

Shillingford Annual Parish Council Meeting

Minutes of the meeting held at the Village Hall on Tuesday 10th May 2022 at 7:30 pm

Present: Cllr J Parrott (Vice Chair), Cllr C Dummett, Cllr P Wareham, Cllr J Taylor, Cllr M Saunders
Mrs J Thompson (Clerk), One member of the public

034/22 Election of Chair and signing of Declaration of Acceptance of Office.

Cllr P Barwell had agreed to stand as Chair and as there were no other nominations this was unanimously agreed.

As Cllr P Barwell was not present at the meeting it was unanimously agreed that the Declaration of Acceptance of Office be signed before or at a later meeting.

035/22 Election of Vice Chair and signing of Declaration of Acceptance of Office.

Cllr J Parrott agreed to stand as Vice Chair and as there were no other nominations this was unanimously agreed.

Cllr J Parrott signed the Declaration of Acceptance of Office.

036/22 Welcome and apologies for absence:

The Chair opened the meeting and apologies were received from Cllr P Barwell and Cllr A Swain.

037/22 Declaration of Interests/Dispensations:

None

038/22 Open Forum:

A resident asked if there were any update on the proposed Markhams Farm development; Cllr J Parrott said that any updates would likely come with the publishing of the TDC Local Plan.

039/22 Minutes of the previous meeting:

The minutes of the meeting of Tuesday 12th April 2022 were agreed as a true record. The Chair signed the minutes.

040/22 Police, Neighbourhood Watch, County & District Councillors Reports:

Cllr M Saunders has met with the Neighbourhood Watch co-ordinator and agreed that an article be written for the Country News and any relevant information posted on noticeboards and the website.

Village Hall Annual Report, May 2022

Income

Hire fees average £450 per month

Following the lockdown due to Coronavirus, the hall re-opened in mid-May 2021 in line with government guidelines for village halls.

The hall is becoming increasingly busy with an average of 40 bookings per month in recent months.

There has been no charge in the last 12 months for hall hire for local community clubs, coffee mornings, local church events, film nights and Parish Council meetings. This has been greatly appreciated, encouraging the use of the hall as a community hub.

Business bookings, private parties and out of area bookings continue to pay for hall

hire.

Expenses

There has been investment in the following hall improvements during the last 12 months:

New, easier to move tables and chairs

Roof repairs

Electrical upgrades

Floor refurbishment

Annual fire inspections, boiler inspections, electrical testing and oil purchases were completed.

Hall Events

Everyone living in the area was invited to attend a free barbecue, funded by the hall, in the summer of 2021. This was organised by the hall committee and was a very successful event enjoyed by all.

“The Exchange” has taken place at the hall every 6 weeks on a Saturday morning and is a good meeting place for the local community and where coffee and cake is also served.

Tai Chi and Keep Fit are regular weekly fixtures ensuring the well-being for all who attend.

Ongoing Plans

A Jubilee Cream Tea is planned for the local community to attend at no cost in June 2022. There will be a special cake, a toast to the Queen and competitions ranging from flower arranging and photography to miniature gardens.

The hall committee members have arranged that every household will receive a gift of a jubilee mug, personalised as a gift from the village hall, and wildflower seeds.

The Hall Management Committee AGM will take place on 24th May.

Hall funds

The hall is in a strong position financially with hall revenues covering the monthly utility bills.

The hall funds are currently £16,532

041/22 Matters Arising:

None

042/22 Parish Matters:

042.1 An update on maintenance and repairs to Peamore war memorial was deferred until the next meeting.

042.2 It was agreed to wait until the outcome of the 20mph speed limit request and then consult DCC Highways before installing safety mirrors on the church steps.

042.3 Defibrillator refresher training has been arranged for 27th May 2022 6:30 – 8:30pm, but only two people have booked onto the course so far.

043/22 Audit 2021-2022

043.1 To note the Internal Audit Report was deferred until the next meeting.

043.2 To agree, approve and sign the Annual Governance Document was deferred until the next meeting.

043.3 To agree, approve and sign the Annual Accounting Statement was deferred until the next meeting.

043.4 It was agreed by all to request an invoice from the Internal Auditor for completed works, rather than carry on with the practice of giving a gift voucher.

044/22 Finance

044.1 The monthly bank reconciliation for April 2022 was approved and signed by Cllr J Parrott and the Clerk.

044.2 The following payments were approved by all Cllrs:

£18.00 DALC Training

The following payments made since the last meeting were noted:

£5.00 HSBC Bank Charges

044.3 It was agreed by all to purchase replacement pads for both the defibrillators.

045/22 The Clerk has reviewed all documents and policies and requested that internet banking be added to the Financial Regulations and Risk Assessment, also the Clerk's delegated power to spend be the same across all documents (currently there is a discrepancy). To be discussed and agreed at the next meeting,

046/22 Clerk's Correspondence:

Noise disturbance has once again been recorded at the Outdoors School; Cllr P Barwell will contact the complainant and bring back to the next meeting if necessary.

It was agreed that the orange elephant signs should be taken down from around the village.

047/22 Public Discussion:

None

048/22 Chairman's Remarks:

The Clerk was congratulated for passing the CiLCA qualification.

049/22 Date of Next Meeting – Tuesday 14th June 2022

The meeting closed at 8:21 pm

_____ Chair

_____ Dated