

TOSELAND PARISH COUNCIL ANNUAL MEETING 03/06/24 deferred from 21/05/2024

Louise A Mullan

AGENDA

Attendance:

1. Election of Officers.

2. Minutes: of the previous special meetings on March 12 & March 18, to be confirmed and signed.

3. Matters arising:

3.1 Newton Memorial Garden: vote of thanks to Mr Dillon for maintenance of the village garden in the past year.

4. Declarations of interest: To receive from Councillors declarations as to disclosable pecuniary interests or other interests and the nature of those interests in relation to any agenda item.

Notes: A disclosable pecuniary interest is an interest that involves not only money but assets, land, tenancies, sponsorship, contracts, investments, local businesses of the councillor. It can apply to the councillor themselves, the councillor's spouse or civil partner, a person with whom the councillor is living as spouse, a person with whom the councillor is living as if they were a civil partner and where the councillor is aware that that other person has an interest. Localism Act 2012 c7 s30(3). This includes cases where a planning application has been made for land/buildings next door to the Councillor's own property, and that Councillor could be reasonably be expected to have a greater interest in that application than anyone else.

Other interests arise where:-

- (i) a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or*
- (ii) it relates to or is likely to affect any of the interests listed in the Table in the Appendix to the adopted Code, but in respect of a member of your family (other than your spouse/civil partner as they would have a disclosable pecuniary interest) or a person with whom you have a close association - and that interest is not a disclosable pecuniary interest.*

NB. The Parish Council may consider granting dispensations to speak and/or vote on matters in which Parish Councillors have a disclosable pecuniary interest where it considers that:

- without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business;*
- without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business;*
- granting the dispensation is in the interests of persons living in the authority's area; without the dispensation each Member of the authority's executive would be prohibited by section 31(4) from participating in any particular business to be transacted by the authority's executive; or it is otherwise appropriate to grant a dispensation .*

Toseland Parish Council Annual Meeting, 03/06/24 (deferred from 21/05/24), St. Michael's Church, High Street, Toseland, PE19 6RX, starting at 7.30pm (Pat Dillon Toseland Parish Clerk, tel. 01480 880351, email p.a.simpson@herts.ac.uk)

5.Website: A vote of thanks to Mrs Moffat to be recorded for continuing to maintain the website, and news of the proposed new website and emails.

6.Finance:

6.1 Reminder of the new audit regulations, to note:

- We need to publish online, and on the noticeboard, the approved and signed basic data on the Annual Return, and the statement of exemption from External Audit.
- This needs to be accompanied by the year-end bank reconciliation, the invitation to the public to view the TPC accounts, and data about the rights of the public in relation to viewing the accounts.
- The full version of the Annual Return, complete with comments by the Internal Auditor needs to be published online on the TPC website and on the Parish noticeboard by July 1, 2024.
- We must continue to have a member of the TPC [not the Chair], to volunteer to check the accounts/bank reconciliations quarterly, which would effectively mean for every scheduled meeting.

6.2 To approve and sign: the receipts & payments summary for 2023-24, and accounts book. Current balance is C/A £4741.73 + D/A £636.14 = Total £5377.87.

6.3 To declare: the PC's exemption from External Audit and note the internal auditor's report, sign the statement of exemption, and to note that the external auditor must receive the statement of exemption and other documents (but not the AGAR or associated documents) by 01/07/24.

6.4 Review of the effectiveness of internal audit process, and discussion of reappointment of the new internal auditor, Mr. Leslie Smith for the year 2024-245.

6.5 To approve by resolution and sign the Annual Return 2023-24, Annual Governance Statement.

6.6 To discuss, approve by resolution and sign the Annual Return, Statement of Accounts 2023-24, (Chair), for public access.

6.7 To note: that public notification will be given by 29/05/24 regarding the arrangements for the exercise of electors' rights, and that the accounts will be available for inspection 03/06/24 - 12/07/24, by arrangement with the Clerk/RFO.

6.8 To pay the following bills: CAPALC subscription £115.19; CLEAR Insurance £461.37; CAPALC subscription £115.19; Internal Auditor £10.00; Toseland Parochial Church Council for Hall fees £80.00; S137 donation of £15.00 to St Neots Museum for free entry for residents 2023-2024; S137 donation to 6 Villages Newsletter £15.00 for 2023-24. These bills will be paid by BACS. Permission to do so will be requested by the Clerk at the meeting from the remaining signatory for cheques, Councillor Reynolds, and the Parish Council.

6.9 To note: receipt from HDC on 24/04/24 of precept of £800.00 for 2024-25, and also a CIL payment of £1317.92 re: Green Farm Barns.

7.Traffic/Roads:

7.1 Progress Report: from Councillor Cowles.

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7.2 To discuss: A428 proposed route, if there is any further news.

7.3 To discuss: East-West Rail Routes further if necessary.

8.Planning

8.1 To note: Applications no. 19/02341/FUL, ref no.22/80158/ Cond, Conditional Information for Green Farm, High Street Toseland, and 19/02341/LBC ref. no.22/80159/Cond, conditional information for archaeological work, Green Farm, Toseland, are both still “in progress”.

9. Health and Safety: To note.

The Clerk has a basic St John's Ambulance certificate in First Aid, which applies both to her roles on TPC and on TPCC [Health and Safety Officer]. This has implications for the TPC Risk Assessment, and this should be noted there.

- There is now a Health and Safety manual in the Church, which importantly lists how accidents should be reported, as well as providing other crucial health and safety advice about food/allergens, using step-ladders, and not working on your own in the church.
- The food/allergens leaflet should be circulated to anyone providing food for TPC events in future. I have digital copy that can either be emailed or printed.
- The First Aid kit is in the church.
- Accidents within the church are to be reported to Team Ministry Administrator, 14 Alms Hill, Bourn, Cambs. 01954 719718, for recording in the accidents book. RIDDOR reporting of fatal or very dangerous accidents/diseases is online only at; www.hse.gov.uk/riddor. Instructions are in the church Health and Safety file.

13. Schedule of events: Annual BBQ 08/06/24 starting at 4.30pm; Christmas Party date tba.

14. Items for next meeting to be tabled:

15. Date of next meeting: September date tba