

Minutes of the Annual Meeting of Old Hurst Parish Council
held at St. Peter's Church, Old Hurst, on Wednesday 11th May 2022.

Councillors present: Mr. G. Bull (Chairman), Mr. M. Hurcombe, Mr. I. Martin (outgoing Chairman), Mrs. K. Ramsbottom, Mrs. E. Taylor & Mr. A. Torrance.

Also present: County Cllr. S Criswell, Mrs. D. Benham (Parish Clerk) and 2 parishioners.

1. **Apologies for absence:** None received.

2. **Result of the Parish Council election:** There were seven seats available with only five nominations. It was therefore an uncontested election and no poll was required. Councillors signed Declaration of Acceptance of Office forms, that were witnessed by the Clerk. Councillors also completed Registers of Member's Interests forms, to be sent to the Monitoring Officer at HDC by the Clerk. The Clerk advised that Adela Costello and Charlotte Lowe are the new District Councillors and Steve Criswell continues as County Councillor.

The two parishioners left the meeting.

3. **Election of Chairman and Vice-Chairman:** Cllr. Torrance proposed Cllr. Bull for Chairman. Seconded by Cllr. Ramsbottom. There being no other nominations, Cllr. Bull was duly elected Chairman and signed an Acceptance of Office form, witnessed by the Clerk. Cllr. Bull proposed Cllr. Taylor for Vice-Chairman. Seconded by Cllr. Torrance. There being no other nominations, Cllr. Taylor was duly elected Vice-Chairman.

Cllr. Bull thanked Mr. Martin for his service on the Parish Council and took over as Chairman for the remainder of the meeting. Mr. Martin left the meeting.

4. **To receive declarations of interest:** None declared.

5. **To adopt the LGA Model Code of Conduct:** A copy had been sent to all councillors prior to the meeting. Cllr. Bull proposed that Old Hurst Parish Council adopt the LGA Model Code of Conduct. Seconded by Cllr. Torrance and unanimously agreed.

6. **To review Standing Orders:** Councillors were sent a copy of Standing Orders prior to the meeting. Cllr. Hurcombe proposed that no amendments were required. Seconded by Cllr. Torrance and unanimously agreed.

7. **To adopt the NALC Model Financial Regulations:** A copy had been sent to all councillors prior to the meeting. Cllr. Torrance proposed that Old Hurst Parish Council adopt the NALC Model Financial Regulations. Seconded by Cllr Bull and unanimously agreed.

8. **To review the Parish Council's insurance arrangements:** The Clerk advised that the Parish Council's 5-year long term Parish Protect policy through Community Action Suffolk, underwritten by Royal Sun Alliance PLC will expire on 30/9/22.

9. **Minutes of the previous meeting held on 16th March and 6th April 2022:** Approval of the minutes proposed by Cllr. Torrance, seconded by Cllr. Taylor and unanimously agreed.

10. Matters arising from the minutes:

a) Roads and footpaths-

The Clerk advised that Old Hurst's bid for funding from the Local Highways Initiative Scheme had been unsuccessful. Unfortunately, this means that the funding secured from the Red Tile Wind Farm Trust cannot now be claimed.

A number of pot holes around the village had been reported by the Clerk and marked up by Highways for repair. HDC had agreed to move the litter bin on the corner of Church Street further away from the bench. Unfortunately, HDC had left the bin in an unstable and unacceptable condition. The bin had consequently been removed and HDC will return to complete the job properly in due course. The Clerk had written to E.G. Baxter & Sons., asking if they would be prepared to quote for another bus shelter.

b) Speedwatch – Report given at the Annual Parish Meeting.

c) Grass verge cutting – Since the last meeting, the Parish Council's new grass cutting contractor, Emery Grounds Maintenance, had pulled out of the grass cutting contract after failing to complete the first cut. After consultation with councillors via email, it was decided to approach HDC, as they were the only other quote received during the tender process last year. HDC have agreed to carry out 6 cuts at £271.13 per visit. This is more expensive than Emery Grounds Maintenance, who quoted £202 per visit. The additional cost will be taken from the reserves.

Cllr. Taylor proposed approval of the action taken by the Clerk, following email approval by councillors. Seconded by Cllr. Torrance and unanimously approved. HDC have since carried out the first cut satisfactorily. The Parish Council will seek further quotes for next season.

11. Finance.

a) Result of the internal audit.

The internal audit was completed on 9th May 2022 by Evolve Tax & Accountancy LLP, with no issues raised.

b) To approve and sign the accounts for year ending 31st March 2022.

A copy of the accounts, receipts and payments and bank reconciliation was sent to all councillors prior to the meeting. Cllr. Ramsbottom proposed that the accounts be accepted. Seconded by Cllr. Torrance and unanimously agreed.

c) To complete and sign the Certificate of Exemption, Annual Governance Statement and Accounting Statement on the Annual Return for 2021/22.

Copies of the completed documents had been sent to all councillors prior to the meeting.

Cllr. Ramsbottom proposed that the Certificate of Exemption be signed by the Chairman and Clerk. Seconded by Cllr. Torrance and unanimously agreed.

Cllr. Ramsbottom proposed that the Annual Governance Statement and Accounting Statement be signed by the Chairman and Clerk. Seconded by Cllr. Torrance and unanimously agreed.

d) Payment of outstanding debts.

The Clerk advised that cheque number 741 (£50) previously issued to St. Peter's Church, needed to be replaced with payee details PCCSPCOH. Cheque number 000745 issued.

Cllr. Torrance proposed retrospective approval of payments (1) to (3) and approval of payments (4) to (10). Seconded by Cllr. Bull and unanimously agreed.

(1) Cq. No. 000742 – £388.92, Mrs. D. Benham, wages & expenses of Parish Clerk for March.

(2) Cq. No. 000743 - £ 0.80, HMRC, PAYE for March.

(3) Cq. No. 000744 - £60.00, S. R. Howell & Co., Payroll services 1/10/21 – 31/3/22

(4) Cq. No. 000745 – £50.00, PCCSPCOH, Replaces cheque no. 000741 as above.

(5) Cq. No. 000746 - £132.20, Npower, electricity for Parish Council owned street lights.

(6) Cq. No. 000747 - £243.36, CAPALC, affiliation fees and DPO scheme.

(7) Cq. No. 000748 - £206.35, Mrs. D. Benham, wages & expenses of Parish Clerk for April.

(8) Cq. No. 000749 - £1.40, HMRC, PAYE for April.

(9) Cq. No. 000750 - £27.54, K & M Lighting Ltd., Quarterly maintenance of Parish Council owned street lights.

(10) Cq. No. 000751 - £96.00, Evolve Tax & Accountancy LLP, internal audit fee.

e) Current position.

A copy of the receipts and payments and bank reconciliation was handed to all councillors. Cllr. Taylor checked the bank statement against the bank reconciliation.

f) Annual Risk Assessment.

Completed by the Clerk on 11th May. Copy to be sent to all councillors and annexed to the minutes.

12. **Planning – update on previous application.**

22/00466/HHFUL Single storey side extension to be used as an annex and single storey rear extension replacing conservatory. 1 The Granary, Old Hurst. In progress with HDC.

13. **Correspondence.**

Forwarded to councillors:

a) Anglian Water support poster.

b) Ukraine financial support – Town & Parish Councils.

c) Easter holidays Activities & Food programme.

d) The Library Presents.

e) Press release re Funding approved for Hinchingsbrooke Hospital improvements.

f) Press release re Lottery funding awarded to Together for our Planet.

g) No mow May.

h) Press release re New CIL funding bids approved,

i) Cambridgeshire & Peterborough Against Scams Partnership updates.

j) Press release re HDC distributes Business Support Grants.

k) Press release re Changing Places fund announcement.

l) Invitation to Food, Farming and Countryside Commission: Listening to Cambridgeshire.

m) Funded pond conservation project – Agenda item for next meeting.

n) HDC consultation – Adoption of Landscape and Townscape SPD.

o) Cambridgeshire Matters newsletter.

p) Highways Events Diary.

q) TMC Incident report.

r) Think Communities newsletter.

s) Press release – Huntingdon residents begin to receive £150 energy payment.

t) Cambridgeshire Police – Virtual round table for local councillors.

u) Mental Health Awareness Week.

v) CCC Transport Stakeholder Strategy Engagement Survey 2022.

14. **Reports from councillors.**

Cllr. Bull reported that the gallery on the new Parish Council website had been updated. Thanks to Mrs. Bull for the new photographs. Cllr. Taylor advised that she will arrange for the Parish Clerk to hold a key for the church.

15. **Date of the next meeting:** Wednesday 20th July 2022 starting at 7pm in St. Peter's Church.

Signed.....

Date.....