

Great & Little Whelnetham Parish Council

Minutes of Parish Council meeting held Monday 13 May 2024 at 7.30pm at Great Whelnetham Community Centre

Present	Councillors Peter Royce, PR, Tim Webber, TW, Sally Henderson, SH, Paul Wallace, PB, Bill Atkins, BA, John Hepworth, JH, Clerk Elaine Gorman, EG, 1 member of the public.
1. Election of the Chairperson and Vice Chairperson.	Councillor Peter Royce, unanimously voted to continue as Chairman. John Hepworth unanimously voted as Vice chair.
2. Apologies	a) Apologies received from Cllrs King and James b) Council consented to accept apologies received
3. Declarations of pecuniary and non-pecuniary interests	None declared
4. Minutes	Proposed by PB and seconded by SH the minutes of the meeting held Monday 11 March unanimously approved. Minutes of extraordinary meeting held 15 April proposed by JH and seconded by PB unanimously approved.
5. Public Forum	There were 3 members of the public present. A Local Transport group, Active Travel gave a talk about a cycling route in to Bury from Great & Little Whelnetham. A discussion took place and council support the venture in principle. The Chairman's report had been circulated prior to the meeting. The Clerk's report had been circulated before the meeting. There was no report from CCllr Karen Soons. There was a question from a member of the public asking if a bench could be sited on the playing field. This will be placed on the next meeting agenda. Council had also received a request to display information relating to a charity on the noticeboard. Council received and approved the request and the information will be placed on the main noticeboard outside the post office for 3 months.
6. Statutory Business	a) Council have approved the continuation of the appointment of the Clerk to the Council as the Responsible Financial Officer. b) Council received, considered, and approved the following policies: Grant Awarding Policy, Disciplinary Policy, Grievance Policy, Publication Scheme, Equality & Diversity Policy, Health & Safety Policy, Complaints Procedure, Training and Development Policy, Community Engagement Policy, Freedom of Information Policy. c) Council received, reviewed, and approved the current Risk Assessment and agreed to pass to Councillor King for him to make any further changes, d) Council agreed to adopt the procurement procedure as a guide for obtaining estimates.

	e) Councillors were asked if any details required updating on their Register of Interests and if so to contact the Clerk																									
7.	<p>Planning Applications decided upon since last meeting</p> <div style="border: 1px solid black; padding: 5px;"> <p>Planning Applications decided upon by PC since last meeting</p> <p>-DC/24/0392/TCA, Trees in a conservation area notification – one Willow (T1 on plan) three Elm (T2, T3, & T4 on plan) fell; one Yew (T5 on plan) crown lift to three metres above ground level and lateral crown reduction by two metres to western aspect; one Yew (T6 on plan) crown lift to three metres above ground level and lateral crown reduction by three metres to northern and western aspect; one Cherry (T7 on plan) crown reduction in height by 2.5 metres and lateral crown reduction to all aspects by two metres. Location, The Forge Cottage, Bury Road, Sicklesmere, IP30 0UB, support.</p> <p>- DC/24/0376/HH, H/holder planning application – a. loft conversion to create habitable space including lifting of eaves, ridge height and increasing chimney height with three dormer windows to front and rear elevations b. single storey side and rear extension following demolition of existing sunroom c. replace existing pitched roof with flat roof on existing plant room. Location, Haversham House, The Street, Little Whelmetham, IP30 0DA, support.</p> </div>																									
8. Finance	<p>a) Council received and approved the Statement of Accounts for year ending 31 Mar 2024</p> <p>b) Council agreed and confirmed SALC as the internal auditor for 2024-2025</p> <p>c) Council agreed and confirmed PKF Littlejohn as the external auditor for 2024-2025</p> <p>d) Council received and approved the Internal Control Statement for Jan – Mar 2024 as prepared by Cllr SH</p> <p>e) Council received and noted the payments and receipts since last meeting and approved the bank reconciliation. Balance of current account is £31,713.11 less cheques of £679.71 to be approved and issued. Proposed by PR and seconded by TW.</p> <p>f) Bi-monthly statement received and approved. The following payments were approved:</p> <table border="1" data-bbox="684 1626 1385 1991"> <thead> <tr> <th>Detail</th> <th>Cheque No.</th> <th>Net (of VAT)</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>SALC, subs</td> <td>919</td> <td></td> <td></td> <td>447.91</td> </tr> <tr> <td>E. Gorman, exps</td> <td>920</td> <td></td> <td></td> <td>231.80</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td>679.71</td> </tr> </tbody> </table>	Detail	Cheque No.	Net (of VAT)	VAT	Total	SALC, subs	919			447.91	E. Gorman, exps	920			231.80						Total				679.71
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	<ul style="list-style-type: none"> g) Council agreed to continue with online banking application but the Clerk has been asked to speak to the insurers before proceeding. h) Council received and confirmed receipt of the precept for 2024-25 for £13, 953. i) Council received and confirmed receipt of £500 for fencing from Karen Soons Locality Budget. j) Council agreed to consider the new model Standing Orders and Financial Regs at the next available meeting.
9.	<p>Council considered</p> <ul style="list-style-type: none"> a) Water Lane development. PR explained a complaint will be submitted to WSC. b) Council resolved to carry out a survey which will be delivered to every household in the parish with a variety of ways to respond so that as many views as possible are received. SH and the Clerk to meet and discuss. c) A discussion took place re publicity and social media. It was agreed to produce a newsletter twice a year to be distributed to households. d) A discussion took place re playground fencing and council resolved to get revised quotes to consider before the next meeting to choose a contractor to carry out the work. It was agreed to put up the bins once the new fencing is up. e) PR explained the issue re streetlighting between the Community Centre and school.
10.	<p>Matters for consideration at the next meeting</p> <p>Payment for the work to provide two concrete plinths to install the picnic benches.</p>
11. Close of Meeting	Meeting closed at 9.25pm
12. Date of next meeting	To be agreed once audit completed.

Signed.....dated.....