

SILK WILLOUGHBY PARISH COUNCIL

PARISH CLERK

Denise Gascoyne 82 Ermine Street ANCASTER NG32 3QP

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22 May 2025

Dear Councillor,

You are hereby summoned to attend **ANNUAL MEETING** of **SILK WILLOUGHBY PARISH COUNCIL** to be held in the village hall on **29 MAY 2025** immediately after the **ANNUAL PARISH MEETING**.

Denise Gascoyne

Parish Clerk

1. **Election of Chair.** To elect the Chair of the Parish Council and to receive the Chair's Declaration of Office
2. **Election of Vice-Chair.** To elect the Vice-Chair of the Parish Council and to receive the Vice-Chair's Declaration of Office.
3. **To receive Declarations of Acceptance of Office and Members' Disclosable Pecuniary and other interest** – All Parish Councillors
4. **Election of Finance Officer.** To elect Finance Officer to oversee accounts.
5. **Apologies for Absence.** To receive and accept apologies for absence where valid reasons have been given prior to the meeting.
6. **To approve and accept** as a true record the notes of the meeting of the Parish Council held on **20 March 2025** and to authorise the Chair to sign the official minutes.
7. **To review and accept** New Model (2025) Standing Orders circulated to all Cllrs.
8. **To review and accept** 2025 Financial Regulations circulated to all Cllrs.
9. **To approve and accept** The Asset Register as of 31 March 2025 (already circulated).

10. To declare eligibility and adoption of The General Power of Competence (compliant with S.1-8 Localism Act 2011 and the Parish Councils (General Power of Competence) Prescribed Conditions) Order 2012. (CILCA obtained 20.5.19

11. To review and accept the following policies.

- Annual Investment/Earmarked Reserve's Policy – General Fund
- Annual Investment/Earmarked Reserve's Policy – Solar Monies
- Code of Conduct
- Data Breach Policy
- Subject Access Request Procedure
- Records Retention Policy
- Claim for out-of-pocket expenses.

12. To accept new Zurich Insurance Policy from 01 June 2025

13. Finance.

- a. To read out, fill in, sign and date Section 1 – Annual Governance and Accountability Return (AGAR) 2024/2025 – circulated to all Cllrs.
- b. To accept, sign and date Section 2 Accounting Statement (AGAR) 2024/2025 – circulated to all Cllrs.
- c. To accept final Internal Auditors report and discuss – copy circulated.
- d. To sign and date Certificate of Exemption Part 2 (AGAR) – circulated to all Cllrs.
- e. To sign off Statement of Accounts – circulated to all Cllrs.

TO START ORDINARY PARISH COUNCIL MEETING

14. Report from County Cllr and District Cllr.

15. Chair Update

- a. Church Clock
- b. To express thanks to Cllr Hagues.
- c. To discuss points from recent village hall meeting.
- d. To request white gate cleaning.
- e. To confirm Clerk's Appraisal will be carried out before the next meeting.

16. Parish Clerk Update

- a. To discuss new mandatory rules for email.

17. Village Hall

- a. To acknowledge receipt of village hall minutes 24.03.25
- b. To acknowledge receipt of bank statements to 31.03.25

18. Correspondence

- a. LALC e-news
- b. NKDC Parish and Town Council Newsletter March 2025 and April 2025
- c. Temporary Traffic restrictions 9.6.25-17.6.25 8am-6pm School Lane to install new telecoms ducting.
- d. The Clerk
- e. Clerks & Councils Direct

19. Planning

- a. 23/1410 Refusal of planning permission for solar farm Eastern and Western side of Mareham Lane between Screddington and Silk Willoughby

20. Finance

- a. To resolve to approve and accept Bank Reconciliations and Cashbook (already circulated to 31st March and 30 April 2025).
- b. To resolve to approve and accept Retrospective Approval List and BACS Payments made in April.
- c. To resolve to approve and accept Payments as per the Approval List (already circulated) and authorise Cllrs to sign the cheques.
- d. To confirm account maturity of £41818.09 has been reinvested for 4 months.
- e. To consider request from Village Hall to fund 2 benches from Solar Funds
- f. To confirm Data Protection Fee has increased from £35 to £47 and budget has been adjusted.

21. Training

22. Date of Next Meeting.

- a. To confirm the date of next meeting as 31 July 2025.

23. To resolve to exclude the media, press and members of the public from the meeting in accordance with S.1(2) Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of business to be transacted regarding staffing matters.

- Post Office Lease
- To discuss Solar Farm funds

