

## **Minutes of the Harringworth Parish Council Annual Meeting held on 15<sup>th</sup> May 2025 at 7.30pm in the Village Hall**

Present:

Cllr A White (Retiring Chair); Cllr S McLean (New Chair); Cllr F Walsh; Cllr H Boon; Cllr K Dove; Cllr T Wade  
Mrs J Dove (Clerk)

### **1628. Election of Chair**

Cllr A White resigned as Councillor and as Chair with immediate effect.  
Cllr S McLean accepted the position of new Chair, having been proposed by Cllr K Dove and seconded by Cllr F Walsh, and signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

### **1629. Open Session for Parishioners.**

No parishioners attended the meeting.  
Cllr Simon Fairhall, our new Ward Councillor for the Oundle Ward, attended the meeting.

### **1630. Apologies for absence.**

Cllr P Gasson sent her apologies for absence.

### **1631. Councillors to sign declaration of interests and Declaration of Acceptance of Office**

Joanna Dove, having stood and been subsequently elected as a Parish Councillor, resigned from that position with immediate effect in order to be able to continue as Clerk. The new vacancy for a Parish Councillor will be advertised in due course.

### **1632. Election of Vice Chair**

Cllr Frank Walsh was elected as Vice Chair, having been proposed by Cllr Keith Dove and seconded by the Chair, Cllr Simon McLean.

### **1633. Appointment of Officers**

The following officers were appointed:

Member responsible for Finance:

Internal Auditor:

Footpaths Officer:

IT Officer:

Parish Clerk, Responsible Finance Officer & Burials Officer:

Cllr Tom Wade

Mr Bill Waterman

Cllr Frank Walsh

Cllr Philippa Gasson

Joanna Dove

Draft

S McLean

Chair

Date

**1634. To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.**

None were received.

**1635. To consider any dispensation requests and to grant such dispensations as the Clerk may consider necessary.**

No such dispensations were necessary.

**1636. To resolve that the Minutes of the Meeting of the Parish Council held on 13<sup>th</sup> March 2025 be signed as an accurate record.**

The minutes were accepted as accurate and signed by the Chair.

**1637. Matters arising**

- a. Footpath Review:** Cllr Walsh has spent time walking the footpaths and conducting a review on any work which may need to be undertaken. There is some non-urgent work to be done at the top of Laxton Hill near Percy's Path and on the footpath opposite the Church which goes through the sheep field. There has been a long delay in obtaining new Footpath discs. Cllr Walsh asked the Clerk to register him on the new NNC Footpath Warden's Scheme.
- b. Cost of Registration of Burial Ground at Land Registry:** The Clerk has obtained an approximate quote for this which would be a minimum of £1000 + VAT for legal fees plus disbursements which could amount to £500. The Chair recommended that after the burial ground extension has been completed and paid for, any burial fees accrued going forward could potentially be used in the future towards the cost of registering the land.
- c. Water Trough:** This situation has now been resolved with repairs to the pipework having been carried out by NNC contractors.
- d. White Swan pub:** The Clerk has been frustrated that still no response has been received from the Planning Dept at NNC despite much chasing and numerous emails. The Ward Councillor present at the meeting agreed to look into this situation.
- e. Waste Collection:** The situation seems to have been improved following a complaint to Waste Services at NNC. The Clerk noted that a number of bins in Shotley had not been emptied this week but this seems to be due to wrong items being put into the green recycling bins. Parishioners should refer to the comprehensive information on the NNC website as to what to put into which bin.

## **1638. Annual Review of Documents & Procedures**

### **a. To review & approve:**

- i. Standing Orders**
- ii. Financial Regulations**
- iii. Data Protection Policy**
- iv. Financial Risk Register**
- v. Risk Management & Assessment Policy Register**

It was agreed to postpone the review of these documents until the next meeting to give the new Councillors the opportunity to study the documents in detail.

### **b. To receive the Annual Accounts & approve AGAR 24/25**

The Chair explained the Annual Governance Statement to the Councillors regarding the Parish Council's conformance to the standards required of them. Councillors acknowledged their responsibilities and approved the statements at Section 1. The Chair & Clerk signed the Certificate of Exemption form for AGAR 2024/25.

The financial report for the financial year 2024/25 was presented by the Clerk and agreed. There was a surplus of £1747 for the year, mainly due to one less grass cut and reduced miscellaneous expenses. The annual reconciliation sheet was noted. The following provisions were approved by the Council:

- i) Provision for the burial ground extension was increased to £6330.
- ii) Provision for election expenses remains at £1500.
- iii) General funds stand at £8374.

### **c. To confirm arrangements for insurance cover**

The insurance policy with Zurich Insurance will be renewed on 01/06/2025 with a reduction in premium from £385.27 to £304.00.

### **d. To appoint the auditor for FY2025/26**

Mr Bill Waterman FCCA has kindly agreed to be reappointed for the 2025/26 financial year. The Councillors offered him their thanks for his meticulous work.

**1639. Routine Financial Matters**

- a. The following payments were received: Precept Payment £7090
- b. These pre-approved payments were reviewed: Clerk's Pay & HMRC £264 & £66  
Parish Online Subs £60.00  
Bank Service Charge £6.00  
Yu Energy £40.14 & £8.06  
Village Hall Hire £75.00  
Lamp for Peace £15.79  
Leics Gardens £441.00  
Yu Energy £35.48 & £7.78  
PWL B Loan Repayment  
£299.96
- c. The following payments were approved: Zurich Insurance £304.00
- d. The reconciliation sheet was approved by the Cllrs and signed by Cllr T Wade

**1640. Correspondence**

No correspondence had been received.

**1641. Highway Matters**

Cllr Dove raised the ongoing issue of the illegally planted verge at the top of Laxton Hill bordering the field next to Spanhoe Lodge. The Clerk was asked to chase this matter up again with Highways who were supposed to be taking this up with the landowner before the field was replanted.

Cllr Harry Boon raised the ongoing issue of potholes, in particular on the Gretton Road going out of the village. The Clerk would register this on FixMy Street. He also mentioned the parlous state of the blocked culverts under the viaduct which were set to cause big problems again with flooding in the autumn and winter. The Clerk was asked to follow this up with Rutland and Northants Highways.

Some Parishioners had complained about dirty and damaged village signs. Cllr Walsh agreed to look at this and get a working party together to clean them up. The Clerk would report the damaged signs to Highways.

**1642. Planning**

There were no current planning matters to discuss.

Draft

S McLean

Chair

Date

**1643. Annual Parish Open Meeting Thursday May 29<sup>th</sup> at 7pm in the Village Hall**

All Parishioners are encouraged to attend this meeting which combines the Appeals Committee, the Village Hall Committee and the Annual Report from the Parish Council.

**1644. Notices**

There were no notices.

**1645. Determining the time & date for the next 12 months of ordinary meetings including the next annual meeting**

July 3<sup>rd</sup> 2025  
September 11<sup>th</sup> 2025  
November 13<sup>th</sup> 2025  
January 15<sup>th</sup> 2026  
March 12<sup>th</sup> 2026  
May 14<sup>th</sup> 2026 (Annual Meeting)  
July 16<sup>th</sup> 2026

**1646. Date of next meeting**

The next meeting will be held on Thursday July 3<sup>rd</sup> 2025 at 7.30pm in the Village Hall.

There being no further business the meeting concluded at 9.03pm.