

HARESCOMBE PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING HELD AT HARESCOMBE VILLAGE HALL
ON 30TH MAY, 2023 AT 8:00PM.

Present: Cllrs Kath Pritchard, Caroline Ractliffe (Chair), Paul Richards (Vice Chair) and Mrs Sheila Murray (Clerk/RFO)

There were 2 members of the public present.

1/05.23 Election of Chair

Nomination:- Cllr Ractliffe

Proposed:- Cllr Pritchard

Seconded:- Cllr Richards

Vote unanimous.

Cllr Ractliffe accepted the position of Chair and expressed this would be for one more year as she has served 16 years as a Councillor.

2/05.23 Election of Vice Chair

Nominated:- Cllr Richards

Proposed:- Cllr Ractliffe

Seconded:- Cllr Pritchard

Vote unanimous

Cllr Richards accepted the position of Vice Chair

3/05.23 To Co-opt a new Councillor

3.1 Mr Tom Leeper expressed an interest in becoming a Parish Councillor and was welcomed by the Councillors.

Proposal to Co-opt Mr Leeper was given by Cllr Ractliffe

Seconded by Cllr Richards

Vote unanimous

Councillor Leeper was requested to complete a Declaration of Office and a Members Declaration of Interest Form.

3.2 Another position of a Casual Vacancy has arisen and currently there are two members of the Parish that would like to be considered. The closing date for nominations to submitted to SDC is 8th June 2023.

4/05/23 To sign Declaration of Office and Member Declaration of Interest Forms

Councillor Ractliffe signed the Declaration of Office of Chair and all members signed the Declaration of Members Interest forms for 2023/24.

5/05.23 Public question time

None

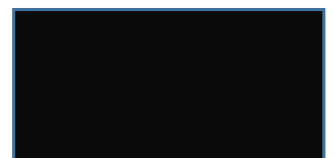
6/05.23 Apologies None. It was noted that following the Local Elections some District and County Officers have changed. The Clerk will check the results and advise.

7/05.23 Minutes of the previous meeting held on 21st March, 2023 and 20th April, 2023 were approved and signed by Cllr Ractliffe on behalf of the Council.

8/05.23 Matters Arising from the Minutes not covered on the Agenda

8.1 Cllr Richards gave detailed information regarding incidents involving the BT Pole but there was no further information that assisted in pursuing the matter. An approach to Highways was considered the next step.

8.2 Cllr Pritchard advised that suggestions given during the APM for the Queen's memorial was the placement of a Sundial within the Church grounds. It was considered that there is



insufficient space to place a seating and planting arrangement at the Church Hall. She will discuss this with the PCC and advise accordingly.

8.3 Training for the use of the defibrillator will be on a Monday at 7pm, date to be confirmed by First Passion. The Clerk will advise.

9/05.23 Members' declaration of interest to items on the Agenda.

None

10/05.23 To approve the Co-option of a new Councillor

Following the resignation of Cllr Lawday this item was covered under Minute item 3.2

11/05.23 Report on roads, ditches and footpaths in the village

Cllr Ractliffe advised she would contact Highways to get an update on details of the new Manager. She confirmed that the ditches were attended to up to the main road triangle but was unsure of the outcome regarding blockages. It was stressed how important it is for residents to individually report pot holes and their locations.

12/05.23 District Councillor's report - County Councillor's report.

None

13/05.23 Planning SDC decisions and new applications

S23/0544/FUL Hayes Farm, Harescombe - change of use from Agriculture to Amenity/Event Use. APPLICATION WITHDRAWN

S23/0641/HHOLD The Orchard, Styles Lane, Harescombe – Two storey and single storey extension with patio above. - PERMITTED

S23/0528/HHOLD Cornerways, Harescombe - First floor loft extension, double carport and garage/ store, log store, alterations to vehicle access. PERMITTED

S23/0229/HHOLD – 2 Sparrow Farm Cottages – Off street parking for 2 vehicles – awaiting decision.

No new applications have been received.

14/05.23 Finance

14.1 To review and approve the current Financial report Budget v Spend 23/24 year to date and the bank reconciliation statement 23/24 year to date.

Proposed Cllr Pritchard, seconded, Cllr Richards. Vote unanimous

14.2 The Insurance renewal was approved at the previous meeting and paid retrospectively.

14.3 Councillor Ractliffe proposed renewal of the GAPTC annual subscription £58.17

Seconded by Cllr Pritchard vote: unanimous.

14.4 To consider Invoices for payment

Cllr Ractliffe submitted an invoice for refreshments for the APM. Cllrs approved the invoices for payment as listed.

Propose a donation in memory of the late Andy Buckmaster to Sue Ryder Hospice of £100 Proposer Cllr Pritchard, Seconder Cllr Ractliffe vote unanimous.

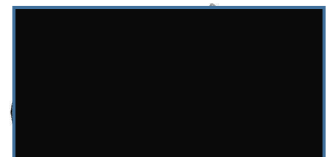
14.5 To approve payments via BACS for Council affairs'

Proposed Cllr Richards, seconded Cllr Pritchard vote: unanimous. Cllrs Ractliffe and Pritchard signed the Invoices and the Bacs statement.

14.6 Councillors approved the continuation of PATA payroll services for 23/24 Proposed by Cllr Ractliffe and seconded by Cllr Richards vote: unanimous.

14.7 To review and approve Direct Debit instructions for 2023/24

Cllrs approved the one annual Direct Debit for ICO (Information Commissioner's Office)



Date	Payee	Details		Total	Powers
30/05/2023	Mrs Sheila Murray	Clerks Salary Apr-£135.96	Bacs	£ 271.72	LGA 1972 s.112(2)
	Mrs Sheila Murray	Clerks Salary May-£135.76			
30/05/2023	HMRC	Paye Apr/May	Bacs	£ 67.80	LGA 1972 s.112(2)
30/05/2023	GAPTC	Annual Subscription	Bacs	£ 58.17	LGA 1972 s.143
30/05/2023	Kath Pritchard	Printer Cartridges	Bacs	£ 15.99	LGA 1972 s.111
30/05/2023	Sue Ryder Hospice	Donation (A.Buckmaster)	Bacs	£ 100.00	LGA 1972 s.137
30/05/2023	Harescombe Parish Hall	Kings Coronation	Bacs	£ 150.00	LGA 1972 s.137
30/05/2023	Mrs Ractliffe	APM refreshments	Bacs	£40.64	LGA 1972 s.145
			Total	£ 704.32	
Paid	First Community	Insurance		£ 128.08	LGA 1972 s.111

BACS Schedule

15/05.23 Administration – Year end reports 2022/2023

15.1 Internal Audit

Councillors reviewed and approved “The Effectiveness of the Internal Audit” signed by Cllr Ractliffe. Propose Cllr Pritchard, Seconded Cllr Richards vote unanimous.

15.2 **To consider and approve the Internal Audit Report** and it’s recommendations.
Propose Cllr Ractliffe seconded Cllr Richards vote: unanimous.

Recommendations:

- Review the summons on the Agenda.
- Ensure the Budget minute shows that it was Considered, Approved and Proposed.
- Ensure the Precept minute shows that it was Considered, Approved and Proposed.

15.3 To Review and approve **the Fixed Asset Register** for 2022/23 signed by Cllr Ractliffe.

15.4 **Financial Report budget v spend – Bank reconciliation 2023/2024** Councillors reviewed and approved the Financial Report budget v spend for 2022/23 with the bank reconciliation. Signed by Cllr Ractliffe.

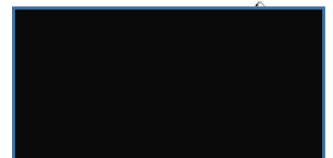
AGAR Documents

15.5 Approval of the Annual Governance Statement

- a. Consider the Annual Governance Statement.
Councillors reviewed the Annual Governance Statement.
- b. Approval of the Annual Governance Statement by resolution:
Councillors unanimously approved the Annual Governance Statement.
- c. Sign and date the Annual Governance Statement by the RFO and Chair.
Proposed by Cllr Pritchard, seconded, Cllr Ractliffe vote: unanimous

15.6 Approval of **the Accounting Statements** for the year ending 31 March 2022

- a. Consider the Accounting Statement;
Councillors reviewed the Accounting Statement
- b. Approval of the Accounting Statements by resolution; and
Councillors unanimously approved the Accounting Statement.
- c. Sign and date the Accounting Statements by the RFO and Chair
Proposed by Cllr Ractliffe, seconded, Cllr Pritchard vote: unanimous.



15.7 **Declaring the Council as an exempt authority** by resolution that it meets the criteria for 2022/23 and signing the exemption certificate. **Proposed Cllr Pritchard, seconded Cllr Ractliffe, vote unanimous.**

AGAR Documents were signed and dated by Cllr Ractliffe and Mrs Murray.

15.8 To consider and approve the **Public Rights Inspection Dates** 13th June 2023 to 21st July 2023. **Proposed Cllr Pritchard, seconded Cllr Ractliffe vote: unanimous.**

Notice will be posted on 13th June 2023.

16/05.23 Correspondence

17/05.23 Councillors' Submissions.

17.1 Cllr Ractliffe expressed interest in sharing roles around the members and suggested:

- New Planning Applications – to be appointed to a Councillor who resides near the applicant.
- A member to manage issues relating to Roads, ditches and footpaths.
- A member to assist with the Internal, internal Audit.

These will be discussed by Agenda at the next meeting.

17.2 Cllr Leeper will review the matter regarding Church funding for grass cutting.

17.3 Appointment of a Clerk is pressing. An advert will be placed with GAPTC, Whatsapp and the local magazine Voices.

18/05.23 Date of next meeting – Tuesday 11th July, 2023 in the Church Hall 8pm.

There being no further business the meeting closed at 9.08 pm