

**Minutes of the Annual Harringworth Parish Council Meeting held
at 7:15 pm on 20th May 2021 in the Village Hall.**

Present:

Cllr A White (Chairman); Cllr S McLean (Deputy Chairman); Cllr L Boon; Cllr K. Dove (Finance); Cllr F Walsh; Cllr S. Milton; H Maxfield (Clerk)

1256 Open session for Parishioners.

No questions raised.

1257 Apologies for absence.

No absences.

1258 Election of Chairman and Vice Chairman.

Cllr A White was elected Chairman and Cllr S Mclean was elected Vice Chairman.

1259 Appointment of Officers.

The following Cllrs were elected:

Member Responsible for Finance – Cllr K Dove

Footpaths Officer – Cllr F Walsh

Parish Clerk, Responsible Finance Officer and Burials Officer – Mr H Maxfield. The Clerk then informed the meeting that he wished to step down from his position following the July meeting.

1260 Appointment of Internal Auditor.

Mr B Waterman was appointed internal auditor.

1261 Acceptance of Office/Register of Interests.

The Acceptance of Office forms were completed in the presence of the Clerk, who informed the Cllrs that the Register of Interests were now to be completed electronically on the North Northamptonshire Unitary Authority website, he would send out the link to complete this process.

1262 Re-Affirm Code of Conduct

Due to a technical issue this could not be completed and would be deferred to the next meeting.

1263 Co-opting of new Councillor.

Mr M Wright was proposed for the role and was unanimously elected to become a co-opted Cllr. The associated paperwork was duly completed.

1264 To receive disclosures of personal and prejudicial interests from Cllrs on matters to be considered at the meeting.

None were declared.

1265 To consider any dispensation requests and to grant such dispensations as the Chairman may consider necessary.

None were necessary.

A D White
Chairman



8th July 2021

1266 Annual Review of Documents and Procedures.

The following documents and procedures were reviewed and approved:

- a. Revised Standing Orders
- b. Financial Regulations
- c. Council's Complaints Procedure
- d. Council's Policy for Dealing With Press and Media
- e. Inventory of Council assets

The Clerk informed the meeting that the Insurance with Zurich would continue with only a small increase in cost of £3.12 to £353.30

1267 Annual Financial Report.

The financial report (Annex A) was given by the Clerk.

The following financial provisions were approved by the Council

Provision for Church Yard maintenance increased by £315 to £4933

Provision for Election Expenses to remain at £1500

Provision for General Funds to increase by £796 to £7476

1268 To resolve that the minutes of the meeting of the Parish Council held on March 11th 2021 be signed as a correct record.

The minutes were agreed to be a true record of the meeting and arrangements made for their signature by the Chairman.

1269 Matters Arising.

- a. Climate Action. It was agreed that several green initiatives were already in place and that despite research there were no examples found of other parish councils adopting climate action plans. Given the limited powers of a parish council it was decided that no further action would be taken.
- b. Churchyard Trees. The work had been approved by the unitary authority and completed.
- c. Burial ground improvements. The Clerk was still waiting for quotes.
- d. Village playground. The Chairman was seeking guidance from the archaeological office about potential use of a site near the Saxon burial ground.
- e. Viaduct. Network Rail have been contacted with respect to the previously identified strengthening works, but there has been no response.
- f. Approval of generic conditions to be applied to planning applications. It was agreed to adopt the following generic planning conditions.
 - i. Working hours to be limited to Monday to Friday to 07:30 to 17:00 and Saturday 08:00 to 13:00.
 - ii. No dry cutting of stone, concrete or brick - wet cut only permitted.
 - iii. Any damage to the grass verges and kerbs to be reinstated at finish off the build.
 - iv. Best endeavours made to clear mud that has encroached onto the street from the site.

1270 Routine financial matters.

- | | |
|---------------------------------------|--------|
| a) Review of Payments received: | |
| i. Annual Precept | £6180 |
| b) Pre-approved contracts for noting: | |
| i. Haven Power | £20.34 |

A D White

Chairman

8th July 2021



ii.	Clerk's salary	£216
iii.	HMRC	£54
iv.	Leicestershire Gardens (21/024)	£240
v.	Leicestershire Gardens (21/040)	£350

c) Payments for Approval:

i.	CALC Membership	£223.43
ii.	Parish On Line	£60
iii.	SLCC	£67
iv.	Zurich Insurance	£353.30
v.	UK Tree Works	£960
vi.	T P Jones Payroll	£73.20

The clerk noted that the payments listed on the agenda for grass cutting had been reduced to the figures above due to a billing error. Although not specifically on the agenda he also sought approval of £73.20 for TP Jones as our Payroll provider fee. All payments were approved.

CLlr Dove summarised the reconciliation sheet and our budgetary position which showed that spending was in line with what was expected. The reconciliation sheet was approved by members. (Annex B)

1271 Approval of Memorial for Jean Blackett.

The proposed memorial for Jean Blackett was approved without comment.

1272 Policing Matters.

None reported.

1273 Highway Matters

The Clerk reported that the road drains were due to be cleaned this month and that the ones blocked on the roads into the Village (particularly from Laxton and Wakerley) had already been highlighted to Highways by the Clerk. Similarly, the broken bollards on Seaton Road had been reported.

1274 Planning.

NE/21/00606/FUL Long Barn, Wakerley Road. No objections or comments were made.

1275 Time and Dates of next 12 months of ordinary meetings and next annual meeting.

All meetings to start at 7:30pm
 8th July 2021
 9th September 2021
 11th November 2021
 13th January 2022
 10th March 2022
 12th May 2022 (Annual Meeting)

The meeting closed at 8:30pm

A D White
 Chairman

8th July 2021



Annex A

Financial Report FY 2020/21

This financial report has been completed following the Accounts and Audit Regulations 2003 (SI 2003/533 reg9) as outlined in the Local Council Administration guidelines, that is to say

“Councils in the small council’ band with budget income or expenditure up to £100,000 must base their accounts on receipts and payments.”

There are 3 spreadsheets associated with this report, one is the “Annual final reconciliation March 2021”; the Balance Sheet 2020-21 AGM, the figures of which are consolidated from the reconciliation sheet; and finally the variation in expenditure and receipts (complete with explanations) between the financial year 20/21 and the previous one which is required as part of the AGAR audit process)

The total Bank assets were £12,798 at the beginning of the year (Row 4 of reconciliation spread sheet) which includes allowance for the uncashed cheques from the previous year. At the End of the year the total was £13,909.

The income is represented by £6180 from the Precept, £2.22 in interest and a fee of £315 for a burial. This is a total of £6497.

Expenditure was a total of £5386, which is £1111 less than the income.

In terms of expenditure categories, they were generally similar to those last year, notable exceptions were as follows

1. Rent of Hall of £0 (this was unused due to Covid restrictions)
2. Subscriptions of £197 (again covid related due the use of Zoom)
3. Miscellaneous of £1051 (this was due to the churchyard tree survey)

We therefore started with	£12,798
Received income of	£6497
Spent	£5386
Leaving a balance of	£ 13909(allowing for rounding error)

The actual figure held at the bank is £13854, the discrepancy between the two figures is because the reconciliation sheet does not contain a total of £246 unpaid cheques from last year which were paid out during the current year, but does list an unissued cheque of £14 and the income cheque for the burial which went missing which will be paid during the current year.

A D White
Chairman
8th July 2021



You will see at the bottom of balance sheet report that the final balance of **£13,909** is represented by a number of provisions that the Council need to approve.

The Burial Ground provision is to build the required capital required for the works to extend the burial ground to the full extent of the land gifted to the Parish Council. This provision has been increased by **£315** to **£4,933**, this being the burial ground receipts for the year. The Council decided in July 2016 that its policy would be that all burial ground receipts within a given year would be used to add to this provision at the end of that year. Future election expenses have been left the same as the previous year at **£1,500**. The provision of £1,500 towards the cost of street light replacement is no longer required. Finally the Parish Council General funds have increased by **£796** which takes into the account the regular expenditure that will occur maintaining the trees.

Councillors need to approve the provisions

For burial ground the figure increases by £315 to become **£4,933**
For election expenses the figure to remain at **£1,500**
Leaving **£7476** in general funds.

A D White
Chairman
8th July 2021

