

STOW BEDON AND BRECKLES PARISH COUNCIL

*Chairman: Hannah Reed
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NR17 1DA*

*Clerk: Jackie Preston
Pear Tree Cottage
Magpie Lane
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Minutes of Stow Bedon and Breckles Parish Council Meeting held on 24th June 2024 at Caston Village Hall.

Present: Councillors H Reed (Chair), L Pilkington, J White, C Allen and J Preston (Parish Clerk)

1. To open the meeting and welcome those present.

The Chair opened the meeting and welcomed those present.

2. Acceptance of Office Form to be signed by Vice Chairman.

Councillor Pilkington signed the Acceptance of Office Form which was witnessed by the Clerk.

3. To receive and approve any apologies for absence.

Apologies for absence were received from Councillor P Childs and accepted by those present.

4. To receive any declarations of pecuniary interest from members and consider requests for dispensations.

None were made.

5. To agree the minutes of the meetings held on 20th May 2024.

The minutes of the Annual General Meeting of the Parish Council and the Annual Parish Meeting were agreed by all present and signed by the Chairman.

6. Matters arising from the minutes not included on the agenda.

The clerk advised that items listed in the minutes of the Parish Council AGM for inclusion on the next agenda (Item 17) would be placed on the agenda for the upcoming meeting on 8th July 2024.

7. Public Participation.

No members of the public were present.

8. Approval of the AGAR.

The audited accounts were formally approved and signed by the Chair and the clerk. The clerk advised that the internal auditor had recommended that an Assets Register and a Variance Report be submitted with the next set of year end accounts. The AGAR was then discussed at length with full agreement to information submitted on the Certificate of Exemption, Annual Governance Statement and Accounting Statements for 2023/24. All pages were approved and signed by the Chair and Responsible Financial Officer where required with a minute item reference entered where requested.

9. Discuss key person insurance claim.

The clerk advised that having not heard from Gallaghers since supplying the information requested by AXA, she had requested an update from the broker. AXA have been reviewing the claim in the last few days and the outcome looks encouraging. A request had been made for the parish council’s bank details inferring that a payment could be made but the broker was unable to confirm anything definite at this stage.

10. Any other relevant matters not included on this agenda.

There was discussion about the parish council website which whilst being temporarily managed by Councillor Pilkington needs to be taken over by the Parish Clerk. Suggestions were made as to how to achieve this and whether there was assistance available to help the clerk who does not have any website management experience.

The transfer from Barclays Bank to Unity Trust Bank was discussed and it was decided to continue with the original process which had been started of switching the mandate from Barclays to Unity Trust Bank by completing the submission form and supplying documents requested. It was agreed that this would avoid complications with continuity of bank transactions which may be an issue if, as discussed at the last meeting, a new account was opened with Unity Trust and the balance of the Barclays account withdrawn and paid into it. Councillor Pilkington, being an account signatory, supplied his signature on the submission form and the clerk agreed to obtain the signatures of the two other councillors when possible. She will also supply the necessary documentation to Unity Trust Bank to hopefully get the account finally up and running.

The clerk informed the councillors that she had received communication regarding the lack of reporting on the defibrillator in Stow Bedon supplied by Community Heartbeat Trust. As previously discussed, a new volunteer was required to take over the responsibility for the defibrillator checks from Councillor Jessett and a name of a local person had been suggested. It was agreed to request Councillor Childs to approach this person to enquire whether they would like to be the new reporter and if not whether Councillor Childs would himself be able to take this on.

Prior to Councillor Reed and Ann Cuthbert’s planned meeting with Simon Wood on 5th July to discuss the Unit at Cherry Tree Farm, Councillor Reed asked if anyone had any specific comments or questions that they would like her to put to Simon Wood on their behalf.

11. To receive items for next agenda.

No further items received.

12. To confirm the date of the next meeting as Monday 8th July 2024 at 7.30pm.

The next Parish Council Meeting will take place on Monday 8th July at 7.30pm.

The meeting was closed by the Chairman at 8.45 pm.

SignedChairman Date.....