Minutes of the Annual Meeting of Caldecott Parish Council held on Thursday 30<sup>th</sup> May 2023 at 7.41 pm in the Village Hall.

Present **2023/29** 

Cllr MacDermott (Chair), Bennett, Kendrick, Hook and Parker, Mrs Medwell (Clerk), County

Cllr Andrew Brown and 1 member of the public.

Election of Chair 2023/30

The position of Chair was open to all Councillors. Cllr Bennett nominated Cllr MacDermott

and was seconded by Cllr Parker. Cllr MacDermott agreed to become Chair.

The Chair duly completed and signed Register of Members' Interests and the Declaration of Office, witnessed by the Responsible Financial Officer.

Election of Vice Chair 2023/31 The position of Vice Chair was open to all Councillors. Cllr MacDermott nominated Cllr

McCole in her absence and was seconded by Cllr Bennett.

The Vice Chair will duly complete the Register of Members' Interests and sign the Declaration of Office.

Co-option New Councillors of Co-option of New Councillors - The Council agreed to co-opt Mr Bob Hook and Mr William

Kendrick to fill two of the three vacancies arising from the recent elections.

2023/32 Proposed Cllr MacDermott Seconded Cllr Bennett All in favour

Cllrs Hook and Kendrick duly completed and signed the Members' Register of Interests and the Declaration of Acceptance of Office, witnessed by the clerk.

Apologies

Cllr McCole - approved

**2023/33** S Wood

Declarations 2023/34

Cllr Bennett declared an interest in item 10 (a).

Minutes **2023/35** 

The minutes of the meeting held on 9th March 2023 were approved as a true record of the

meeting and duly signed by the Chair.

Proposed Cllr Bennett Seconded Cllr McCole

Matters Arising 2023/36 The Chair is yet to write to RCC regarding the lack of action on the proposed zebra crossings

and other traffic safety matters.

Highways and Rights of Way 2023/37 It was noted that training of volunteers for the upcoming Community Speedwatch Programme was taking place this week. The Chair expressed thanks to Cllr MCCole on behalf

of the Council for co-ordinating this.

It was also noted that a new pedestrian gate had been put in at the roadside entrance to the

Lyddington Road footpath.

Children's Play Park 2023/38 **Routine Inspection** – The Chair advised that he had had taken down the zipwire seat and had removed the mechanism and zip line for referral to the manufacturers as recommended

at the annual inspection. These will be re-instated in due course.

The Council was disappointed to note that the fundraising signage had been damaged.

ΑM

# Specific Items 2023/39

- a) Sale of Garden Plot The Council considered a request by the long-term tenants of the garden plot to purchase this land. The Council agreed that the next step would be to obtain the title deed before making any further decision.
- **b)** Safety Review of Parish Assets Cllrs Hook and Kendrick had reviewed the parish assets and reported all to be in order. The Chair thanked Cllr Hook for repairing the damaged windowpane on the phone box.
- c) Review of Asset Register The Council considered and approved the asset register. The Clerk will provide an asset check list going forwards.
- **d) Approval of Insurance Renewal** The Council considered the updated renewal premiums which had removed the two flags and the money cover and **agreed** the 3 year LTA at a cost of £519.51

Proposed Cllr MacDermott Seconded Cllr Bennett All in favour

e) Allotments – The Council considered the three vacant allotment plots, one of which had not been tended for many years and was very overgrown. It was agreed to offer the vacant ones to existing tenants and those living in the village and to potentially split the overgrown plot if there was a demand for this, offering this at no cost for the first year. The Council also discussed maintenance of the communal area and considered requesting a quote from ABC for a once a year strim.

# Planning 2023/40

#### 2023/0419/FUL 4 Lyddington Road Erection of Carport and Porch Extension

The Council had no objection to this application.

## Finance **2023/41**

**a)** The following payments were presented for approval and unanimously agreed. Those payments not paid by cheque were made by bank transfer:

LRALC – Membership - £193.86 Zurich – Insurance - £519.51 I Arnott – Internal Audit - £75.00 Amazon – Ink Cartridge - £26.76 Biffa – Waste Removal - £39.00

#### b) Bank Reconciliation

Lloyds Account £10,770.71

The Bank Reconciliation was unanimously approved and then duly signed by the Chair.

#### c) Approval of Certificate of Exemption 2022/23

The Council noted that its gross income or expenditure did not exceed £25,000 in the year ending 31<sup>st</sup> March 2023 and therefore **agreed** to certify itself as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Proposed Cllr Bennett Seconded Cllr Parker

The Certificate of Exemption was then duly signed by the Chair and Responsible Financial Officer and will be returned to the External Auditor.

#### d) Approval of Annual Governance and Accounting Statement 2022/23

The Council considered and approved the Annual Governance Statement 2022/23.

Proposed Cllr Bennett Seconded Cllr Parker

This was duly signed by the Chair and Responsible Financial Officer

The Clerk had prepared the 2022/23 Financial Accounts in accordance with the Accounts and Audit Regulations 2015 and circulated prior to the meeting.

The Council considered and **approved** the Annual Accounting Statement 2022/23

Proposed Cllr Parker Seconded Cllr Hook

This was duly signed by the Chair and Responsible Financial Officer.

#### e) Internal Audit 2022/23

The accounts had been presented for internal audit and were found to be in good order with no issues raised.

All matters pertaining to finance are displayed on the website on www.caldecott-pc.gov.uk

### Correspondence 2023/42

The Council referred to communication regarding additional signage on Church Lane with directions to Burgess Row. Agreement had been provisionally given by a resident of Burgess Row for RCC to site a small arrow on her outbuilding pointing to Burgess Row, subject to her receipt of a formal request to place it here from the Parish Council. The Council **agreed** to provide this request and the Chair will personally hand deliver the letter.

AM

It was also noted that the noticeboard on the bus stop will be removed and re-sited on the hall once the external decoration is done in July.

## Next Meeting 2023/43

The next meeting of Caldecott Parish Council will be held on Thursday 13<sup>th</sup> July 2023 in the Village Hall.

The meeting closed at 9.12 pm.