

PARISH COUNCIL OF HILLESLEY AND TRESHAM

Minutes of monthly Meeting

Held at Hopkins Hall Hillesley on 8th June 2021 at 8.00 pm

Present: Cllr S Lee (chair), Cllr S Hayward, Cllr M Humphries, Elizabeth Oakley (clerk)

In attendance: David Darlow

Public Participation. The clerk had made her contact details available for the meeting on agendas, websites, and noticeboards. One member of the public attended the meeting. He thanked councillors for his leaving gifts received at the May meeting on his retirement from the council.

1. To consider apologies for absence. There were no apologies.

2. To consider declarations of interest in agenda items. There were no declarations of interest.

3. To confirm the minutes of the meeting on the 18th May 2021. Confirmed as a true record and signed by the chairman.

4. To note a report by the Clerk. The clerk reported the council was open for grant applications and invitations to apply were included in Hillesley Happenings and on the council website. Applications would be considered at the July meeting. Detailed instructions had been received for CIL (Community Infrastructure Levy) spending and these would be a July agenda item. Thanks were extended to David Darlow for agreeing to continue as guardian of the defibrillator at The Fleece for which new pads had recently been ordered. The asset register, especially for items at Tresham, required revaluation and update. The clerk and chair would collaborate on this for a July agenda item. The clerk agreed to reinstate agenda items previously put on one side now that meetings had resumed face to face, and specifically an item on Highways.

Action points: the clerk to reinstate Highways item to the July agenda.

5. To note a report by the Chair. The chair expressed thanks for the handover document received from the outgoing chair, and for the joint walking tour around Hillesley to include the Baptist Burial Ground. Some concern was expressed about the continuity of maintenance which may need to be addressed if a grant request for this is received. Cllr M Humphries confirmed he had returned the paperwork on the land transfer and proposed the form of wording, "Council agrees provisionally to take on the land subject to legal criteria being met." The walking tour also covered Hawkesbury Rd development and the bus shelter. The bus shelter maintenance needed to be addressed in July. The chair had been contacted by Badminton Estate concerning their dealing with ash dieback disease. This was useful information to explain scenes of devastation. The Parish Council would facilitate a meeting for the estate to talk to the local community about ash dieback.

Action points: the new chair to retain the file on land transfer; the clerk to include the bus shelter as a July agenda item.

6. County and District Councillors welcome and introduction. The chair said it was hoped new councillors would attend future meetings. The chair and clerk would reach out and invite to the next meeting.

Action points: the chair and clerk to contact new county and district councillors.

7. To conduct election of Vice Chair. Cllr M Humphries was nominated and duly elected as Vice Chair of the Parish Council. He signed acceptance of office forms for both councillor and vice chair positions.

8. Finance

8.1. To monitor performance to date. Cllr S Hayward, as new internal checker, confirmed financial reports had been received and these and the bank account were in order. BACS as previously minuted could be pursued. Details were required from the bank for which the authority of the chair and vice chair maybe required to complete.

Action points: the clerk to contact the bank to determine BACS procedures and authority needed.

8.2. Payments: clerk's wages, April, May, June 2021, (£614.40), were agreed.

8.3 Annual audit financial year 2020/21:

8.3.1 To approve small council exemption certificate. The completed certificate was approved. This had been signed by the outgoing chair as he was in post during this financial year. The clerk to send to the external auditors by the end of June.

Action points: the clerk to email certificate to the external auditors in London by the end of June.

8.3.2 To receive and approve annual accounts. The accounts for 2020 to 2021 were approved.

8.3.3 To receive internal auditor report. The internal auditors report was approved. The clerk would send a

message of thanks in a card to the auditor.

Action points: the clerk to purchase and send card to internal auditor.

8.3.4 To approve annual governance statement. The statement was approved.

8.3.5 To approve annual accounting statement. The statement was approved.

Action points: the clerk to publish governance reports, internal auditor report, and accounts to the council website by September.

9. To consider new councillor training options. The clerk had made provisional reservations for online sessions for new councillors and the chair and vice chair. However, in some cases councillors were not available during the day. The clerk would check whether sessions were recorded and could be played later.

Action points. The clerk to determine whether training sessions were recorded.

10. To consider co-option of new councillors. A prospective candidate had previously confirmed her interest but was not able to attend the current meeting. The outgoing chair would let the new chair have contact details. The outgoing chair had sent constructive comments on the new job description/explanation of councillor role by co-option. Councillors agreed to include, "Please speak directly to one of the councillors or email the clerk" at the end of the document. Once finalised the job description would be included in Hillesley Happenings first in print, then followed up with Hillesley WhatsApp group, and then on the noticeboard. David Darlow would retain the key to the Hillesley noticeboard.

Action points: The chair to finalise and publicise co-option job description.

11. To agree date and format for the July Parish Council meeting. A face-to-face meeting on the 20th July was agreed.

Meeting ended at 9.00 pm

The next meeting of Hillesley & Tresham Parish Council will be held on Tuesday 20th July 2021 at 8.00 pm at the Hopkins Hall, Hillesley.

I certify that the above minutes are a true record of the above meeting

Signed Date