

Minutes of Annesley & Felley Parish Council meeting held on 8th April 2024 at the Annesley Parish Hall commencing at 7.00pm.

Present: Cllr's S Bishop, R Blazewicz-Bell, A Wortley, D Martin, J Robinson, A Blazewicz-Bell, two members of the Public, Caretakers T Thomas, J Saint and Clerk J Barlow were in attendance.

The meeting was chaired by Cllr S Bishop.

As an election was not called to fill the Parish Councillor vacancy for the Annesley Ward, created by the resignation of Lorraine Fagan, the Parish Council can now co-opt to fill the vacancy. The Parish Council currently has two Annesley Ward vacancies that can now be filled by co-option.

1 Chair's Opening Remarks:

1.0 The Chair welcomed everyone to the meeting.

2 Apologies for Absence: Cllr's K Stanley, A Meakin, J Long, C Huskinson and J Bell

3 Declarations of Personal & Prejudicial Interest: None

4 To accept the minutes of the meetings held on 4th March 2024: Minutes were accepted as a true record of the meeting and signed by the Chair of the meeting.

5 Matters Arising:

5.1 50five specialise in the installation of Electric Vehicle chargers and have offered to supply/install, free of charge, EV charging points. On-site meeting to be arranged with the supplier.

5.2 Fencing on the edge of the woods on Derby Road needs repairing. Savills have confirmed that the fencing is not sited on Felley Priory owned land; however, the land is owned by Taylor Wimpey Ltd.

6 Public Questions:

6.1 None

7 Members Items and ADC/NCC Report:

7.1 Cllr A Blazewicz-Bell gave a brief update on the adoption process of the new estates - Jasmine Gardens and Willow Fields.

8 Cemetery:

8.1 None

9 Parish Hall:

9.1 Hall bookings were reviewed and agreed.

9.2 It was agreed that a one-off payment of £100 would be made for "key holder" duties, for the last eight weeks, due to Caretaker absence.

10 Parish Plan Review:

10.1 New Parish Plan - relevant updates on progress were discussed and reported at the Parish Council meeting.

11 Report on External Meetings:

11.1 None

12 Planning Applications:

12.1 V/2024/0088 - 5th March 2024 - Suite 139 Pure Offices, Lake View Drive, NG15 0DT - Certificate of lawfulness for proposed use as an app-based private Taxi Service with no private hire vehicle parking or visiting members of the public. No comment or objection.

13 Correspondence requiring attention:

13.1 All relevant correspondence had been circulated to all Parish Councillors before the meeting.

14 Finance Statement and accounts for payment:

The Clerk presented the monthly financial statements.

14.1 Payments approved were as follows:

<u>Date</u>	<u>Pavee</u>	<u>Pay type</u>	<u>Value</u>	<u>Description</u>
05-Mar-24	Kompan Ltd	BACS	330.72	Play/fitness areas inspection fee
05-Mar-24	J Saint	BACS	379.92	Door finger protectors
11-Mar-24	Mettle	BACS	95.00	Annual PAT testing
19-Mar-24	Ashfield District Council	BACS	528.99	May 2023 election costs
22-Mar-24	Water Plus Ltd	DD	47.93	Hall water charges

	Total March		£1,382.56	
06-Apr-24	Boiler Room Digital	DD	40.00	Web site maintenance
20-Apr-24	Ashfield District Council	DD	66.99	Cemetery Business rates
22-Apr-24	ICO	DD	35.00	GDPR annual registration fee
06-Apr-24	Philip Clarke	BACS	360.00	2023/24 Internal audit fee
08-Apr-24	Clarkes Cemetery Services	BACS	1,050.00	Contract work
08-Apr-24	J Saint	BACS	620.37	Salary
08-Apr-24	PD Thomas	BACS	150.12	Salary
08-Apr-24	J Barlow	BACS	1,303.20	Salary & Admin costs
08-Apr-24	Ashfield District Council	BACS	588.88	2024/5 trade waste disposal
22-Apr-24	Argos	CC	399.00	Laptop
22-Apr-24	Microsoft	CC	59.99	Microsoft 365 annual subscription
22-Apr-24	SLCC	BACS	188.00	2024/25 annual subscription
07-May-24	HMRC	BACS	528.85	National Insurance & PAYE
	Total April		£5,390.40	

14.2 The 2023/24 Internal Audit of the accounting records, financial procedures, financial controls and accounting statements for the Parish Council was conducted by the appointed internal auditor Philip Clarke. No issues or problems were reported. The detailed Audit Report/Scope document and the 2023/24 Annual Internal Audit Report were circulated to all Parish Councillors on 1st April 2024.

14.3 The final statement of Income and Expenditure compared to Budget for the full financial year ended 31st March 2024 was distributed to all Councillors on 31st March 2024.

14.4 The 2024/25 budget summary, showing a break-even position, was circulated to all Councillors on 31st March 2024

14.5 The 2023/24 Annual Governance Statement and Accounting Statement were circulated to all Councillors on 31st March 2024 for review and consideration.

14.6 The 2023/24 Annual Governance Statement (Section 1) was considered and approved at this meeting and was signed by the Chair of the meeting and the Clerk.

14.7 The 2023/24 Accounting Statement (Section 2) was considered and approved at this meeting, after the 2023/24 Annual Governance Statement (Section 1) had been approved. The 2023/24 Accounting Statement (Section 2) was signed by the Chair of the meeting and the Clerk/RFO.

14.8 Financial Reserves at 31st March 2024 - it was agreed that General Reserves would be increased from £35k to £55k and £51k allocated to Earmarked Reserves to deliver the Projects identified in the latest Parish Plan.

15 Statutory Compliance Checks:

15.1 Children's Play Area and Skate Park - the Caretaker confirmed that a visual check had been completed.

15.2 Parish Hall - the Caretaker confirmed that all statutory compliance checks had been completed.

The meeting closed at 7.50pm.

The next meeting will be held on Monday 13th May 2024 commencing at 6.30pm, commencing with the Annual Parish meeting, Annual Parish Council meeting and May Parish Council meeting.

Signed..... Chair of Meeting

Date.....