

# Abinger Parish Council

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

## Minutes of Annual Council Meeting held on 23<sup>rd</sup> May 2022 at 7:01pm

<b>Venue</b>	Abinger Hammer Village Hall
<b>Councillors</b>	Paul Cleaver (PC), Deardre Cunningham (DC), Maria Belcher (MB) Ed Bigland (EB) David Keene (DK) Ros Doree (RD) Henry Barnard (HB)
<b>Clerk</b>	Beccy Anderson (BA)
<b>Attending</b>	
<b>Item</b>	
1	<b>Election of Chair</b> – PC was nominated by RD and seconded by MB . PC was duly elected as Chair.
2	<b>Election of Vice Chair</b> – PC requested nominations for Vice Chair. MB was nominated by PC and seconded by RD. MB was duly elected as Vice Chair.
3	<b>Attendance and Apologies for Absence</b> – DC, HB
4	<b>Public Question Time</b> - no members of the public attended
5	<b>Declarations of Interest</b> – All councillors are the trustee for APRGC
6	<b>Approval of the Minutes of the ordinary meeting of the Parish Council held on 20th April 2022</b> The Minutes of the meeting having previously circulated were taken as read. They were agreed and signed by the Chair.
7	<b>Matters Arising from previous Minutes (For information only)</b> Cllrs asked the Clerk to contact Abinger Consolidated Charities inviting a representative to attend a meeting
8	<b>Review appointment of members to Committees, representatives on outside organisations and elect Chair of the Complaints Committee</b> <ul style="list-style-type: none"> <li><b>To review nominations to outside bodies</b> Councillors nominated as below <ul style="list-style-type: none"> <li>Planning Committee –MB/DC/DK (RD as temporary Cllr)</li> <li>SALC – RD</li> <li>Representatives for the Green at Forest Green – DC/DK/RD</li> <li>Representative for the Green at Abinger Hammer - PC</li> <li>Representative for the Green at Abinger Common - EB</li> <li>Representative for the Green at Walliswood - RD</li> <li>Walliswood Village Hall Committee - RD</li> <li>Okewood Hill Village Hall Committee - RD</li> <li>Forest Green Village Hall Committee - DC</li> <li>Abinger Hammer Village Hall Committee - PC</li> <li>Abinger Common Village Hall Committee - EB</li> <li>Wienerberger Local Liaison Group – TBC – The Clerk asked to contact Okewood Hill Residents Assoc for a possible contact</li> <li>Gatwick Airport – EB, RD</li> <li><b>To nominate the Chair of the Parish Council to be the Chair of the Complaints Committee</b> – PC was nominated and accepted the position.</li> </ul> </li> </ul>
9	<b>Councillor vacancies</b> – 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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Minutes of Annual Council Meeting held on 20<sup>th</sup> May 2022 at 7.00pm

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

The meeting closed at 20.30