

IGHTFIELD PARISH COUNCIL

Dear Councillor:

You are hereby summoned to attend the **Annual Meeting of the Parish Council of Ightfield** to be held on **Monday, May 15th, 2023, at Calverhall Village Hall** which will commence at 7.30 p.m. in order to conduct the following business enclosed on the agenda below. The Press and public are welcome to attend.

Signed: *A Roberts*

Date: 10/05/2023

13/23 To elect the Chairman of the Council and receive their signed declaration of office

14/23 Apologies for absence

15/23 To elect the Vice Chair of the Council

16/23 Chairman's Welcome, Announcements and Public Session

This is a Public Meeting, and the press and public are welcome to attend and are invited to address the Council.

17/23 Declaration of Disclosable Pecuniary or any other Interests or requests for Dispensations

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether the interest is entered in the register of members interests maintained by the Monitoring Officer.

18/23 To approve the Minutes of the of the Parish Council Meeting held on 13th March 2023.

19/23 To agree Councillor appointments

- a. HR Team
- b. Grounds Maintenance Committee
- c. Pathway Coordinator

20/23 To agree representatives on NS Area Committee of SALC

21/23 Reports: Unitary Councillor, Councillors & Clerk

22/23 Parish Matters - An opportunity for Councillors to report items requiring attention:

- a. Locum Clerk – Mrs Amanda Roberts
- b. Street lighting – to report any remedial works required.
- c. LED upgrade
- d. Scottish Power unmetered bills
- e. Playground report – to receive an update from the responsible councillors carrying out routine inspection.
- f. Playground Audits this summer
- g. Pathway report
- h. Signage on Corra Place – A response from Shropshire Council received.
- i. War Memorial wall repair update.
- j. CIL Neighbourhood Funding
- k. Speed Indicator Sign at Ightfield Pathway entrance
- l. Whitchurch Whippets

23/23 Highways/Environmental Health

Matters to report/updates on items previously reported to including drainage issues.

Parish Grounds Maintenance

24/23 Planning (to include all received since the last meeting)

- a. Applications – None.
- b. Decisions – None.

25/23 Finance

- a. Balance reconciliation & cash book for information
- b. Cash flow statement
 - i. Playground equipment proposal
- c. To approve payment of invoices – to include payment of invoices received post agenda
- d. Year end Accounts: Status Report
 - i. AGAR: To resolve to declare exemption from external audit.
 - ii. AGAR: To review and approve the effectiveness of internal control (Financial Regulations Review) and sign the Annual Governance Statement (Section 1 of AGAR 2022/23)
 - iii. AGAR: To review, consider and approve Accounting Statements (Section 2 of AGAR 2022/23)

Recipient	Reason for Payment	Amount	Ref.	Power of expenditure
Paid				
MedUK	Defib Pad replacements	£93.00	1.23	Public Health Act 1936 s234
Unpaid				
HMRC	PAYE (April salary)	£66.60	2.23	LGA 1972 s112
C Martin	Final salary payment (tax deducted)	£44.85	9.23	LGA 1972 s112
HMRC	PAYE (Final salary)	£11.20	10.23	
C Martin	Travel Expenses (handover)	£22.00	11.23	LGA 1972 s112
Locum Clerk	Payment for work completed in April	£252.36	12.23	LGA 1972 s112
Scottish Power	Electricity	£263.03	13.23	Parish Councils Act 1957 (3)
Eon	Replacement of 2 pole lights	£1476.56 tbc	14.23	Parish Councils Act 1957 (3)
Calverhall Village Hall	Room Hire January and March	£50.00	15.23	LGA 1972 s111
PKF Littlejohn	External Audit 21/22	£336.00	16.23	LGA 1972 s168
SALC	Affiliation Fees	£288.40	17.23	LGA 1972 s143
Marches Landscape	Parish Grounds maintenance	£1530.90	18.23	Public Health Act 1875, Section 164
HMRC	PAYE (April & May 2022)	202.80	19.23	LGA 1972 s112
SDH Accountancy	Internal Audit 22/23	£180tbc	20.23	LGA 1972 s168
Total Unpaid		£4724.70		

26/23 Housekeeping**27/23 Items for Next Agenda**

To enable Councillors to bring forward items for the meeting dated 17 July 2023