

**Minutes of Annual Kimpton Parish Council Meeting
held on 5th May 2021
via Video Conferencing at 7.30 pm**

Present: Cllr N Burns, Cllr I Corbett (Chairman), Cllr A Firth, Cllr S O'Brien, Cllr B Purple, Cllr C Procter, Cllr J Marsh, Cllr D Reavell (late arrival)

In attendance: Mrs C Helmn, Parish Clerk, County Cllr R Thake and 1 member of the public

21/052 Election of Chairman

To elect a Chairman for the year 2021/22 and sign Declaration of Acceptance of Office

Cllr Corbett thanked the outgoing Chairman, Cllr N Burns, for sterling work over the past three years.

Resolved proposed Cllr J Marsh, seconded Cllr S O'Brien to appoint Cllr Ian Corbett as Chairman for the year 2021/22. Unanimously agreed. Cllr Corbett signed the declaration of acceptance of office.

19:32 Cllr D Reavell arrived

21/053 Election of Vice-Chairman

To elect a Vice-Chairman for the year 2021/22 and sign Declaration of Acceptance of Office

Resolved proposed Cllr J Marsh, seconded Cllr S O'Brien to appoint Cllr Alex Firth as Vice-Chairman for the year 2021/22. Unanimously agreed. Cllr Firth signed the declaration of acceptance of office.

21/054 Apologies

To receive and accept apologies for absence.

District Cllr John Bishop due to a prior engagement.

21/055 Interests

- a) To receive declarations of interest from councillors on items on the agenda
None.
- b) To receive written requests for dispensations for declarable interests
None.
- c) To grant any requests for dispensation as appropriate
None.

21/056 Minutes

To confirm the Minutes of Kimpton Parish Council Meeting held on Wednesday 28th April 2021

Resolved, proposed Cllr J Marsh, seconded Cllr C Procter that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.

21/057 KPC Meeting Dates

To fix dates and venues for Kimpton Parish Council meetings 2021/22

Resolved, proposed Cllr S O'Brien, seconded Cllr N Burns to approve the schedule of meetings as Appendix A with further dates of working party meetings to be confirmed. Unanimously agreed.

21/058

Appointment of Representatives

To appoint representatives to serve on Committees, outside bodies and working parties

Resolved proposed Cllr S O'Brien, seconded Cllr D Reavell to approve the representatives as Appendix B. Unanimously agreed.

Resolved to approve Cllr Ian Corbett as a bank signatory for Unity Trust Bank.

21/059

Public Issues

Members of the public and councillors can raise matters of concern.
None.

21/060

Planning

Report from Planning Working Party for consideration. Planning applications received before the meeting date to follow.
Noted.

21/061

Reports from Working Parties and Committees

Kimpton Bench Working Party – Mr B Finch

At the Memorial Hall we tidied the area around the car park of weeds etc and we finished the PAT testing. We finished the preschool lock and catch wall and delivered it, we worked more on the preschool water wall - should be completed next week. We fitted new seat planks to the seat at the top of the Recreation Ground and replaced many of the bars along the eastern fence of the cricket pitch field. We put props up against the fence at the southern boundary of the Horse Show field and raised yet another grave. We improved the willow classroom at the school.

Photos of Bench Working Party projects will be passed onto the Parish Clerk for use in social media posts.

21/062

Reports to the Council

To receive reports from representatives on outside bodies, local authorities and agencies

County Cllr Thake gave a verbal update.

21/063

Council Documents

To consider, review and agree council policies and documents.

- a) Standing Orders
- b) Financial Regulations
- c) Asset Register
- d) Child Protection Policy
- e) Code of Conduct
- f) Complaints Procedure
- g) Data Protection Policy
- h) Disciplinary and Grievance Arrangements
- i) Environment Policy
- j) Equal Opportunities Statement and Policy
- k) Equality and Diversity Policy
- l) General Privacy Notice
- m) Grant Awarding Policy
- n) Grant Application Form
- o) Health and Safety Policy
- p) Pensions Discretion Policy
- q) Publication Scheme
- r) Scheme of delegation to Committees and Clerk
- s) Training and Development Policy for Councillors and Officers

All documents have been uploaded onto kimptonpc.org.uk website.

Resolved, proposed Cllr D Reavell, seconded Cllr S O'Brien that the above be approved. Unanimously agreed.

21/064

Finance

- a) To authorise payments made in accordance with the budget and note receipt of income.
Resolved, proposed Cllr S O'Brien, seconded Cllr J Marsh to authorise payments and note receipt of income, see attached. Unanimously agreed.
- b) To receive budget report.
Resolved, proposed Cllr N Burns, seconded Cllr C Procter to note the budget report. Unanimously agreed.
- c) To receive a bank reconciliation.
Resolved, proposed Cllr N Burns, seconded Cllr C Procter to receive the bank reconciliation. Unanimously agreed.
- d) To consider price quotations, charges and grant requests
 - i) Annual insurance – this is year 4 out of a five-year term policy.
- e) To approve AGAR Section 1 Annual Governance Statement 2020/21
Council reviewed the internal auditor's observations with the following comments:
 - 1. Financial Regulations were agreed by KPC on 25th September 2019 with a review date of May 2021. Financial Regulations were reviewed at this meeting.
 - 2. The new Scribe software package generates bank reconciliations for all bank accounts, including Barclays.
 - 3. KPC accepted a £50 discrepancy in the NHDC precept payment.
 - 4. The allotment fee to be included within PAYE.
 - 5. Due to the Covid19 pandemic the internal auditor delayed conducting the internal audit in 2020 and therefore the AGAR could not be agreed by the council at the Annual Council Meeting in May as scheduled.**Resolved**, proposed Cllr S O'Brien, seconded Cllr C Procter to approve Section 1 AGAR. Unanimously agreed.
- f) To approve AGAR Section 2 Accounting Statements 2020/21
Resolved, proposed Cllr S O'Brien, seconded Cllr C Procter to approve Section 2 AGAR. Unanimously agreed.
- g) To approve the dates for the Period for the Exercise of Public Rights and to confirm the date the Notice is to be published on the Councils website as being 21st June to 30th July 2021.
Resolved, proposed Cllr N Burns, seconded Cllr J Marsh that the above period for the Exercise of Public Rights be approved.

21/065

Clerk's Report

Items for information only.
None.

21/066

Next Meeting

Date of next meeting Wednesday 23rd June and items for the agenda

- To consider holding Kimpton Christmas Market 2021

Meeting closed at 21:06.

Chairman.....

Date.....