

**SILK WILLOUGHBY PARISH COUNCIL**

**ANNUAL PARISH COUNCIL MEETING**

**Thursday 18<sup>th</sup> May at 7.30pm in Silk Willoughby Village Hall**

Dear Councillor

I hereby give you notice the meeting of SILK WILLOUGHBY PARISH COUNCIL will be held on Thursday 18<sup>th</sup> May at 7.30pm. All members of the Parish Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Clerk to the Council: Rowena Boden Dated: 12th May 2023

**AGENDA for the ANNUAL PARISH COUNCIL MEETING.**

1. To elect a Chairman of the Council and sign the Declaration of Acceptance of Office
2. To elect a Vice Chairman of the Council and sign the Declaration of Acceptance of Office
3. To suspend Standing Orders to allow members of the Public to raise questions or concerns.
4. To receive a report from the County Councillor
5. To receive a report from the new District Councillor
6. To return to Standing Orders to conduct Council Business.
7. To receive and accept apologies for absence.
8. To receive Declarations of interest for items within the agenda.
9. To approve the minutes of the meeting held on the 30<sup>th</sup> March 2023 and for the chair to sign.
10. To receive the clerk's report.

a) Acceptance of Office

b) Code of Conduct

c) Paperwork required by NKDC and time frames.

11. Finances 2022/23 – To receive the clerk's report on the year-end figures.

**Financial Year End 2022 – 2023 balance £213,477.34**

**Annual Gross Income - £209,816.79**

**Annual Gross Expenditure - £6,772.01**

12. AGAR 2022/23: To finalise the accounts for the year 2022/23

a) End of Year: Cash book and bank reconciliation as of March 2023

b) Certificate of Exemption: AGAR 2022/23. To approve and give permission for Chairman and Responsible Finance Officer to sign.

- c) To receive the Internal Auditors report.
- d) Annual Governance and Accountability Return: Section 1, Governance Statement. To approve and give permission for the Chairman and Clerk to sign.
- e) Annual Governance and Accountability Return: Section 2, Accounting Statement. To approve and give permission for the Chairman and Responsible Finance Officer to sign.
- f) Analysis of Variances. To approve the variances.
- e) Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015. To approve the dates Monday 5th June – Friday 14th July 2023.

### 13. Finances 2023/24

- a) To receive a report of payments, made between meetings, in the financial year 2023/24

Date of Transfer	Payee	Amount
4/4/23	L. Roberts (Viking Ink)	£42.56
4/4/23	L. Roberts (Coronation mugs)	£382.50
6/4/23	Four Seasons (Coronation voucher)	£950.00
4/4/23	R. Boden (Coronation bunting)	£97.30
16/4/23	HSBC Bank Charges	£5.00
2/5/23	R. Boden (Wages month 1)	GDPR
2/5/23	Wilkin Chapman (Solar Farm)	360.00
2/5/23	R. Boden (Printer & Stationery)	201.75
11/5/23	Society of Local Council Clerks	£78.00
11/5/23	Tidy Gardens & Grounds	£230.00

- b) To note the payment from NKDC for the precept of £5,200.00 has been received.
- c) To review and consider approval of bank reconciliation.

14. Silk Willoughby Roads - To receive an update on the ongoing Traffic and Road Surface problems.

15. Community Speed Watch - To receive an update on the Community Speed Watch.

16. Speed Sign - To receive an update on the Speed Sign.

17. Coronation Celebrations - To consider the feedback from the Coronation Weekend.

18. Village Pond - To receive an update on the Village Pond and the way forward.

19. Grant Applications – To receive and consider Community Grant Applications from

- a) Silk Willoughby Village Hall
- b) St Denis Church

20. Dog Bins – To discuss the siting of the dog bins along London Road.
21. Parish Council Facebook Page. To consider the opening of a Parish Council Facebook page.
22. Village Projects for the forthcoming year
- Hosting a Scarecrow event
  - Pump Repairs
  - Monument Clean-up
  - Milestone touch up
  - LCC Roadstone (TRIL)
23. Solar Farm - To receive an update regarding Gorse Lane.
24. CIL Funds -To receive an update of CIL spending
25. Unity Bank Application – To receive an update of the Unity Bank Application
26. Sleaford Transport Strategy – To consider the Sleaford Transport Strategy.
27. Website – To consider the costing of LALC to refresh the website.
28. Street Naming – To consider and approve one of the following names, as suggested by NKDC.
- a)Silkby Court
  - b)Silkby Close
  - c)Old Pond Court
29. To consider items for inclusion on the agenda for the next meeting.
30. Agree schedule of Parish Council Meetings for 2023/24
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|---------------------------------|-------------------------------|
| 27 <sup>th</sup> July 2023      | 25 <sup>th</sup> January 2024 |
| 28 <sup>th</sup> September 2023 | 28 <sup>th</sup> March 2024   |
| 30 <sup>st</sup> November 2023  | 30 <sup>st</sup> May 2024     |
31. Date and time of next meeting 27<sup>th</sup> July at 7.30pm.

#### **CLOSED COUNCIL SESSION**

**Items of confidential nature to be debated in the absence of the press and public. Under the Public Bodies (Admission to the Meetings) Act 1960 (due to the confidential nature of the business).**

32. Documentation regarding the Post Office – To consider the documentation regarding the Post Office.