

BOTHAMSALL PARISH COUNCIL

The Parish Council Meeting will be held on Thursday 11th May 2023 commencing 7.30pm at the Village Hall.

Apologies for absence

Minutes of the meeting held 9th January 2023

Members of the public

Declarations of interest

Matters Arising

- 15/001 Highways - Require repairs to footbridge
- 15/002 Interest Groups/Feedback
- 15/003 Fly Tipping
- 15/022 Neighbourhood Watch
- 17/009 Method/Risk assessment & Health and Safety
- 22/015 Street lights
- 22/023 Banking & Savings
- 22/024 Cloud based management system
- 22/026 HMRC registration & pension
- 21/014 Budget Update
- 22/032 Councilor areas of interest

Agenda

- 23/02 Risk assessment to Parish Hall car park
- 23/03 Guidance from Gamston with West Drayton & Eaton Parish Council on HMRC
- 23/04 APM and AGM
- 23/05 Litter picking and village boundaries
- 22/06 Clark notice of resignation and distribution of tasks to councilors
- 22/07 Evaluation of bi-monthly BPC meetings
- 22/08 Coronation update
- 23/06 Adult replacement batteries for the Defibrillators

Financial

Cheques for April/May grass cutting: 2 payments
Clerks Pay for April/May £117.15 x 2 = £234.30

Plans

Correspondence

Reminder Agenda Items

- Dates for 2023 APM date to be agreed for some time in May & AGM second Thursday in July 2023
- Budget setting to be included on agenda for January 2023 meeting
- 21/011 Elect Parish Council Rep for Management Committee
- Defib batteries

Date of next meeting: Thursday 13th July 2023 at 7:30pm inc. AGM

Meeting closed:

- Minutes for Bothamsall Parish Council meeting held 11th May 2023 at the village hall.

Members present; Chair Hynes, Councillors Eaglen, Davies, Stothard, Woodcock & McCombe

Apologies for absence; Clark James Hinchcliffe

Members of the public; None present.

Declarations of interest; None

Minutes of the meeting held 9th March 2023; were proposed to be a true and correct record by Councillor Eaglen, seconded by Chair Hynes, all in favour.

Matters Arising from the previous minutes.

15/001 Highways - Repairs to footbridge

Confirmed by Councillor Eaglen that the Clerk has emailed the county council including a map and photo but has had no response or update. This has been going on a while and remains dangerous.

TW to try ringing the footpaths officer at the county council.

Suggested we should further inform the county council that after several attempts BPC would have to leave it with them and shan't be held responsible if there is an accident (BPC to stop asking on this matter).

15/002 Interest Groups/Feedback. None

15/003 Fly Tipping; Nothing New

15/022 Neighbourhood Watch;

Councillor Stothard posed the question whether the council would like a dedicated Neighbourhood Watch WhatsApp group to better disseminate alerts and information, or whether it should be a part of a more general village wide group.

A dedicated group could be more focused but may be difficult to attract enough villages; a general one could be more open to abuse or simply too many messages. As Bothamsall currently hasn't got a group except for the oil purchasing, consensus fell to a general group including Neighbourhood watch. If it becomes a problem, a dedicated group could still be created in the future. AS to discuss with Mr P Mitchell, current village contact for Neighbourhood Watch.

17/009 Method/Risk assessment & Health and Safety;

Councillor Stothard reported, after contacting the EM Ambulance service the largest stretcher potentially used to attend a patient is 2m x 0.95m, but this is one of several options (the door was measured and found to be 0.79m wide). Councillor Stothard has produced a risk assessment for access and restriction outside the main

door which now needs to be finalized and discussed with the Management committee before being passed across for the management committee to take forward. AS & Chair SH to pass to Management committee.

22/015 Street lights – Now working, this Item can be removed from the next agenda

22/023 Banking & Savings;

Councillor Eaglen confirmed he has successfully transferred management of the account into his name and has the forms to set up internet banking. Setting up Internet banking and including the feature to make payments alone was raised and discussed by Councillor Eaglen, before being proposed by Chair Hynes, seconded by Councillor McCombe; all were in favour. Councillors Woodcock & Davies both signed the application for internet banking which includes the capacity for PE to make payments on the council's behalf.

Councillor Woodcock raised a point that once set up, it would be sensible to set up another person with the same rights to avoid problems if the first should be in any way incapacitated.

22/024 Cloud based management system;

Setting up the cloud document sharing platform is a task still with the Clark, however all councillors were content to pause its rollout if needed due to the Clerks notice to leave.

22/026 HMRC registration & pension; Remaining with Clark Hinchcliffe to complete

21/014 Budget Update;

Ref. the accounts update spreadsheet, supplied at the meeting Councillor Eaglen reported the accounts have been prepared and have balanced. The council began the year with a grand total of £82,020.34 and finished it with £82,132.17 Chair Hynes signed the quarterly accounts spreadsheet for the records.

Accounts to be given to Angie Green our internal auditor when completed for the year on the AGAR 2022/23 Form 2. The Certificate of Exemption to be sent to the external auditor by the 30th June 2023.

The Annual Internal Audit Report 2022/23, Annual Governance Statement 2022/23 and the Accounting Statement 2022/23 to be sent to Bassetlaw by the same date.

22/032 Councillor areas of interest/ responsibilities.

Councillor Hynes reported on suggestions for covering the tasks carried out by the Clerk whilst recruitment is ongoing.

Councillor Eaglen to manage the finances, online banking and the Bothamsall parish council email correspondence.

Clerk Hincliffe (up until he leaves), to complete the registration with HMRC and continue the VAT claims, (cloud document management as a lowest priority task)

Chair Hynes to upload minutes, agenda, and necessary documents to the Internet (for compliance purposes)

Councillor Woodcock to take and prepare meeting minutes.

Councillor Stothard to set up & manage WhatsApp group

Councillors Davies and McCombe to try and help/fill any gaps as they arise.

All were willing and in agreement

Agenda

23/02 Risk assessment to Parish Hall car park; discussed under Matters arising

23/03 Guidance from Gamston with West Drayton & Eaton Parish Council on HMRC; Chair Hynes has a list and is working through it with Councillor Eaglen

23/04 APM and AGM; Annual Parish meeting has now been set for 7.30pm, 24th May. Police Constable Mitchell has been invited to speak but may not be able to attend. Interest groups to be invited to report include the Church Council, Police, District Councillor, Sports fields committee, Management committee,

Social committee Chair Hynes to Invite various groups/committee to give a report.

The Annual General Meeting and the election of officers will take place at the next council meeting on Thursday 13 July at 7.30pm

23/05 Litter picking and village boundaries. Discussed that money is received to carry out a litter pick once per year, which focuses on the village centre; the boundaries are too big to do all. Discussed the need to check insurance for the litter pick and abide by the requirements to keep all safe.

22/06 Clark notice of resignation and distribution of tasks to councillors. Clark position is available; to be advertised in the boards, on face book and WhatsApp.

22/07 Evaluation of bi-monthly BPC meetings. Briefly discussed, and all in agreement to keep the bimonthly timing for now.

22/08 Coronation update; Celebrations in the village and on the sports field went well; thanks to all involved. £200 was provided through Councillor John Ogle; a note of thanks to be sent.

23/06 Adult replacement batteries for the Defibrillators. Discussion on the timing of replacement batteries for the defibrillators. Those in the kiosk are out of date (they are in date as they are new). The other defib will need 2 batteries but at different times. Chair asked if the councillors would want to get both batteries at the same time to save on delivery costs. Discussion about costs and benefits; carriage of £10

would only be paid once if replaced together. Suggested we should bring replacement forward to align them rather than wait for both to become due in December. Agreed to discuss it again at the next meeting when clear costs have been obtained. We also discussed funding the purchase of the batteries and 2 options emerged: AS to look for a donation from a client and JD offered to purchase both if no other funding source was available.

Financial

Cheques for April/May grass cutting: 2 payments

Clerks Pay for April/May £117.15 x 2 = £234.30

Proposed for payment by Councillor Davies & Seconded by Councillor Woodcock (councillors signed and counter signed cheques)

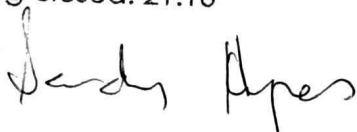
Plans – None received

- Correspondence; An email received which may lead to a tree grant for new trees planted around the sports field. Councillor Eaglen looking into possible sites.

Date of next meeting: Thursday 13th July 2023 at 7:30pm inc. AGM. APM set for 76.30pm on Wednesday 24th May

Meeting closed: 21:16

Signed



Date 13th July 2023

Payments 01.04.23 to 30.06.23													
Cheque Issue Date	Cheque Cleared Date	Payee	Chq No.	Total Amount	Clerk's Exps/Sal	Net	Subs & Fees	Grass Cutting	Grants	Insurance	Misc	Village Main	VAT
11/05/23	19/05/23	Dales Gardening	1228	480.00				480.00					
11/05/23	16/05/23	Clerks Pay	1229	234.30	234.30								
12/06/23	22/06/23	Dales Gardening	1230	240.00				240.00					
23/06/23		S& C Moody	Transfer	226.11							226.11		
27/06/23		Zurich	Transfer	196.00						196.00			
	1225 Cleared 19/04/23 last year's a/c												
	1226 Cleared 19/04/23 last years a/c												
TOTAL				1,376.41	234.30	0.00		720.00	0.00	196.00	226.11		£ -

Bank Reconciliation as at 30.06.22

Balance b/f 01.04.23
Plus cheque not cashed
Plus total receipts
Sub total
Less total payments

82,217.28
21.00
2,554.89
84,793.17
1,376.41

Represented by:

Virgin Bank Current a/c
Cambs & Co
Hamps Trust

O/S Chq's

O/S Chq's

not cashed

Balance c/f 30.06.22

83,416.76

Responsible Finance Officer

Chairman

P Eaglen
K. H. H. H.

83,416.76

0.00

Date 13.7.23