**PARISH COUNCIL GENERAL MEETING**

**Venue: Parish Meeting Room**

**20th February 2023**

Present:

Chairman Alan Youel

Cllr Kristian Burgess

Cllr Mark Allen

Cllr Ruth Hoose

Cllr Richard Solesbury-Timms

Cllr Kay Stevens

Cllr Nina Truman

Cllr Rachel Washer

Parish Clerk / RFO

Nigel Mills joined the table following co-option to partake in discussion though was excluded from voting in accordance with The Local Government Act 1972.

**23/24**  **Apologies for absence**Apologies received from Cllr Jerrams Coughtrey and Cllr Knight, Cllr Washer leaving at 9pm.  
On the proposal of Cllr Allen, it was **RESOLVED:** to approve apologies for absence.

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**23/25**  **OPEN MEETING**

A resident commented on the following agenda items:

23/30 Tenlands development, 23/38 – reference to the Nolan Principles, 23/39 Queen Elizabeth II Commemorative Trees - planting instead for specific residents. 23/45 Footpath gritting – occupational health considerations. 23/48 Cemetery – commentary on the clerk’s responsibility to maintain records.

The resident asked to be permitted to comment throughout the meeting, declined by Council.

A resident commented on 23/48 and stated interest in an on-site cemetery working party.

**Open meeting closed 19:22**

**23/26 Members’ declaration of interest in items on the agenda**

None

**23/27 Appointment by co-option**

The Chairman provided a summary of the requirements that the candidate must be co-opted and co-options must achieve a majority.

On the proposition of the Chairman, it was **RESOLVED**: to appoint Nigel Mills to council by co-option. 

**23/28 Approval of minutes of meeting 16/01/2023**

On the proposition of Cllr Hoose, it was **RESOLVED**: to approve the minutes of the meeting of Council on Monday 16th January 2023.

**23/29** **Planning – letters, decisions and applications**

On the proposition of Cllr Allen, it was **RESOLVED**: to resubmit comments made on previous application for same development.

**23/30 Development at Queen Street/Tenlands**

Chairman to write to land owner and outline objections to development at the site.

**23/31** **VAS update**

Date set for data download and move 27th February, apologies received for delays.

**23/32** **Open Spaces – Thenford road, Millers Way**

Assigned Task and Finish group to meet when all councillors are available.

**23/33** **Authorisation of payments**

On the proposition of Cllr Allen, it was **RESOLVED**: to approve and provide dual signatory on payments scheduled January 2022 - February 2023.

**23/34 ICC**

On the proposition of Cllr Allen, it was **RESOLVED**: to seek external support for cemetery review.

Asset register – recording process under review of clerk, discuss with internal auditor.

Annual risk assessment – Finance and Policy to review.

Annual budget review – awaiting sign off for 2020/21, 2021/22.  
Planning files – system of management for internally tracking applications (format from Cllr Allen)

All councillors to re-sign registers of interest and electronic summons permissions.

Insurance – up for renewal pending pr-renewal questionnaire. Confirm schedule.

Procedures file – to review, considerably out of date.

Ensure H&S in the workplace certificate and liability information displayed at PMR.

**23/35 Effectiveness of Internal Audit**

On the proposition of the Chairman, it was **RESOLVED**: to approve the Effectiveness of Internal Audit 2023-24.

Cash handling and asset register to be reviewed. Finance and policy to create schedule for documents review.

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**23/36 Financial Risk Assessment**

On the proposition of the Chairman, it was **RESOLVED**: to approve the Financial Risk Assessment 2023-24.

Review of Financial Regulations recommended.

Version controls to be included as per the Chairman’s templates for 23/35 and 23/36.

**23/37 Grant Allocation Protocol**

Cllr Allen to propose meeting dates and brief for protocols.

**23/38** **Vexatious requests and complaints policy**

On the proposition of Cllr Allen, it was **RESOLVED**: to approve the drafted policy to address vexatious requests and complaints.

**23/39 Commemorative planting**

On the proposition of Cllr Solesbury-Timms, it was **RESOLVED**: to support planting at Stanwell and the embankment at SE entrance to village.

**23/40 Parish Meeting Room regeneration**

To proceed with the quote for planters/window boxes totalling £270 if within the regeneration budget. Clerk to purchase kitchenware.

**23/41 Parish Council identity, branding and mission**The council will run a competition to design a new logo. The council will consider a new mission statement.  
**Cllr Washer left 9:04pm**

**23/42 Website upgrade**

The Chairman and Cllr Allen to audit and assess the information architecture and site mapping of the website.

**23/43** **Sealed Knot 380 anniversary event**

On the proposition of Cllr Solesbury-Timms, it was **RESOLVED**: to approve organising, hosting and funding 380 anniversary commemorative re-enactment event.

**23/44 King’s Coronation commemorative pins**

Cllrs Hoose and Stevens to collaborate on items for children in the village and feedback with options.

**23/45 Footpath gritting**

Deferred.

**23/46** **Village maintenance works**

Deferred.

**23/47 Warm spaces review**

Deferred

**23/48 Cemetery overhaul project**

Deferred.

**23/49** **Matters for information**

**On the proposition of Cllr Allen it was RESOLVED to suspend standing orders at 22:15 to allow the meeting to continue.**

**Interruption from member of the public, Cllr Burgess advised comments to be emailed to the Clerk.**

**23/50** **Exclusion of press and public**

It is proposed that, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press are excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

**23/51 Commemoration at the Parish Meeting Room**

**23/52 Grass-cutting contract**

**23/53** **Next meeting** 20th March 2023 – Full Council Meeting. **Signed: Pip Davis** – Clerk / RFO to Middleton Cheney Parish Council.