



Sutton Cheney Parish Council

All Members of the Parish Council are hereby summoned to attend the Annual Parish Council Meeting to be held on **Thursday 11th May 2023** starting at **7:30 pm** at Sutton Cheney Village Hall, Sutton Cheney for the purpose of transacting the business shown below.

Minutes

45/23 ELECTION OF CHAIRMAN

- a. The council voted unanimously to re-elect Andrew Copson as Dadlington and Sutton Cheney's Parish Council Chairman.

46/23 CHAIRMAN'S DECLARATION OF ACCEPTANCE TO OFFICE

- a. The Chairman completed the Declaration of Acceptance to Office documentation.

47/23 ELECTION OF VICE CHAIR

- a. The council voted unanimously to elect Philip Kitley for the position of Vice Chairman.

48/23 PUBLIC PARTICIPATION

- a. No public participation

49/23 APOLOGIES

- a. The council accepted apologies from Simon Rees-Jones due to a holiday commitment and Neil Franklin, due to work commitments.

50/23 DECLARATIONS OF INTEREST PECUNIARY AND NON-PECUNIARY

- a. No declarations of interest pecuniary and non-pecuniary.

51/23 PREVIOUS MINUTES

- a. The council approved the minutes as an accurate record to be signed by the Chairman. One change was agreed by the council - minute reference 42/23 7. Finance 7.D remove the wording "submitted from Groundwork"

52/23 REPRESENTATION ON INTERNAL COMMITTEES

- a. The council unanimously appointed Andrew Copson, Valerie Pritchard and Linda Mayne to the HR committee.
- b. The council unanimously appointed Andrew Copson, Valerie Pritchard, and Linda Mayne to the Finance committee and left a fourth position vacant to be filled at the July 23 meeting.

Chairman's Signature:

Date:

All minutes deemed as draft until formally approved and signed

- a. The council agreed to defer appointments to the Dadlington Neighbourhood Plan Committee item until all members from the Dadlington Ward were in attendance.

ACTION – The Clerk is to add the nominations for the Dadlington Neighbourhood Plan Group to the July 23 agenda.

53/23 RE-ADOPTION OF STATUTORY DOCUMENTS

- a. The council unanimously re-adopted the Standing Orders, with one change to increase the quorum from 3 members to 4 members.

ACTION – The Clerk is to make changes to the quorate section of the standing orders increasing from 3 to 4.

- b. The council unanimously re-adopted the Financial Regulations.
- c. The council unanimously re-adopted the Model Publication Scheme.
- d. The council did not agree to re-adoption of the Risk Management Scheme as the Clerk has detailed that part of the scheme needs to be updated as detailed in the Internal Audit.

ACTION – The Clerk is to make changes to the Risk Management Scheme as detailed in the Internal Audit.

- e. The council the Asset Register for 2023-2024 – All in favour
- f. To consider the re-adoption of the Neighbourhood Planning Terms of Reference – All in favour
- g. To consider the re-adoption of the Human Resources Terms of Reference - All in favour
- h. To consider the re-adoption of the Finance Committee Terms of Reference – Changes to be made in regard to delegated powers after the July 23 meeting

ACTION – The Clerk is to add delegated powers to the July 23 meeting agenda

54/23 – 10. BOROUGH AND COUNTY COUNCILLOR REPORTS

- a. The council did not receive a Borough Councillor report but the Borough Councillor did confirm her apologies.
- b. The council received an email report from Cllr Bertie Harrison-Ruston

55/23 – 11. SCHEDULE OF PARISH COUNCIL MEETINGS

- a. The council all agreed to reduce the meetings to bi-monthly. The following dates were agreed by the council:

Thursday 6th July 2023

Thursday 14th September 2023

Thursday 9th November 2023

Thursday 11th January 2024

Chairman's Signature:

Date:

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Thursday 14th March 2024

Thursday 16th May 2024 – Annual Parish Meeting

ACTION – The Clerk is to update the website with the dates and locations of the bi-monthly meetings.

56/23 – 12. FINANCE

- a. The council adopted the financial statement for May 2023 - £6796.00
- b. The council noted payments requiring Council authorisation of £6769.00
- c. The council noted the closing bank balance for April 2023 of £16,340.35
- d. The council voted to adopt the following reoccurring payments:
 - i. Screatons - £19.40 per month – Payroll services
 - ii. Geoff Cantwell - £105.00 per month – VAS maintenance
 - iii. HSBC - £8.00 per month – Current account payment
 - iv. Clerks salary
- e. The council requested that the bank mandate be added to the July 23 agenda.

ACTION – The Clerk is to add the HSBC bank mandate to the July 23 agenda.

57/23 – 13. PLANNING

- a. The council discussed planning application 23/00407/HOU - Proposed single-storey front and rear extension and new solar panels. Orchard Cottage Main Street Sutton Cheney Nuneaton Leicestershire. The council agreed to submit comments stating rendering and colour should be in keeping with the conservation area. – All in favour.

ACTION – The Clerk is to submit comments that the rendering and colour should be in keeping with the conservation area for planning application 23/00407/HOU

58/23 – 14. CLERKS REPORT

- a. The Clerk shared her report in the Internal Audit and its findings.
- b. The council considered Section 1 Annual Governance Statement 2022/2023 of the Annual Governance and Accountability Return 2022/2023 Part 3. Councillors approved and the Chairman and Clerk signed Section 1 of the Annual Governance Statement 2022/2023 of the Annual Governance and Accountability Return 2022/2023 Part 3.
- c. The Clerk presented a revised financial forecast and explained that a full breakdown will be available for the July 23 meeting.

59/23 – 15. MEMBER'S REPORTS

Chairman's Signature:

Date:

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The council noted that there has been a lack of communication in relation to the 1485 committee and asked the Clerk to note this as an agenda item at the next parish council meeting.

ACTION – The Clerk is to add the 1485 trial trial committee nominations to July 2023 meeting agenda.

The Chair proposed thanks to former councillor Peter Dyde for his service to the community during his time as a parish councillor.

Meeting Closed 20:15

Chairman's Signature:

Date:

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