

# Sibford Gower Parish Council

The councillors are summoned to attend the annual meeting of the Parish Council to be held on **Wednesday 24<sup>th</sup> May 2023 at 7pm** in Sibford Village Hall, Sibford Gower

## AGENDA

### 12. Election of Chairman

### 13. Election of Vice-Chairman

**14. Public participation session** (Members of the public are invited to address the council. The session will last for a maximum of 10 minutes with any individual contribution lasting a maximum of 3 minutes).

## Business

### 15. Apologies for absence

### 16. Members' declarations of interest for items on the agenda

### 17. To approve the minutes of the Parish Council (PC) meeting held on 5<sup>th</sup> April 2023

### 18. Outstanding matters/actions from previous meetings - None

### 19. Feedback from District/County Councillors

## Assets and services

### 20. Burial Ground – Wildflower Meadow update/plans

### 21. To confirm completion of the May Asset Safety Check and agree actions of any issues raised

## Finance

### 22. Annual Governance and Accountability Return 2023

- i) To receive the internal auditor's report for 22/23 and agree any actions required
- ii) To appoint an internal auditor for the 2023-24 financial year
- iii) To complete and approve the annual governance statement
- iv) To approve the accounting statements
- v) To approve completion of the Certificate of Exemption for 22/23
- vi) To agree dates for the notice of public rights 22/23 – proposed dates are 5<sup>th</sup> June to 14<sup>th</sup> July 2023

### 23. Bank balances as at 18.05.23 - £98.96 and £23,131.13

### 24. Proposal to make a donation of £75 to St John Ambulance for the 3 sessions of CPR and Defibrillator training they have provided

### 25. To note and approve the following payments and receipts since the last meeting:

#### Payments:

02.05.23	Thomas Fox Landscaping	Mowing of the Churchyard 16.03.23	£143.14
02.05.23	Sibford Village Hall	Hire of village hall 23rd Mar and 5th Apr	£33.00
02.05.23	Sibford Ferris Parish Council	Share of website costs	£78.92
02.05.23	OALC	Property Law Training JN	£48.00
02.05.23	CDC	Emptying of 5 dog bins	£634.92
02.05.23	Kirsty Buttle	Salary and office Apr 23	£315.80
02.05.23	HMRC	Tax Apr	£38.20

02.05.23	Thomas Fox Landscaping	Mowing of the Churchyard 20.04.23	£143.14
02.05.23	BHIB	Parish insurance	£275.14
02.05.23	Kirsty Buttle	Mileage for extraordinary meeting	£9.00
05.05.23	NEST	Pension Apr 23	£17.10
09.05.23	3,2,1....let's have fun	Bouncy castle hire	£195.00

#### Receipts:

31.03.23	National Lottery Fund	Grant re Coronation	£1,910.00
11.04.23	Lloyds	Interest	£10.86
12.04.23	HMRC	VAT reclaim	£1,099.66
14.04.23	CDC	Precept	£4,675.00
26.04.23	CDC	Grant re Coronation	£500.00
09.05.23	Lloyds	Interest	£12.42

#### Invoices to be paid:

NR Prickett	Grass cutting 8th May	£345.00
Sibford Village Hall	Hall hire 23rd March	£16.50
Sibford Village Hall	Hall hire CPR 4th Apr	£16.50
Lovesey Rural Services	Millennium Field Mowing 12th and 24th Apr	£144.00
Kirsty Buttle	Salary and office May 23	£313.06
HMRC	Tax May	£38.20
Sue Rowley	Internal Audit 2022-23	£60.00

### Planning

#### 26. Planning applications received

**23/01175/F - South Cottage, Main Street, Sibford Gower.** Replace dilapidated existing corrugated metal sheet roof with slate tiled roof.

**23/01092/F - New Barn Farm, Colony Road, Sibford Gower.** Demolition of existing dwelling and erection of a replacement detached dwelling including the partial removal of existing outbuildings, replacement outbuildings, proposed swimming pool and associated landscaping.

**23/01254/F - Glebe Farm, Main Street, Sibford Gower.** Installation of 20 ground-sited solar panels in field (Resubmission of 22/02185/F).

#### 27. Planning decisions received

**23/00727/F - Sibford Park, Colony Road, Sibford Gower.** Change of use of land with associated treescape, arboreal trail and play equipment, together with the provision of a bocce court within the residential curtilage. **Approved.**

### Policies

#### 28. Proposal to re-adopt the following policies with no changes made:

- i) Code of Conduct
- ii) Complaints Procedure
- iii) Grievance Policy
- iv) Disciplinary Policy
- v) Standing Orders
- vi) Publication Scheme
- vii) Financial Regulations
- viii) Internal Financial Controls

- ix) Risk Assessment
- x) Records Retention Policy
- xi) Privacy Notice
- xii) Data Protection Policy
- xiii) Freedom of Information Policy
- xiv) Subject Access Request Procedure
- xv) Role Holder Privacy Notice
- xvi) Data Breach Policy
- xvii) Recording of Meetings Policy

### **Community Development**

#### **29. Update re Community Speedwatch**

**Date of next meeting – 26<sup>th</sup> July 2023**



Signed:

Parish Clerk

Date: 19<sup>th</sup> May 2023