.2 Annual Governance Statement (Section 1)

Members reviewed and **RESOLVED** to complete and approve the Annual Governance Statement 2021/22 – page 5 of the AGAR. Chairman signed and dated. (RFO previously signed & dated)

16.3 Annual Accounting Statements (Section 2)

Members reviewed and **RESOLVED** to approve the Accounting Statements 2021/22 – page 6 of the AGAR. Chairman signed and dated.

16.4 Certificate of Exemption

Members reviewed and **RESOLVED** to approve the Certificate of Exemption for smaller authorities under £25,000 turnover. (Page 3 of the AGAR) Chairman and Responsible Financial Officer signed and dated.

16.5 Explanation of Variances and Bank Reconciliation 2021/22

Members reviewed and **RESOLVED** to approve the explanation of variances and bank reconciliation.

16.6 Exercise of Public Rights

Members **RESOLVED** to confirm the dates of the period for the exercise of public rights as commencing 13 June 2022 and ending on 22 July 2022. Announcement to be made 10 June 2022.

17.0 Dates of next meetings – Hulcott Parish Council:

Members **RESOLVED** to note:

- Tuesday 27 September 2022
- Tuesday 10 January 2023
- Tuesday 14 March 2023
- Tuesday 16 May 2023

Signed:

Chairman

Date: 27 September 2022