Minutes of the Annual Meeting of Foston Parish Council held on 16th May 2023 at 19:30 at Foston Village Hall

**Present:** Cllrs Christina Lees, Tracey Gardner, John Munro, Henry Browne, James Baggaley

J Stanley – Clerk to Council

**Public Forum –** No matters discussed.

**Council Session**

1. **To elect a Chairman of Council for 2023/2024.-** It was

Resolved: That Cllr Christina Lees be elected Chairman of Foston Parish Council for 2023-2024. Unanimous.

1. **To receive the Declaration of Acceptance of Office of Chairman of Foston Parish Council 2023/2024**

Following election Cllr Lees immediately signed the appropriate declaration of acceptance of office.

1. **To fill any vacancies left unfilled at the election by reason of insufficient nominations. –** There are 2 vacancies on the Council following the recent election, co-option to fill can be made up until 26th June 23.
2. **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received. –** All Councillors signed the acceptance of office prior to the commencement of the meeting.
3. **Apologies and reasons for absence (To receive and resolve reasons for absence in accordance with the**

**requirement of the Local Government Act 1972) –** Nil

1. **To receive Disclosable Pecuniary Interests in accordance with the Relevant Authorities (Disclosable**

**Pecuniary Interests) Regulations 2012 –** Nil

1. **To confirm the minutes of the Parish Council meeting held on 7th March 2023 –** It was.

Resolved: that the minutes of the Parish Council meeting held on the 7th of March 2023 be approved and signed by the Chairman as a correct record. Unanimous.

1. **To consider and review Foston Parish Council Standing Orders** - It was.

Resolved: that the review Standing Orders v1.0 review was completedUnanimous.

1. **To consider and review of Foston Parish Council Financial Regulations. -** It was

Resolved: that the Financial Regulations v1.0 review was completed Unanimous.

1. **To consider and review Foston Parish Council Risk Register -** It was.

Resolved: that the Foston Parish Council Risk Register review was completed. Unanimous.

1. **To consider and review inventory of land and other assets.** It was.

Resolved: That the review of the asset register was completed and accepted Unanimous.

1. **To review and confirm arrangements for insurance cover in respect of all insurable risks.** It was.

Resolved: That the following review of the insured risks and policy the current cover is appropriate with no amendments required at renewal. Unanimous.

1. **To consider and confirm arrangements for the review of:**
	1. Council Complaints Procedure - It was.

Resolved: that the review of Council Complaints Procedure was completed Unanimous

* 1. Councillor Co-Option Policy – It was.

Resolved: that the review of Councillor Co-Option Policy was completed Unanimous

* 1. Training and Development Policy - It was.

Resolved: that the review of Training and Development Policy was completed Unanimous

* 1. Council’s policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation - It was.

Resolved: that the report from the clerk outlining a timetable for review was accepted. Unanimous

* 1. Council’s policy for dealing with the press/media - It was.

Resolved: that Media Policy v 1.0 be adopted to replace the existing Press and Media Policy. Unanimous

* 1. Council’s employment policies and procedures. - It was

Resolved: that the report from the clerk outlining a timetable for review was accepted. Unanimous

* 1. Council’s expenditure incurred under s.137 of the Local Government Act 1972 - It was.

Resolved: that the report from the clerk outlining a timetable for review was accepted. Unanimous

1. **To resolve to appoint an Internal Auditor for Foston Parish Council for 2023/2024**. - It was

Resolved: that Mr P Traynor be appointed Internal Auditor for 2023/2024. Unanimous.

1. **To resolve to appoint Parish Council representatives / roles**: It was.

Resolved: That Council make the following appointments for 2023/2024 Unanimous.

|  |  |
| --- | --- |
| Neighbourhood Watch – Cllr Lees | Village Hall – Cllr Baggaley |
| Planning – Cllr Gardner | Police - Cllr Browne |
| Playing Field – Cllr Baggaley, Cllr Munro | Roads and Footpaths - Cllr Lees |
| Facebook – Clerk to Council  | Foston Neighbours - Cllr Christina Lees |
| Speed Indication Device Coordinator – Clerk to Council  | Conservation Group – Cllr Munro, Cllr Browne |

1. **To review and consider Council subscriptions to other bodies -** It was.

Resolved: that Council renew subscription to LALC, LCR and ICO for 2023/2024 Unanimous.

1. **To consider and approve the timetable of Meetings for the 2023/2024 administration period. -** - It was

Resolved: That Councill meetings for 2022/2023 take place at Foston Village Hall on the following dates: Ordinary Meetings - 6th June 2023, 4th July 2023, 5th September 2023, 7th November 2023, 2nd January 2024, 5th March 2024. Annual Parish Council Meeting - 7th May 2024. Annual Parish Meeting - 5th April 2024

1. **To consider a grant awarding policy -** It was

Resolved: that Foston Parish Council Grant Policy v 1.0 be adopted, all committed grants be paid, new requests to be assessed under the newly adopted policy. Unanimous.

1. **To consider correspondence relating to a funding request. -** It was

Resolved: that the correspondent be invited to make an application in accordance with Grant Policy. Unanimous.

1. **To receive a report on the Coronation Weekend, Party and Big Help Out. -** Cllr Lees gave a verbal report on activities held in the village during the Coronation weekend.
2. **To consider the co-ordination of a pothole reporting session in Foston. -** It was

Resolved: that a request be made to County Cllr Maughan for a walk around session with Highways Officers and Council members. Unanimous.

1. **To consider use of planters obtained from Lincoln City Council. -** It was

Resolved: that Cllrs Baggaley and Browne liaise with the Conservation Group regarding the planters Unanimous.

1. **To consider the introduction of a Parish Council WhatsApp group. -** It was

Resolved: that the Clerk investigate use of WhatsApp as a communication channel Unanimous

1. **To consider the Speed Indicator Device -** It was

Resolved: that the Clerk contact Richard Litchfield regarding the Speed Indicator device packaging. Unanimous

1. **To consider planning application S22/1022 – Meadow View, Marshall Way, Foston -** It was

Resolved: that SKDC be contacted regarding the status of any potential appeal against the outcome of planning application S22/1022. Unanimous

1. **To receive and consider a report from Cllr Gardner on Planning Matters** – Cllr Gardner reported on the following planning matters.
2. Decision Notice - [S22/1737](http://www.southkesteven.gov.uk/index.aspx?articleid=8170#/application/s22%2F1737/details?search=S22%2F1737&from=0) – Lodge Farm, Newark Hill
3. Decision Notice - [S22/2468](http://www.southkesteven.gov.uk/index.aspx?articleid=8170#/application/s22%2F2468/details?search=S22%2F2468&from=0) - Springbank Chapel Lane
4. Consultation - [S23/0323](http://www.southkesteven.gov.uk/index.aspx?articleid=8170#/application/s23%2F0323/details?search=S23%2F0323&from=0) – Land To The North Of The A1 (Foston Bypass) Foston
5. **To consider Financial Matters**
	1. To receive the Clerks report on payments made between meetings.

Income

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TN  | Payment Date | Type | Payee | Details | Total Payment  |
| 04 | 14/04/2023 | BGC | SKDC | Precept |  £ 12,500.00  |
| 03 | 17/04/2023 | BGC | HMRC | VAT Reclaim 1/3/22-31/2/23 |  £ 729.09  |

Expenditure

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TN  | Payment Date | Type | Payee | Details | Total Payment  |
| 99 | 26/03/2023 | CHG | HSBC | Charges to 4/3/23 |  £ 8.00  |
| 100 | 28/03/2023 | DDR | Talk Talk Business | Village Hall Broadband |  £ 40.14  |
| 07 | 19/04/2023 | FPS | Severnside Defibs and Training Ltd | Defib Pads |  £ 139.20  |
| 09 | 26/04/2023 | CHG | HSBC | Charges to 4/4/23 |  £ 8.00  |
| 10 | 26/04/2023 | DDR | Talk Talk Business | Village Hall Broadband |  £ 40.14  |
| 17 | 09/05/2023 | FPS | HMRC | Deductions P11 |  £ 67.82  |

* 1. To review and consider accounts for payment. – It was

Resolved: That Council approve payment of the following items Unanimous.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TN  | Payment Date | Type | Payee | Details | Total Payment  |
| 01 | 17/05/2023 | FPS | Vision ICT | Web Hosting |  £ 311.86  |
| 02 | 17/05/2023 | FPS | LALC | Subscriptions |  £ 166.11  |
| 05 | 17/05/2023 | FPS | LALC | Training |  £ 27.60  |
| 06 | 17/05/2023 | FPS | Foston Village Hall | Room Hire |  £ 15.00  |
| 08 | 17/05/2023 | FPS | Foston Village Hall | Room Hire |  £ 20.00  |
| 11 | 18/05/2023 | FPS | AJ Gallagher  | Insurance Premium |  £ 547.17  |
| 12 | 18/05/2023 | FPS | Foston Village Hall | Room Hire |  £ 35.00  |
| 13 | 18/05/2023 | FPS | Parks and Pitches | Grass Cutting  |  £ 160.00  |
| 14 | 19/05/2023 | FPS | Redacted | Reimbursement P12, P1 |  £ 49.84  |
| 15 | 19/05/2023 | FPS | Redacted | Salary P12, P1 |  £ 396.73  |
| 16 | 19/05/2023 | FPS | HMRC | Deductions P12, P1 |  £ 99.00  |
| 18 | 20/05/2023 | FPS | Redacted | Coronation Party  |  £ 377.21  |

* 1. To review income and expenditure to 31st March 2023 - Review completed and noted no concerns.
	2. To review income and expenditure to 30th April 2023 - Review completed and noted no concerns.
	3. To review bank account reconciliations to 31st March 2023 – It was

Resolved: That the bank account reconciliation for 31st March 2023 be accepted and approved. Unanimous

* 1. To review bank account reconciliations to 5th April 2023 – It was

Resolved: That the bank account reconciliation for 5th Apr 2023 be accepted and approved. Unanimous

* 1. To review bank account reconciliations to 5th May 2023 – It was

Resolved: That the bank account reconciliation for 5th May 2023 be accepted and approved. Unanimous

* 1. To consider correspondence from Melton Mowbray Building Society – It was

Resolved: that the account held with The Melton Building Society be closed with the balance transferred to an existing account held with HSBC pending a full review of banking services. Unanimous

1. **To receive and consider reports from County and District Councillors’ –**. Nil
2. **To consider items for inclusion on the agenda for the next Parish Council Meeting on 6th June 2023 –** Grass Cutting, Potholes and Police liaison were requested for inclusion on the agenda for the next meeting.

There being no further business the meeting closed at 21:00

Signed Chairman