

Thurloxtton Parish Council.

Minutes of the meeting held on Thursday 16th May 2024 at 7.30pm in Thurloxtton Village Hall

Present:

H Coombs (Chair)
A Hooper (Vice Chair)
A Quick
J Trott
P Mackay
H Barrington (Clerk)

Members of the public present: Mr C Trott

1. (a) Election of Chairman

The Clerk asked for nominations for Chair. H Coombs was proposed by A Quick, seconded by A Hooper. There were no other nominations, so H Coombs was duly elected as Chair for the next 12 months. The declaration of acceptance of office was signed and witnessed by the Clerk.

(b) Election of Vice Chairman

The Chairman asked for nominations for Vice Chair. A Hooper was proposed by A Quick, seconded by H Coombs. There were no other nominations, so A Hooper was duly elected as Vice Chair for the next 12 months.

2. Apologies Cllr. A Bradford (SC)

3. Minutes of the meeting held on 14th March 2024 were agreed and duly signed, proposed by J Trott, seconded by A Quick.

4. Matters arising: P Mackay and A Hooper will try and source some plastic pallets on which to stand the salt bins.

5. Planning Applications

- none

6. Completion of Annual Governance Statement for 2023/2024

The internal audit report was completed on 27/4/24. The notes from the Internal Auditor were that the website upgrade was in progress and the bank mandate was also being updated. She also commented that a contract of employment should be in place for the Clerk.

All councillors were given a copy of the statement. The Chairman went through each question, all questions were answered "Yes" and the Annual Governance Statement and Certificate of Exemption were approved by the councillors and both forms were signed by the Chairman and the Clerk.

7. Finance

a) Value of assets

It was agreed that the book exchange should remain on the fixed asset register at a value of £1000. It was agreed to reduce the following assets by 10%:

4 salt bins=£263, 1x noticeboard £315, 1 x noticeboard £401, bench x2 £656, Defibrillator £1312

The laptop is depreciated on a straight line basis 25% over 4 years : £239 (remaining value) x 25%=£60 Value £180-£60=£120

Total Fixed Assets: £4067

b) Annual accounts for 2023/24

The annual accounts for 2023/24 had been considered at the Annual Parish Meeting. There were no further questions from the councillors . The accounts for the year ended 31st March 2024 and the Accounting Statement were duly approved and adopted. The accounts were signed by the Chairman along with the Accounting Statement. This now completes the Annual Governance and Accountability Return. The Certificate of Exemption will be sent to the external auditor.

c) Bank balance

	Income	Expenditure
Opening Balance £6001.78 as at 1/4/24		
D Lock work March		£104.00
Heartstart		£100.00
D Lock work April		£130.00
Precept	£4500.00	
TEEC Ltd-domain charge		£144.00
Closing balance £10,023.78 as at 16/5/24		

d) Payments

Income: £4500 Precept.

Income due: A refund of £6.60 for overpayment of HMRC deductions for the financial year ended 5/4/24 has been requested.

Payments made to D Lock for work in March £104.00, work in April £130. Heartstart £100 replacement defibrillator battery., TEEC Ltd domain charge £144.

Payments due-The Clerk presented her timesheet Jan-April. A new payscale was published in November 2023 for 2023/24 SCP/LC1(6) current rate £11.42, increasing to £12.42 . The new hourly rate of £12.42 was agreed, total 38x£12.42= £471.96 proposed by A Quick, seconded by H Coombs.

BHIB Insurance renewal is due on 1/6/24. The premium last year was £266.50 plus admin fee £25, total £291.50. This year's premium is £282.41 plus an increased admin fee of £45 (previously advised) total £327.41 proposed by H Coombs, seconded by A Quick.

8. Highways and Footpath issues:

Highway issues

Pothole junction of Boez Lane/Mill Lane was reported-no action at present. The Clerk will report it again as there are concerns that the pothole is deteriorating and may collapse at any time.

Horserider warning signs update: update was received from K Tyson (Highways) on 14/5/24. The Instruction has been sent to the contractor and she can request that they prioritise this job due to the time past since it was first requested.

Drains- A Hooper has cleared the drains at the top of School Hill.. The blocked drains on Boez Lane (from Rhodes House onwards) are still a problem.

Footpath issues- no further issues (covered in Annual Parish Meeting).

9. Lengthsman Scheme.

It was agreed that the Clerk should be authorised to pay D Lock up to 12x£13=£156 in any one month, proposed by H Coombs, seconded by J Trott.. The Clerk will ask Mr Lock for an up to date copy of his public liability insurance, due for renewal on 7/6/24.

10. Village Hall

King's portrait has arrived and this can be displayed in the village hall. The recent barn dance was a success.

11. Book Exchange:

The book exchange is being used regularly and donations are being made to Dr Barnardos. A Hooper will remind P Greenslade about painting the door when possible.

12. Website:

We are currently waiting for government authorisation to use the domain name thurloxttonparishcouncil.gov.uk. The domain charge has been paid (see Finance) and the next domain charge will be due in 2026. The website has to be up and running by 30/6/24 in order that we can publish the AGAR paperwork and Accounts for the period during which electors and interested persons may exercise rights relating to the annual accounts.

13. Defibrillator:

The new battery has been fitted and software updated. It was agreed that because the defibrillator is set up to be used by anyone, with no prior training being required, there was no need for a further training session to be organised.

14. Local Community Network Update:

The Chairman gave a report on the last Hestercombe LCN meeting. The next meeting is the AGM on 19TH June which the Chairman and the Clerk hope to attend.

15. Matters of report and items for the next meeting: horserider warning signs update, defibrillator pads, councillor training.

16. Date of next meeting: Thursday 11th July 2024 at 7.30pm

The meeting closed at 8.43pm