

**EAST COWTON PARISH COUNCIL**  
**Councillors are hereby summoned and Members of the Public**  
**invited to attend**  
**the meeting of the Parish Council**  
**on Thursday 23<sup>rd</sup> June 2022 at 7.30pm in the Village Hall.**

## ***AGENDA***

- 1. Apologies for absence**
- 2. Disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.**  
*(The disclosure must include the nature of the interest (i.e. pecuniary or other). If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.*  
*A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter)*
- 3. Minutes of the meeting of the Council held on 9th May 2022** (circulated to councillors)  
*To determine whether the Minutes are an accurate record.*
- 4. Chair's formal announcements on any matters not the subject of discussion or debate**
- 5. Co-option of Councillors**  
*To consider applications received for co-option*
- 6. Annual Governance and Accountability Return 2021-22**
  - 6.1. To consider and note the Annual Internal Audit Report from the Internal Auditor*
  - 6.2. To consider responses for and approve the Annual Governance Statement*
  - 6.3. To consider and approve the Accounting Statements*
  - 6.4. To certify that the Parish Council is exempt from external audit for the financial year 2021/22.*
  - 6.5. To ensure the Accounting Statements are signed and dated*
- 7. To approve the publication of documents required by The Accounts and Audit Regulations 2015, The Local Audit (Smaller Authorities)**

**Regulations 2015, and the Transparency Code for Smaller Authorities and to note the commencement dates for the exercise of public rights proposed by the Responsible Finance Officer (RFO).**

**8. Other Finance**

- a) To receive and approve statements of account*
- b) To note and authorise cheques*
- c) To be updated as to changes in banking arrangements (Minute 2205.11)*
- d) To be updated as to request for refund (Minute 2205.15)*
- e) To be updated as to grant funding (Minute 2205.25)*

**9. Insurance**

*To consider the assets to be covered under the policy*

**10. To allocate special responsibilities to Councillors for 2022/23**

*To allocate those special responsibilities still outstanding (as Minute 2205.09) to Councillors for 2022/23*

**11. Asset Inspections**

*To confirm the arrangements for asset inspections due by 30th June 2022*

**12. Registration of a Community Asset**

*In light of the expiry of the only current registration, councillors to consider whether any further action is needed.*

**13. Planning applications**

*Councillors to be updated regarding further correspondence received (as Minutes 2201.18 and 2203.17) in connection with application number 220049/FUL (Manor House Farm) and to determine further steps*

**14. Public Participation**

**15. Date and time of the next meeting**

*11<sup>th</sup> July 2022 at 7.30pm is proposed*

**16. Any other business (urgent or not requiring debate or decision)**

*Primarily to inform the clerk of items for inclusion on the next agenda*

Mrs J Kilsby  
Clerk to the Parish Council

17th June 2022

**At the Chair's discretion and to reflect the level of public response, the running order of agenda items can be altered**

## Supporting Information

### 5. CO-OPTION

Where a council is quorate it may co-opt additional councillors but remember to do this fairly to avoid unnecessary criticism. A template notice to invite people for co-option to these ordinary vacancies can be found on the YLCA website. Remember that the vacancies created by virtue of an uncontested election are termed 'ordinary' vacancies. Vacancies created in the four-year term of office (or more in some circumstances), are called 'casual' vacancies.

Also remember that as it is the Council that is conducting the appointment, it has a duty to ensure that persons who are co-opted are eligible to hold public office in accordance with Section 80 of the Local Government Act 1972. A pro forma eligibility check to hand to applicants can be found on the YLCA website.

By law, the co-option process should be complete within 35 days of the election (the calculation does not include Saturdays, Sundays, Bank Holidays or days appointed for public thanksgiving or mourning). If the council fails to do this, the principal authority may (not a duty), order another election. The 35 days means that co-options should be complete by the end of June. Where a council has not attempted a co-option process in this time, the principal authority will probably call another election. Where a council has tried to co-opt but no one has come forward, the principal authority will acknowledge this and would normally be content that the Council keeps on trying to co-opt.

Statements from candidates seeking co-option are confidential and the relevant information will be circulated separately.

### 6. AGAR

Councillors to be sent a copy of the Transparency Code incorporating the various statutory requirements.

AGAR to be circulated to councillors separately in advance of publication of approved document containing accounting statement and internal audit report etc

### 7. Additional draft documents to be circulated are as follows:

- Schedule of Variances
- Bank Reconciliation
- Notice of Public Rights
- Schedule of Items of Expenditure (not limited to items in excess of £100 as regulations allow)
- List of Public Land

## 8 Other Finance

At 6 June 2022

		Community Account	Premium Account
		£ 9,743.89	£ 2,988.46
<u>add</u>			
<b>Income</b>			
Interest on Premium Account			£ 0.23
Parish Precept - Instalment 1	£ 3,501.50		
Parish Precept - Instalment 2			
VAT reclaim		£ 3,501.50	
		<hr/>	<hr/>
		£ 13,245.39	£ 2,988.69
<u>less</u>			
<b>Transferred to Premium Account</b>			
<b>Transferred to Community Account</b>			
		<hr/>	<hr/>
		£ 13,245.39	£ 2,988.69
<u>less</u>			
<b>Actual Expenditure</b>			
1. Gross Wages)	£ 245.34		
2. Contractors	£ 254.40		
3. Services	£ -		
4. Sundries	£ -		
5. Insurance	£ -		
6. Repairs/Maintenance	£ -		
7. Rental	£ -		
8. Subscriptions/Training	£ 221.00		
9. Asset Purchases	£ -		
		<hr/>	
		£ 720.74	
		<hr/>	
		£ 12,524.65	

## Bank Reconciliation at 6 June 2022

Current Account balance as statement		£ 12,647.32
<u>add</u>		
Payments not yet cleared:	£ -	£ -
	<hr/>	
<u>deduct</u>		
Cheques not yet presented for payment	£ 122.67	£ 122.67
	<hr/>	<hr/>
<b>Reconciled balance - Current Account</b>		£ 12,524.65
<u>add -Premium Account balance</u>		£ 2,988.69
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		£ 15,513.34

## List of Cheques to be Noted/Authorised

Invoice Date	Description	£	Authority
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13.05.22	One Stop Promotions - bunting (reimburse Cllr Simpson)	£ 189.00	Local Government Act 1972, s137
19.05.22	Green Frog - bedding plants (reimburse Cllr Simpson)	£ 22.00	Highways Act 1980, s115B and Open Spaces Act 1906, s10(b)
21.05.22	Sam Turner & son -teak oil for benches (reimburse Cllr Simpson)	£ 24.95	Public Health Act 1875 s 164; Local Govt Act 1972 Sched 14 para 27; Local Government (Miscellaneous Provisions) Act 1976 s19; Parish Council Act 1957 s.1
01.06.22	CE&CM Walker - grasscutting May	£ 254.40	Highways Act 1980, s96 and Open Spaces Act 1906, s10(b)
-	Clerk's wages gross (June)	£ 122.67	Local Government Act 1972, s112(2)
	Zurich Insurance	£ 257.60	Local Government Act 1972, ss111(1),140; Employers Liability Compulsory Insurance Act 1969
	Wilko paper and stamps (reimburse Clerk)	£ 22.12	Local Government Act 1972, s111(1)

NB \* cheques have been despatched by Clerk/RFO using authority from Minute 2104.06 to write cheques for signature by 2 councillors

## 9 Insurance

The policy provides All Risks cover to £10,000. The PC had elected for swing unit (£2750) and glass bus shelter (£4281.94) to be covered at purchase price and balance applied to climbing fort. Councillors need to determine whether this cover should be altered to allow for increase in replacement cost of shelter or swings.

## 10. Special Responsibilities

Special Responsibilities outstanding are minuted as

*Brian Denley, with his consent, to be re-appointed Flood Warden for a temporary period only pending the co-option of further councillors;  
SW, with his consent, to remain as community emergency response lead;  
Other roles (footpaths, highways, ditches and verges including benches and planters; environmental including litter and dog fouling; planning lead; police liaison/crime prevention) to be allocated upon the co-option of further councillors*

## 11 Asset inspections

<b>EAST COWTON PARISH COUNCIL INSPECTION SUMMARY</b>	<b>Responsible</b>
<b>Benches</b> (excluding those in Play Area or Millennium Wood) checked quarterly	
<b>Bus Shelters</b> - checked quarterly	ES
<b>Defibrillator</b> - checked weekly	AWr
<b>DogWaste and Litter Bins</b> - checked annually	
<b>Grit Bins</b> - checked annually	
<b>Laptop and Scanner</b> - checked quarterly	Clerk

Millennium Wood - checked quarterly ES

Noticeboard - checked annually

Parish Play Area checked weekly, report monthly ES

Item : Swings

Item : Slide/Climber/Multiplay

Item : Rocker

Item : Balance Beam

Hedging, trees, benches and bins

Pots (11 in total) -checked quarterly

Trees - checked annually

## **12. Community Asset Registration**

Registration lasts for a period of 5 years and is intended to enable a community bid to purchase the asset. Notification has been given to the Parish Council that the registration affecting The Beeswing (placed at a time when the future of the Post Office and pub were potentially unknown) has now expired. A leaflet explaining the registration of community assets is being circulated to councillors.

## **15 Date of Next meeting**

The second Monday in July (11<sup>th</sup> July 2022) is proposed pursuant to Minute 2205.14