

Abinger Parish Council

Abinger Common, Abinger Hammer, Forest Green, Oakwood Hill & Walliswood

Minutes of Annual Council Meeting held on 23rd May 2022 at 7:01pm

Venue	Abinger Hammer Village Hall
Councillors	Paul Cleaver (PC), Deardre Cunningham (DC), Maria Belcher (MB) Ed Bigland (EB) David Keene (DK) Ros Doree (RD) Henry Barnard (HB)
Clerk	Beccy Anderson (BA)
Attending	
Item	
1	Election of Chair – PC was nominated by RD and seconded by MB . PC was duly elected as Chair.
2	Election of Vice Chair – PC requested nominations for Vice Chair. MB was nominated by PC and seconded by RD. MB was duly elected as Vice Chair.
3	Attendance and Apologies for Absence – DC, HB
4	Public Question Time - no members of the public attended
5	Declarations of Interest – All councillors are the trustee for APRGC
6	Approval of the Minutes of the ordinary meeting of the Parish Council held on 20th April 2022 The Minutes of the meeting having previously circulated were taken as read. They were agreed and signed by the Chair.
7	Matters Arising from previous Minutes (For information only) Cllrs asked the Clerk to contact Abinger Consolidated Charities inviting a representative to attend a meeting
8	<p>Review appointment of members to Committees, representatives on outside organisations and elect Chair of the Complaints Committee</p> <ul style="list-style-type: none"> • To review nominations to outside bodies Councillors nominated as below <ul style="list-style-type: none"> • Planning Committee –MB/DC/DK (RD as temporary Cllr) • SALC – RD • Representatives for the Green at Forest Green – DC/DK/RD • Representative for the Green at Abinger Hammer - PC • Representative for the Green at Abinger Common - EB • Representative for the Green at Walliswood - RD • Walliswood Village Hall Committee - RD • Okewood Hill Village Hall Committee - RD • Forest Green Village Hall Committee - DC • Abinger Hammer Village Hall Committee - PC • Abinger Common Village Hall Committee - EB • Wienerberger Local Liaison Group – TBC – The Clerk asked to contact Okewood Hill Residents Assoc for a possible contact • Gatwick Airport – EB, RD • To nominate the Chair of the Parish Council to be the Chair of the Complaints Committee – PC was nominated and accepted the position.
9	Councillor vacancies – Cllrs noted that there are still currently 2 vacancies with a possible further vacancy. The Clerk agreed to send out advert to Cllrs to go on noticeboards and to also email local contacts.

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10 Action Clerk	Planning Cllrs noted the Planning Meeting of May 9 th , 2022, was cancelled as there weren't any applications needing discussion																																				
11 Action Clerk	<ul style="list-style-type: none"> • To receive Clerk's financial report and to authorise issue of cheques • Approve bank reconciliation – The April 2022 bank reconciliation was approved. • Approve payments – The payments for May 2022 were approved. <table border="1"> <thead> <tr> <th></th> <th>MAY 2022 PAYMENTS</th> <th></th> </tr> </thead> <tbody> <tr> <td>St James's Church Abinger</td> <td>Burial Grant 2021/2022</td> <td>150.00</td> </tr> <tr> <td>Information Commissioners Office</td> <td>Annual data protection fee</td> <td>40.00</td> </tr> <tr> <td>Clovers Ground Maintenance</td> <td>G/M April 2022</td> <td>1,196.06</td> </tr> <tr> <td>Mulberry & Co</td> <td>Payroll Jan- March 2022</td> <td>126.00</td> </tr> <tr> <td>Mulberry & Co</td> <td>2021/2022 Audit Fees</td> <td>126.00</td> </tr> <tr> <td>Seal Medical Supplies</td> <td>Defib Pads Adult x 2 Child x 1</td> <td>491.98</td> </tr> <tr> <td>Seal Medical Supplies</td> <td>Batteries</td> <td>91.19</td> </tr> <tr> <td>Rebecca Anderson</td> <td>Clerks Expenses April 2022</td> <td>76.34</td> </tr> <tr> <td>RK Case Contractors Ltd</td> <td>Ditch on FG</td> <td>600.00</td> </tr> <tr> <td>HMRC</td> <td>Clerks PAYE & NI</td> <td>409.72</td> </tr> <tr> <td></td> <td style="text-align: right;">TOTAL</td> <td>3,307.29</td> </tr> </tbody> </table>		MAY 2022 PAYMENTS		St James's Church Abinger	Burial Grant 2021/2022	150.00	Information Commissioners Office	Annual data protection fee	40.00	Clovers Ground Maintenance	G/M April 2022	1,196.06	Mulberry & Co	Payroll Jan- March 2022	126.00	Mulberry & Co	2021/2022 Audit Fees	126.00	Seal Medical Supplies	Defib Pads Adult x 2 Child x 1	491.98	Seal Medical Supplies	Batteries	91.19	Rebecca Anderson	Clerks Expenses April 2022	76.34	RK Case Contractors Ltd	Ditch on FG	600.00	HMRC	Clerks PAYE & NI	409.72		TOTAL	3,307.29
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12	Audit and Annual Governance Statement: – (a) Councillors reviewed and approved the Year End 2021/2022 Internal Audit report and (b) approved the Annual Governance and Accountability Return 2021/2022 and the Chair signed the declaration.																																				
13	APC Insurance Renewal for 2022/2023 Councillors reviewed and approved the quotation for 2022/2023. Cllrs instructed the Clerk to look into comparisons for 2022/2023.																																				
14	Chair's announcements – The Chair asked Cllrs to get back to him regarding the finalising the Clerk's Appraisal and pay review.																																				
15	Date of next Meeting – 20 th June 2022 , Forest Green Village Hall commencing 7pm.																																				
16	To consider excluding the public - no matters to discuss																																				

The meeting closed at 20.30