

**MINUTES
MEETING OF NEWBOLD PACEY & ASHORNE PARISH COUNCIL**

Meeting Type	Annual
Date	5 May 2021
Time	19.00 (following Annual Parish and Annual Meeting)
Venue	Zoom virtual meeting.
Councillors Present	Paul Brazel, Stephen Bolton, Krys Pietrecki, Thomas Hiorns, Malcolm Whyte, Roger Wright
Apologies	Nil
In Attendance	Cllr Anne Parry, Beverley Thorpe (Parish Clerk & RFO)
Members of the Public	2

1) ELECTIONS AND DECLARATION OF ACCEPTANCE OF OFFICE

The Parish Clerk invited nominations for the position of Chairman. Cllr Bolton proposed Cllr Brazel be re-elected.

Proposed Cllr Bolton Seconded Cllr Wright All in Favour

Cllr Brazel proposed Cllr Bolton be re-elected as Vice Chairman.

Proposed Cllr Brazel Seconded Cllr Whyte All in Favour

The Parish Clerk advised both Councillors to complete the Declaration of Acceptance of Office.

2) WELCOME and APOLOGIES.

Cllr Brazel welcomed those present to the meeting. No apologies were received.

3) DECLARATION OF INTERESTS IN ITEMS ON THE AGENDA

Nil.

4) MEMBER INFORMATION

a) Councillors to review and update, if necessary, Financial Interests in Register of Members' Interests by 2 June 2021.

b) Councillors to review and update, if necessary, their profiles and contact details on Parish Council website npapc.co.uk by 2 June 2021.

Proposed Cllr Brazel Seconded Cllr Wright All in Favour

5) ANNUAL AUDIT

a) To agree the Audit Milestones 2020-21

The Parish Clerk updated Members on the milestones for the annual Audit. Due to the Internal Audit taking place on 27 May and the next meeting not being until 7 July, the deadline for the signed AGAR and Notice of Public Rights will be missed by 7 days. The Parish Clerk consulted PKF Littlejohn, and they were not concerned. Cllr Brazel proposed that the audit plan and dates be accepted.

Proposed Cllr Brazel Seconded Cllr Wright All in Favour

b) To agree the Asset Register 2020-21

Cllrs requested that £0 values be replaced with £1 where relevant in line with current accounting practices, that the Village Garden and laptop which is no longer working be removed and the totals be recalculated.

Proposed Cllr Brazel Seconded Cllr Bolton All in Favour

c) To confirm the Parish Council's exemption from limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

Proposed Cllr Brazel Seconded Cllr Wright All in Favour

6) FINANCE

a) To agree Cash Book 2020-21

Proposed Cllr Bolton Seconded Cllr Brazel All in Favour

b) To agree VAT claim for 2020-21

Proposed Cllr Bolton Seconded Cllr Brazel All in Favour

c) To agree the Payment Authority for 2020-21

Proposed Cllr Wright Seconded Cllr Brazel All in Favour

7) NEWBOLD PACEY & ASHORNE POLICIES

To agree policies for 2021-22

- a) Standing Orders 2021 sec 3 x updated
Proposed Cllr Brazel **Seconded** Cllr Bolton **All in Favour**
- b) Financial Regulations 2021 amended throughout based on feedback from Cllr Brazel
Proposed Cllr Brazel **Seconded** Cllr Whyte **All in Favour**
- c) Grants & Donation Application Policy NEW
- d) Data Protection Policy 2021 NEW
- e) Privacy Notice 2021 NEW
Proposed Cllr Bolton **Seconded** Cllr Brazel **All in Favour**

8) FUTURE MEETING DATES AND VENUES

To agree the dates for Council Meetings for the coming year and approve the venue as Ashorne Village Hall.

- a) July 7 Ordinary
- b) September 1 Ordinary
- c) November 3 Ordinary (Draft Budget)
- d) January 5 Ordinary (Budget sign off)
- e) March 2 Ordinary
- f) May 4 Parish, AGM, Ordinary
Cllr Brazel volunteered to host the July 7 meeting in his garden if required.
Proposed Cllr Bolton **Seconded** Cllr Brazel **All in Favour**

9) COUNCILLOR RESPONSIBILITIES

To agree Councillor responsibilities for 2021-22

- a) Village Hall – Cllr Brazel
- b) Church – Cllr Wright
- c) Allotments – Cllr Pietrecki, Parish Clerk
- d) Emergency Plan – Cllr Brazel, Whyte
- e) Village Hut News – Parish Clerk
- f) Infrastructure – Cllr Bolton, Hiorns
- g) Welcome Pack Committee – resident Judy Cooper
- h) Oakley Woods Rep – resident Judy Cooper
- i) Lengthsman Liaison – Cllr Bolton, Hiorns, Parish Clerk
- j) Planning – Cllr Wright, Cllr Pietrecki
- k) Human Resources – Cllr Brazel, Cllr Wright
Proposed Cllr Bolton **Seconded** Cllr Whyte **All in Favour**

10) DATE(S) OF NEXT MEETING

- a) 5 May 2021 Ordinary
- b) 7 July 2021 Ordinary
Proposed Cllr Brazel **Seconded** Cllr Wright **All in Favour**

11) CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS

Cllr Brazel closed the meeting at 20.35.

Signed



Date

7th July 2021