

ROXBY CUM RISBY PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
8 MAY 2024 AT 7.15PM IN THE COMMUNITY CENTRE ROXBY**

PRESENT

Parish Councillors: P Farmery (Chair), M Elwes, R Lockwood; M Verran, C Webster
Ward Councillor: Cllr H Rowson
Parish Clerk: J Curtis

24/25 – 1 APOLOGIES

Cllr. R Ogg, Cllr E Marper

24/25 – 2 ELECTION OF CHAIR

It was resolved Cllr P Farmery is elected as Chair.

Proposed: Cllr Lockwood

Seconded: C Webster

Cllr Farmery signed the Declaration of Acceptance of Office

24/25 – 3 ELECTION OF VICE-CHAIR

It was resolved Cllr Webster and Cllr Verran share the role of Vice-Chair.

24/25 – 4 ELECTIONS OF OTHER OFFICERS AND COMMITTEE REPRESENTATIVES

It was resolved that the following representatives were elected: -

- Personnel committee: Cllr P Farmery, Cllr M Verran, Cllr M Elwes
- NATS: Cllr M Elwes
- NLGEP: Cllr M Verran, Cllr M Elwes

24/25 – 5 TO CONFIRM ALL COUNCILLORS HAVE REVIEWED THEIR REGISTER OF INTERESTS

All Councillors present confirmed their ROIs were up to date.

24/25 – 6 TO REVIEW AND APPROVE THE INTERNAL AUDITOR FOR 2024/25

Resolved – Brian Brooks was selected as the Internal Auditor.

24/25 – 7 TO REVIEW AND APPROVE THE STANDING ORDERS/FINANCIAL REGULATIONS/CODE OF CONDUCT

The Standing Orders were reviewed and approved.

The new Financial Regulations were due to be issued within the next few days.

The Code of Conduct was reviewed and approved

24/25 – 8 TO REVIEW AND APPROVE THE FOLLOWING POLICIES

- Adult Safeguarding Policy – reviewed and approved
- Child Protection Policy – reviewed and approved
- Equality and Diversity Policy – reviewed and approved
- Health and Safety Policy – reviewed and approved
- Personnel Committee Terms of Reference – reviewed and approved
- NEW Disciplinary Policy and Procedure – reviewed and approved
- NEW Grievance Policy and Procedure – reviewed and approved

Signed Date

Chair

24/25 – 9 TO REVIEW AND APPROVE THE DATES OF THE ORDINARY PARISH COUNCIL MEETINGS FOR 2024/25
 Resolved - The dates were set for 2024/25, as follows:
 10 July, 4 September, 13 November, 8 January, 12 March.
 The date of the annual parish meeting followed by the annual meeting of the parish council will be 14 May 2024
Action: Cllr Verran would arrange the room bookings with the Community Centre.

24/25 – 10 DECLARATIONS OF INTEREST
 a) To record declarations of interest by any member of the council in respect of the items listed below. Members declaring interests should identify the item and type of interest being declared.
 Item 24/25 - 14 Cllr P Farmery purchased keys for padlock on playground gate
 b) To note dispensations given to any member of the council in respect of the agenda items listed below. **None**

24/25 – 11 TO RESOLVE MINUTES OF THE LAST MEETING
RESOLVED:
 The minutes of the meeting held 13 March 2024 were accepted as a true record and signed by the Chair.
 Proposed: Cllr Lockwood Seconded: Cllr Webster

24/25 – 12 TO CONSIDER THE ANNUAL INTERNAL AUDIT REPORT 2023-24
 The internal auditor had approved and signed off the audit, with the following recommendations:

- It was noted the personnel committee had not been appointed for 2023-24
- Recommended all councillors should have separate email addresses from personal email addresses. Action: The clerk would speak to Kyanite Consulting again.
- The IA had highlighted that it is not possible for a parish council to use an honorarium as a ‘workaround’ to employment law. He recommended regulating and placing an order with a provider. The clerk would enquire with ERNLLCA how to proceed
- The standing orders needed updating to the most recent version.
- Risk assessments on the asset register and Financial Risk Assessment should be carried out in March each year.

24/25 – 13 EXTERNAL AUDIT
 a) The Annual Governance Statement 2023/24 was discussed and approved by the members of Roxby-cum-Risby Parish Council and signed by the Chair and Clerk/Responsible Finance Officer.
 b) Accounting Statement - The clerk/RFO presented the Accounting Statements 2022/2023 for Roxby Parish Council. These were approved by the members of Roxby cum Risby Parish Council and signed by the Chair and Clerk/RFO.
 c) To consider and approve the Certificate of Exemption 2023/24.
 Councillors approved the Certificate of Exemption 2023/24. It was signed by the Chair and Clerk/RFO. The clerk would email it to the external auditor.
 d) Agree dates for public notice for period of exercise of public rights to 2023/24 accounts.
 The public notice would be placed on noticeboards and the website from 11 June 2024 where it would remain for at least 30 working days.

Signed Date
 Chair

24/25 – 14 FINANCE REPORTS

- a) To receive updates regarding finance and agree payments for 2023/24
- Income/Expenditure Report 2023/24 - APPROVED
 - Bank Reconciliation 2023/24 - APPROVED
 - Variance Report 2023/24 – APPROVED
 - Payments for approval:
 - a. Cllr P Farmery reimbursement for keys £9.90
 - b. Renewal of Local Councils Insurance 2024/25 £347.35
 - c. Renew ERNLLCA annual membership £345.84
 - d. Pay internal auditor for 2023/24 review £250.00
 - e. Barton Mowing invoice 5348 and 5452 £502.00
- b) To review and approve the financial risk assessment. APPROVED
- c) To review and approve the asset register. APPROVED
- The next risk assessment of assets would be carried out in March 2025

24/25 – 15 REVIEW OF CLEAR COUNCILS INSURANCE POLICY

BHIB had changed its name to Clear Councils. The policy had been reviewed and the value of the play equipment in the park had been increased to £68,000 to include the new play equipment. The premium had increased slightly. It was agreed to renew the policy from 1 June 2024. It was the 3rd year of a 3-year agreement. **APPROVED**

24/25 – 16 UPDATE FROM THE NLGEP GROUP

Still waiting for the decision from the Secretary of State.

24/25 – 17 LANDFILL SITE

Nothing to report

24/25 – 18 DOGFOULING

There was little to report. Cllr Farmery asked Cllr Rowson if she knew when the new signage for the village would be arriving. Cllr Rowson would make enquiries.

24/25 – 19 VILLAGE IMAGE

Roxby

- i. Cllr Farmery and the clerk would buy some plants to replenish the planters using the surplus monies from the grass cutting contract.
- ii. The church notice board needed revarnishing. Councillors approved the work.
- iii. Bench for the church ground. Cllr Elwes suggested using a local carpenter. He would arrange to have it made and pay for it. It was discussed having a plaque put on it to commemorate the D-Day 80th anniversary. Barbara Abbey the church warden would be informed.

Dragonby

- i. Cllr Lockwood would install the new noticeboard by the end of May.

24/25 – 20 PLAYING FIELD

Cllr Farmery had purchased keys for the padlock on the park gate. The Keys will be distributed to Barton Mowing, Cllr Farmery, and a key will be kept in the church. Cllr Elwes agreed to inspect the playground once a month and report back to the clerk if there were any problems.

24/25 – 21 PLANNING APPLICATIONS

No new applications

Signed Date
Chair

24/25 – 22 ROADS
A resident had posted on the Facebook page that the causeway needed resurfacing as it was full of pot holes. Cllr Webster would report it to Highways. The clerk would report the fingerpost again.

24/25 – 23 CORRESPONDENCE
All correspondence had been forwarded to councillors.

24/25 – 24 FLOODING IN ROXBY – UPDATE
Nothing new to report.

24/25 – 25 REPORTS:
i) Clerk – nothing further to report
ii) Parish Councillors
Cllr Webster reported the Biffa May meeting would be held at the landfill site and the October meeting would be a Zoom meeting
Cllr Lockwood said he would mow the PROWs by end of May
iii) Ward Councillors
No report

24/25 – 26 ITEMS FOR INCLUSION ON THE NEXT PARISH COUNCIL MEETING AGENDA
i) Update for the NLGEP group
ii) Dog fouling
iii) Village image:
iv) Roxby
v) Dragonby
vi) Landfill site
vii) Playing field
viii) Finance report
ix) Planning applications
x) Roads
xi) Fly tipping
xii) Correspondence
xiii) Reports: clerk, parish councillors, ward councillors

24/25 – 27 DATE AND TIME OF NEXT PARISH COUNCIL MEETING
Wednesday 10 July 2024 at 7.15 pm.

The Council will consider the exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the following items to be discussed

24/25 – 28 Staff Payments
• To authorise payment of Clerk’s salary and expenses
APPROVED FOR PAYMENT

MEETING CLOSED 8.25 pm

Signed Date
Chair