

Sibford Gower Parish Council

Minutes of the annual meeting of the Parish Council held on **Wednesday 24th May 2023** at **7pm** in Sibford Village Hall, Sibford Gower

Present: Cllr Jackie Noquet (Chairman), Cllr Geoff Noquet, Cllr James Garstin, Cllr Andrew Downes, Cllr Alan Berks.

In attendance: 4 members of the public, District and County Cllr Reynolds, Clerk.

12. Election of Chairman – It was proposed and agreed to re-elect Cllr J Noquet as the Chairman. Cllr J Noquet completed her Declaration of Acceptance of Office which was countersigned by the Clerk.

13. Election of Vice-Chairman – It was proposed and agreed to elect Cllr Garstin as the Vice-Chairman.

14. Public participation session – None.

Business

15. Apologies for absence – None.

16. Members' declarations of interest for items on the agenda – None.

17. To approve the minutes of the Parish Council (PC) meeting held on 5th April 2023 – The minutes were proposed, agreed, and duly signed.

18. Outstanding matters/actions from previous meetings - None

19. Feedback from District/County Councillors – None.

Assets and services

20. Burial Ground – Wildflower Meadow update/plans – Cllr Garstin has tried to contact the parishioner about their proposed donation to the wildflower meadow but has not yet had a reply. The Clerk has applied to 'Magic Little Grants' to try to get an additional £500 towards the wildflower meadow.

21. To confirm completion of the May Asset Safety Check and agree actions of any issues raised – Cllr Garstin confirmed the check has taken place with no concerns raised. Cllr Berks will complete the August check. **Clerk to resend inspection form to Cllr Berks.**

Finance

22. Annual Governance and Accountability Return 2023

- i) To receive the internal auditor's report for 22/23 and agree any actions required – The internal auditors report was received with no actions required.
- ii) To appoint an internal auditor for the 2023-24 financial year – It was proposed and agreed to appoint Sue Rowley as the Internal Auditor for the 2023-24 financial year.
- iii) To complete and approve the annual governance statement – It was proposed and agreed to tick 'yes' to all statements except statement 9 which is 'not applicable' and for the Chairman to sign the document.
- iv) To approve the accounting statements – Proposed and agreed.
- v) To approve completion of the Certificate of Exemption for 22/23 – Proposed and agreed.
- vi) To agree dates for the notice of public rights 22/23 – proposed dates are 5th June to 14th July 2023 – Proposed and agreed.

23. **Bank balances as at 18.05.23 - £98.96 and £23,131.13** – Cllr Garstin confirmed the balances stated are correct.

24. **Proposal to make a donation of £75 to St John Ambulance for the 3 sessions of CPR and Defibrillator training they have provided** – Proposed and agreed. Clerk to arrange payment.

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

Payments: Proposed and agreed.

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: Noted.

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: Proposed and agreed.

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. **Support as it will improve the streetscene and be more in keeping with the conservation area.**

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. **No objection.**

23/01245/F - Glebe Farm, Main Street, Sibford Gower. Installation of 20 ground-sited solar panels in field (Resubmission of 22/02185/F). **No objection.**

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 – It was proposed and agreed to re-adopt all policies except the Recording of Meetings which is to be rescinded.

- 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 - 8 volunteers have come forward and the Clerk has received information from the police and some of the volunteers but is struggling to find time to chase up those who have not responded in order to progress things. Cllr Gordon from Sibford Ferris Parish Council has agreed to take this on from the Clerk to try to get things moving forward. Cllr Downes agreed to be the representative from Sibford Gower PC and **Cllr J Noquet agreed to be added to the list of volunteers. Clerk to pass on relevant information to Cllrs Gordon and Downes.**

Meeting closed @ 7:54pm

Date of next meeting – 26th July 2023

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