

Minutes of the Annual Meeting of Caldecott Parish Council held on Thursday 9th May 2024 at 7.40 pm in the Village Hall.

Present 2024/26 Cllr MacDermott (Chair), Hook and Parker, Mrs Medwell (Clerk) and County Cllr Andrew Brown.

Election of Chair 2024/27 The position of Chair was open to all Councillors. Cllr Parker nominated Cllr MacDermott and was seconded by Cllr Hook. Cllr MacDermott **agreed** to become Chair.

The Chair duly signed the Declaration of Office, witnessed by the Responsible Financial Officer.

Election of Vice Chair 2024/28 The position of Vice Chair was open to all Councillors. Cllr MacDermott nominated Cllr Parker and was seconded by Cllr Hook. Cllr Parker **agreed** to become Vice Chair.

The Vice Chair duly signed the Declaration of Office, witnessed by the Responsible Financial Officer.

Councillor Vacancy 2024/29 The Council noted the resignation of Margaret Bennett and extended its thanks and appreciation once again for her exceptional commitment and contribution to both the parish council and the community. The Notice of Vacancy had been displayed. Cllr Parker will draft a flyer to advertise the two vacant positions for circulation around the village.

AP

Apologies 2024/30 Cllr McCole - approved.

Declarations 2024/31 There were no Declarations of Interest in items on the agenda nor any changes to the Members' Register of Interests.

Minutes 2024/32 The minutes of the meeting held on 14th March 2024 were approved as a true record of the meeting and duly signed by the Chair.

Proposed Cllr MacDermott Seconded Cllr Hook

Matters Arising 2024/33 There were none

Highways and Rights of Way 2024/34 The Council was disappointed to note the response from RCC on the demand for highway improvement work through Caldecott. It had been the intention of the County Council to commission an independent highways expert to review the issues, however, the recent storms meant this work was paused to enable them to deal with higher priority work to recover from the floods. The review will be picked up in the work programme for 2024/25 as part of preparation for the Local Transport Plan (LTP) refresh. This work will progress once the section 19 investigation of recent flooding has been concluded. The review of need for any changes in Caldecott will be considered in context with other pressures and developments to be picked up through the Local Transport Plan refresh.

The Chair will follow up on this with Alicia Kearns MP. The Clerk will draft a letter to Uppingham Town Council to seek collaborative support in pursuing the re-route of HGV's away from the A6003.

AM/JM

**Parish Assets
2024/35**

Routine Inspection – The Chair advised that play park was in good order and that problem of dog fouling seemed to have improved. A fallen fence post on the Green was identified. The Clerk will report to RCC.

JM

Cllr Hook volunteered to look at refreshing the phone box with a coat of paint where it is needed.

BH

Cllr Parker undertook to carry out the next routine inspection.

AP

Allotments – The Clerk updated on the current position with the allotments. There are two vacant with one confirmation of tenancy still outstanding. One of the departing tenants reported a wasp’s nest present in plot 4. The Clerk will ask the site representative to advise. Cllr Parker will advertise the vacancies. It was **agreed** to cost up a sign for the site displaying contact number.

JM

AP

Review of Garage Tenancies – The Chair advised that he has still to look at examples of other parish council tenancy agreements on which a new tenancy could be based. It was noted that a local retired solicitor would look over a draft agreement once this had been produced.

AM

Approval of Insurance Renewal – The Council considered and **agreed** the renewal premium at a cost of £545.97.

**Finance
2024/36**

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

Payee	Details	Total Amount	VAT Element	Legal Authority
I Arnott	Internal Audit	£75.00		LGA 1972 s.111
Amazon	Office Supplies	£36.89		LGA 1972 s.111
LRALC	Membership	£317.47		LGA 1972 s.143
Zurich	Insurance	£545.97		LGA 1972 s.111

b) Bank Reconciliation

Lloyds Account £12,802.30

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

c) Approval of Certificate of Exemption 2023/24

The Council noted that its gross income or expenditure did not exceed £25,000 in the year ending 31st March 2024 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 Hook 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.

JM

d) Approval of Annual Governance and Accounting Statement 2023/24

The Council considered and **approved** the Annual Governance Statement 2023/24.

Proposed Cllr MacDermott Seconded Cllr Parker

This was duly signed by the Chair and Responsible Financial Officer

The Clerk had prepared the 2023/24 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 2023/24
Proposed Cllr Parker Seconded Cllr Hook

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

e) Internal Audit 2023/24

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
2024/37**

The Council was pleased to receive its complimentary copy of the King's Portrait which will be hung in the Village Hall.

Cllr A Brown advised of an upcoming royal visit to Oakham by Duke of Edinburgh.

**Next Meeting
2024/38**

The next meeting of Caldecott Parish Council will be held on Thursday 11th July 2024 in the Village Hall.

The meeting closed at 8.33 pm.