

MINUTES OF SILK WILLOUGHBY ANNUAL PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL AT 7.00PM ON THURSDAY 30 MAY 2024

Present: Cllrs Thackray, Bell, J Wright, K Wright and Roberts.

In Attendance: 14 members of the public and R Boden Parish Clerk.

Please note due to unforeseen circumstances these minutes have been produced after the meeting and is a true reflection as remembered by Cllrs.

1.Election of Chair. The Clerk asked if anyone was willing to stand as Chair. It was proposed, seconded and

Resolved: that Cllr L Roberts be re-elected as Chair of Silk Willoughby Parish Council. Cllr Roberts signed the formal Declaration of Acceptance of Office as Chair; This was countersigned by the Parish Clerk as Proper Officer of the Council.

2.Election of Vice-Chair. The Chair asked if anyone was willing to stand as Vice-Chair. Nobody wished to take up the position.

3.Report from County Cllr Hagues – Unfortunately, County Cllr Hagues was unable to attend the meeting, so no report.

4.Report from District Cllr R Jackson – District Cllr Jackson had sent his apologies, therefore no report.

5.Questions from members of the public – No questions from the members of the public.

6.Apologies for Absence – there were no apologies.

7.Declarations of Interest. There were none.

8. To approve and accept the minutes of the meeting held on 28 March 2024. It was proposed, seconded and

Resolved: that the notes of the meeting held on 28 March 2024 be accepted as a true record. These were signed by the Chair.

9. To approve and accept the minutes of the extraordinary meeting held on 07 May. It was proposed, seconded and

Resolved: that the notes of the extraordinary meeting held on 07 May were incorrect and RB asked to amend.

10. To elect members of the HR Committee. The HR Committee requires 3 Cllrs. Cllr Roberts has experience in HR but has said that she would be happy to come off committee if new Cllrs join the parish council in the future. It was proposed, seconded and

Resolved: Due to the makeup of the parish council, it was proposed that Cllr J Wright be Chair with Cllrs Thackray and Roberts.

11. **To review Standing Orders** (copy on website). It was proposed, seconded and **Resolved:** that the Standing Orders be readopted.

12. **To review Financial Regulations** (copy on website). It was proposed, seconded and **Resolved:** that the Financial Regulations be readopted.

13. **AGAR 2023/2024** – To finalise the accounts for the year ending 2023/2024.

a. The end of year cashbook and bank reconciliation as of March 2024 had been circulated to all Cllrs. It was proposed, seconded and

Resolved: to accept the end of year cashbook and bank reconciliation to March 2024.

b. The Certificate of Exemption AGAR 2023/2024 had been circulated to all Cllrs. It was proposed, seconded and

Resolved: to accept the Certificate of Exemption AGAR 2023/2024 and this was signed by the Chair and Clerk.

c. The Internal Audit had been carried out by LALC. This had been circulated to all Cllrs. It was proposed, seconded and

Resolved: to accept the Internal Audit Report carried out by LALC.

The following recommendations were addressed:

- To revert back to cheques so that more Cllrs can authorise payments – ALL AGREED
- For the Clerk to give the Chair details of the Standing Orders required so that payments can continue for the Clerk and Tidy Gardens – ALL AGREED
- LALC will organise training for all Cllrs. This will be held in the village hall and local PCs will also be asked to attend – update next month.
- The Clerk was going to bring all Cllrs 'The Good Cllr Guide, but did not, so will deliver tomorrow.

d. The Annual Governance and Accountability Return Section 1 Governance Statement was read out and filled in by the Clerk. It was proposed, seconded and **Resolved:** to accept Section 1 Governance Statement and this was signed by the Chair and Clerk

e. The Annual Governance and Accountability Return Section 2. It was proposed, seconded and

Resolved: to accept Section 2 and this was signed by the Chair and Clerk.

f. The variances in the AGAR had been circulated to all Cllrs. It was proposed, seconded and

Resolved: to accept the variances in the AGAR.

- g. PKF Littlejohn had suggested the dates Monday 03 June to Friday 12 Jun for the period of exercise and public rights and other information required by Regulation 15(2) Accounts and Audit Regulations. FOR INFORMATION ONLY.

14. Finance

a. The following retrospective payments had been made in between meetings:

16.04.24	HSBC	Bank charges	£5.00
23.04.24	Buddson Ltd	Buoy/Housing	£294.59
23.04.24	L.A.L.C	Subscription	£155.42
23.04.24	L.A.L.C	ATS 14767	£132.00
23.04.24	S.L.C.C	Membership	£74.00
23.04.24	Tidy Gardens	Grass cutting	£115.00
02.05.24	L.A.L.C	Internal Audit	£180.00
02.05.24	Tidy Gardens	Grass cutting	£250.00
02.05.24	R Boden	Wages (Month 1)	GDPR
17.05.24	HSBC	Bank charges	£5.00

It was proposed, seconded and

Resolved: to accept the above retrospective payments.

b. To approve the following payments.

31.05.24	R Boden	Wages(Month 2)	GDPR
24.04.24	Scribe Accounts	Subscription	£216.00

c. It was proposed, seconded and

Resolved: to accept the bank reconciliation.

15. **Grant Applications** – Time Assured have still not started the work on the Church Clock. Agenda next month.

16. Conservation/Heritage – Nothing to report. Agenda next month.

17. The Asset List

- The King's Picture has arrived.
- The new Bouy, housing and sign
- The renovated bench is ready to go back
- Two signs have been renovated and put on new posts. Cllrs agreed to meet the following Saturday to install all of these.

If not already on the Asset List, it was proposed seconded and

Resolved: to add them.

18. The hedge and path along School Lane – Residents are unhappy about the hedge along School Lane, as the brambles, bushes and trees stick out onto the path. Cllr Roberts confirmed that she has spoken to Aswarby Estates, and they have contacted the tenant farmer and asked him to deal with it.

A resident had previously confirmed that she had written to LCC and Caroline Johnson MP regarding the state of the footpath. A reply had now been received and no action is going to be taken as it is felt that the footpath is not bad enough.

19. Planning Applications

a. S24/0942/Ful Retrospective application 5 Laurel Grove. FOR INFORMATION ONLY

b.S24/0578/Ful Planning application to permanently retain change of use from Class F2 (driving range) to Class E (Private Medical practice and Physiotherapy Clinic), internal and external alterations including erection of single storey rear extension with provision of 2 roof terraces, installation of exterior enclosed air handling unit and solar PV panels.

This application had been received the day before the meeting. Concerns included increase in traffic due to staffing going from 1 to 15. There will be an increase with staff vehicles, patients' vehicles, commercial vehicles, waste disposal vehicles. In the short term with lorries with building materials. This will add to the already increased traffic flow, noise, and conservation disturbance through the village due to the new housing developments on the outskirts of Sleaford. Increase in sewage concerns, due to the increase in the number of staff and patients. Silk Willoughby sewage system is at maximum capacity. It already overflows with sewage when it rains. With the number of properties being built in the village and planning for extensions and alterations the sewers struggle to cope. It was proposed, seconded and

Resolved: the Clerk to add these comments via the NKDC portal.

20. Savings Accounts

a. The 3-month Savings Account was due to end on 10 June 2024. It was proposed, seconded and

Resolved: that this should be transferred to a 6-month Savings Account ending on 10 December at a rate of 4.56%.

b. The 12-month Savings Account ends on 10 October (paying 4.9%).

c. The 6-month Savings Account ends on 10 October (paying 4.56%).

d. The 3-month Savings Account ends on 10 June (paying 4.61%)

21. Risk Assessments.

It was proposed, seconded and

Resolved to accept the following risk assessments.

- Cleaning of white gates
- Filling the sandbags
- Trimming of hedges

22. Village Hall

a. The parish council has sought advice from LALC and ACRE regarding the village hall situation. We are now in 'limbo' until the village hall committee closes the charity. If updates fall in between parish council meetings, an extraordinary meeting will be called to discuss the next steps.

It was suggested we research possible insurance companies to so that the parish council have quotes and costs, ready for when the building is passed over to the parish council. It was proposed, seconded and

Resolved: the Clerk research insurance companies re the village hall.

23. Post Office

a. The Chair confirmed that the post office currently has no legal agreement with the village hall committee and is not paying rent. When the building returns to the parish council a legal agreement would be needed, and it should include:

- Basic terms and conditions
- That no rent will be paid
- 3 months' notice from either party
- How the maintenance of the building should be carried out
- Who pays the insurance?
- Public liability insurance

24. Upstairs Room

a. The Chair of the village hall committee had disclosed in the Annual Parish Meeting that he is seeking advice from a Solicitor regarding the Conveyance. As there are grey areas and he would like to pass the village hall building back with everything transparent and a clear path forward for everyone. This includes details about the village hall itself, the Post Office, and the room upstairs. He also stated he would cover all legal costs regarding the purchase of the room (if that was possible). The cost of all this would be covered by the Village Hall Chair. It was proposed, seconded and

Resolved: to wait for the Village Hall Chair to update us with the solicitor's comments.

The Chair would send the Village Hall Chair a list of questions, that the parish council would like answers to regarding the building.

- Does the party wall need to be returned?
- Can the parish council rent the room upstairs?
- If so, what type of legal agreement is required?
- Can the parish council sell the room upstairs?
- Do the parish council need to hold a village meeting to do either of these?

It was proposed, seconded and

Resolved: that the Chair would contact a local estate agent to ask about rental and selling prices so that the parish council have a whole picture for future reference.

25. The following policies had been circulated to all Cllrs. It was proposed, seconded and

Resolved: to accept the following polices and place a copy on the website

- Complaints Policy
- Grant Policy
- Equality and Diversity Policy

26. To consider items for inclusion on the Agenda for the next meeting.

- Conservation projects in the village
- Cars parking along London Road, outside new housing development
- Solicitors update from Village Hall Chair

27. The date of the next meeting was confirmed as 25 July at 7.00pm in the village hall.

There being no further business the meeting closed at 8.30pm

Chair
Silk Willoughby Parish Council

25 July 2024

It is important to understand that the information given above represents notes of the meeting which took place in the village hall on 30 May 2024 and do not become minutes of Silk Willoughby Parish Council until accepted or otherwise at the meeting.