



Minutes

Ordinary Meeting of Chadwick End Parish Council

Held on: Tuesday 22nd June 2021 at 6pm

Place: Chadwick End Village Hall

Present: Cllrs Rob Horsfield (Chair), Jeff Davies, Andrew Taylor and Simon Carter

In attendance: Kerry Finlayson (Parish Clerk)

Members of the public: 0

92/21 WELCOME and APOLOGIES

Councillors received and accepted apologies from SMBC Cllrs Pinwell and Holl-Allen.

93/21 DECLARATION OF INTEREST

There were no interests declared in any item of business on the agenda

94/21 CONFIRMATION OF MINUTES

The minutes of the Ordinary Parish Council meetings held on 5th May, 17th May & 7th June 2021 were **confirmed** and **signed**.

Proposed Cllr Horsfield

Seconded Cllr Carter

All in favour

95/21 OPEN FORUM

There were no members of the public present.

96/21 FINANCIAL MATTERS

i. RFO Report

Payments:

Date	Invoice No	Payee	For	TOTAL £
26/04/2021	19	Corporate Card	Various	19.33
01/05/2021	20	Fairways	Grounds Mtce & Dog Bins May	329.30
03/05/2021	21	A Bullivant	Window Cleaner	15.00
22/06/2021	22	everflow	Water	51.61
31/05/2021	23	K Finlayson	Salary	
31/05/2021	24	NEST	Pension May	
27/05/2021	25	HMRC	Tax/NI 2201	6.80
27/05/2021	26	HMRC	Tax/NI 2202	3.60
01/06/2021	27	Fairways	Grounds Mtce & Dog Bins June	329.30
31/05/2021	28	R Horsfield	Cleaning	50.00
01/06/2021	29	Fortress	Waste Mgt June	56.98
18/06/2021	30	W Robinson	Internal Audit	181.40
05/06/2021	31	DH Mowing/Thistlewood	Hedge Cut	60.00

Proposed Cllr Davis

Seconded Cllr Carter

All in favour

- ii. 3-year budget plan
 - o Increase contingency to £1k
 - o Add inflation to Clerk's allowance
 - o Ask WALC about benchmarking

Proposed Cllr Davis Seconded Cllr Taylor All in favour
- iii. Internal Audit

Cllrs expressed their thanks to the Clerk for another excellent report with no actions. Other than to contact the insurance company with regards to public liability concerns about a MOP playing golf on the public playing field.
- iv. Annual Governance & Accountability Return 2020/21

Kerry Finlayson, the RFO, certified that for the year ended 31 March 2021 the accounting statement in the annual governance & accountability return had been prepared on a receipts and payments basis and presented fairly the financial position of the authority

 - a) Agree annual governance statement

Cllr Horsfield read out the Annual Governance Statement and Cllrs agreed with each statement and that this could be signed off.
 - b) Agree accounting statements 2020/21

Cllr Horsfield read out the details of the Accounting Statements from the AGAR and these were all agreed by all Cllrs.

Proposed Cllr Davis Seconded Cllr Taylor All in favour

97/21 **PREVIOUS ACTION POINTS**

- o **AP1 May KF/JD** – Update Hall Hire agreement re: Fire Safety

FIRE SAFETY: In the event of fire follow the actions on the Fire Action Notices sited adjacent to every manual fire alarm call point and emergency exit. The notices provide brief information to the occupants of the building on actions to take if there is a fire and the location of the assembly point. Fire safety signs are provided to indicate the emergency routes and exits. *It is the responsibility of the hirer to pass fire safety information to attendees/invitees.* This had been added to the Hall Hire Agreement and current regular hirers would be advised.

98/21 **PLANNING**

Cllrs approved the letter that had been drafted by the Chair.

99/21 **VILLAGE HALL**

- i. EWI Update

This had been delayed due to supply issues

It was agreed to look into quotes for sound absorption for the hall ceiling

AP1 June KF

100/21 **PLAYGROUND**

- o Awaiting a precis report from Cllr Davies **AP2 June JD**
- o Cllrs Davis and Carter to set up TOR for a sub-committee with residents as this would be the next big project for the PC. **AP3 June JD/SC**

101/21 **GOVERNANCE**

- i. Standing Orders Update
 - ii. Scheme of Delegation
 - iii. Transparency Code
 - iv. Publication Scheme
- Proposed Cllr Horsfield Seconded Cllr Davis All in favour**

- 102/21 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS**
- The Chair and Vice-Chair had met with the new SMBC Cllr, Dave Pinwell, and they had discussed the poor performance of the Highways department and the state of the bridle paths which he would take forward.
 - Cllr Taylor had met with a prospective co-opted Cllr
- 103/21 DATE OF THE NEXT MEETING**
- Tuesday 6th July at 6pm
- 104/21 TO CONSIDER CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**
The meeting was closed at 19.19
Proposed Cllr Davies Seconded Cllr Carter All in favour
- 105/21 PERSONNEL and CONFIDENTIAL MATTERS**
The clerk discussed her new job which would mean that she wouldn't be as readily available during the daytimes.

Dated:

Signed: