

Culmington Parish Council

Draft Minutes of the Annual Parish Council Meeting on Tuesday 7th May 2024

Present: Councillors Mr I Alderson, Mrs C Byng, Mrs M Holland, Ms J Mear, Mr A Pike, Mr M Seabrook, Mr I Steele and Mr J Turley.

- 1.0 Election of Chairperson and Vice Chairperson:** Cllrs Byng and Holland proposed Cllr Seabrook as Chair. Cllrs Mear and Holland proposed Cllr Pike as Vice Chair
RESOLVED: Cllr Seabrook was elected as Chair and Cllr Pike was elected as Vice Chair. Both signed the Acceptance of Office forms.
- 2.0 Receive and Accept Apologies for Absence:** Cllr J Watts and Cllr Cecilia Motley (Shropshire Council).
- 3.0 Declarations of Interest relating to this meeting:** None.
- 4.0 Minutes:** To approve as a correct record and sign the Minutes of the Meeting of Culmington Parish Council held on Tuesday, 2nd April 2024:
RESOLVED: to accept the minutes and the chair signed them as an accurate record.
- 5.0 Confirm The Council Fulfils the Requirements for Power of Competence:**
RESOLVED: that the council fulfils the requirements and thus holds the Power of Competence.
- 6.0 Appointment of Representatives**
 - 6.1** Village Hall Committee – Cllr J Mear was elected.
 - 6.2** Flood Committee – Cllr C Byng was elected.
 - 6.3** South Shropshire Area Committee – The Clerk was asked to attend future meetings to represent the council.
 - 6.4** Emergency Officer – The Clerk will contact the Flood Action Group and the Village Hall Committee to identify the best way of fulfilling this role.
- 7.0 Review and Adopt the Standing Orders and Financial Regulations**
RESOLVED: to adopt the Standing Orders and Financial Regulations.
- 8.0 Update on the Vehicle Activated Sign for the Eastern Entrance to Culmington:** Shropshire Council had installed the incorrect size post. They have been asked to replace it with a larger post to accommodate the sign.
- 9.0 Consider Issues Raised at the Annual Parish Meeting:** No action required.
- 10.0 Review and Agree Infrastructure Projects for the Place Plan:** The Clerk will investigate the powers of expenditure regarding the parish church and report to the next meeting.
- 11.0 Confirm the Council's Expenditure of the Environmental Maintenance Grant was in Accordance with the Grant Specification:**
RESOLVED: That the expenditure of the grant for 2023-24 has been in accordance with the grant specification.
- 12.0 Update on Shropshire Council's Proposals for Recycling Centres:**
RESOLVED: to respond to the consultation on behalf of the Parish Council in support of retaining the Recycling Centre at Craven Arms.
- 13.0 West Mercia Police Charter Priorities for the Parish:** To request attendance by the police at the July Parish Council meeting.
RESOLVED: That the priorities for the charter should be a. speeding on the B4368 and B4365. b. Rural Crime c. Fly tipping
- 14.0 Finance:**
 - 14.1** Authorise Payments and Note Receipts: The precept of £5,040.10 has been received. Payments to: Shropshire Association of Local Councils Affiliation Fee £224.11, D Lewis (Environmental Maintenance Inv 502) £51, Hugo Fox (website

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inv 4803 April – March 2025) £122.28, H Coonick (Clerk reimbursement for stationery etc) £25.43. Mr J Williams, (Parish Paths) £57.50. Mr Lewis has requested an increase to £18 per hour for his Environmental Maintenance contract.

RESOLVED: To agree the above payments, including the increased hourly rate for Mr Lewis.

- 14.2** Review the Annual Report and Asset Register and Insurance Quotes: The Annual Report for 2023-24 shows an income of £8,855.68 (which includes the Police and Crime Commissioner grant for the Vehicle Activated Sign) and expenditure of £6,154.89. The carry forward total is £9,813.91 which reconciled with the bank account as of the 31/3/24. The asset register value is £6119 with a replacement value of £8,987.

A quote of £241 has been received from Zurich Insurance, further quotes have been requested

RESOLVED: To accept the Annual Report and Asset Register. The Zurich Insurance Quote to be accepted and paid unless a more favourable and comparable quote it received.

- 14.3** Review the Internal Auditors Report: Mrs Jayne Disley, the internal auditor had completed her audit and signed the report with no issues. A payment had been made which had not been authorised by full council but it was supported by an invoice, she had no concerns about the matter.

- 14.4** Review and Sign the Annual Governance Statement:

RESOLVED: to approve the statement and it was signed by the Chair and Clerk.

- 14.5** Review and Sign the Annual Accounting Statement:

RESOLVED: to confirm that the accounting statements were accurate and approved by the council.

- 14.6** Authorise and Sign the Certificate of Exemption:

RESOLVED: that neither the council's income or expenditure exceeds £25,000 for 2023-24 and they exempt themselves from a limited assurance review and the Certificate of Exemption was signed by the Clerk/RFO and Chair.

- 14.7** Set the dates for the Notice of Public Rights. This notice gives members of the public the right to view the accounts during the specified period.

RESOLVED: to set the dates for the Notice of Public rights as between the 1st July and 9th August 2024 and they will be publicised on the website and notice boards on the 26th June 2024.

- 15.0** **Agree the Dates of the Ordinary Meetings for the forthcoming year:**

RESOLVED: 4th June, 2nd July, 3rd September, 1st October, 5th November 2024 and 7th January, 4th February, 4th March, 1st April and the 6th May 2025.

- 16.0** **Items for the Parish Council Meetings at 7.30pm on 4th June 2024, 2023:** None

Signed by the Chair:

Date: