

21<sup>st</sup> May 2024

## MELTON CONSTABLE PARISH COUNCIL

**Clerk: Amanda Yacoubian**

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**MINUTES** of the Melton Constable Annual Parish Council meeting held on 21<sup>st</sup> May 2024 at 7.30 pm

Present: S Unsworth  
Elizabeth Good  
J Cox  
D Carter  
T Jarman

A Yacoubian: Clerk

2024/36 **(i) To elect a Chair for 2024 - 25**

On a PROPOSAL by Cllr Unsworth, SECONDED by Cllr Cox, **Cllr Carter** was elected as Chair. The Declaration of Office was signed in the presence of the Clerk.

**(ii) To elect a Vice Chair for 2024 - 25**

On a PROPOSAL by Cllr Carter, SECONDED by Cllr Jarman, **Cllr Unsworth** was elected as Vice Chair. The Declaration of Office was signed in the presence of the Clerk.

2024/37 **Apologies for Absence – none**

2024/38 **To approve the Minutes of the Parish Council Meeting held on 7<sup>th</sup> March 2024**

On a PROPOSAL by Cllr Unsworth SECONDED by Cllr Cox, it was AGREED to accept the minutes of the meeting of 7<sup>th</sup> March 2024 as a true and accurate record.

2024/39 **Declarations of Interest - none**

2024/40 **To consider matters arising from the last minutes** – Cllr JC mentioned that he would like to receive notifications about tree works, Cllr DC will sent Cllr JC a link to the relevant location on the NNDC website

2024/41 **To receive County & District Reports** – Annual report from Cllr AB circulated on 19<sup>th</sup> May

2024/42 **To adjourn the meeting to allow for public participation**

No-one present

2024/43 To receive members reports:

**Churchyard** – Clerk to contact P Minns to ask him to start in June and cut every 3 weeks.

21<sup>st</sup> May 2024

**Southside** – Trees have been felled and the bank has been levelled, it may be that the old bowling green is going to be developed. The Melton Constable sign from Briston is becoming obscured by branches.

**Bus Shelter** – The bus timetable needs new glass – Clerk to contact Sanders Buses.

**Play Area-** Signage- dog fouling, children must be supervised etc- Clerk to look at signs

**Recreation Ground** – The nettles are overgrown, clerk to contact P Collins.

**Northside** – There are still problems with parking

2024/44 **Decide on Play Equipment** –

We have received 3 quotes for the play area- OLP, slide only, Sovereign, Finding Fitness and Caloo. It was decided to go with Sovereign and Option 1, 1.5m duel slide, Clerk to contact sovereign. Proposed Cllr Unsworth, SECONDED Cllr Jarman, ALL AGREED. Cllr JC abstained.

2024/45 **Allotments: to update on allotment issues and agree a date for the annual inspection** – from next Saturday 1<sup>st</sup> June

2024/46 **To consider any applicants for councillor vacancies** – none

2024/47 **To consider planning applications** - none

2024/48 **Finance**

(i) **To Approve the financial statement circulated by the Clerk on 11<sup>th</sup> May 2024 (cash Book and budget) Bank statement emailed to Councillors on 11<sup>th</sup> May**

On a PROPOSAL by Cllr Unsworth SECONDED by Cllr Carter it was AGREED to approve the cash book and budget and acknowledge balance at Bank

(ii) **To approve the following payments**

All invoices are emailed to Cllr's before any payments by BACS are authorised

On a PROPOSAL by Cllr Unsworth SECONDED by Cllr Carter it was AGREED to approve the following payments:

28/02/2024	£313.08	A Yacoubian
28/02/2024	£45.83	Melton Constable Country Club storage
01/03/2024	£36.00	Cozens Inv 8200
11/03/2024	£180.00	NPT&S annual subscription
11/03/2024	£7.50	Stationary & book 2nd class stamps
19/03/2024	£67.67	NPower
26/03/2024	£400.00	GW Harrold & Ptnrs allotment rent
28/03/2024	£313.08	A Yacoubian (Clerk)
28/03/2024	£45.83	Melton Constable Country Club storage
07/05/2024	£100.00	Jo Boxall Internal audit
07/05/2024	£382.00	P Collins grasscutting

(iii) **To declare the Parish Council exempt from external audit in 2023 - 24**

As the payments and receipts of the Parish Council were below £25,000, on a PROPOSAL by Cllr Unsworth, SECONDED by Cllr Carter, it was AGREED to declare the Parish Council exempt from external audit.

(iv) **To receive the internal auditor’s report**

The internal auditor’s report was read and recommendations were noted. To cancel standing order for Clerks salary and set up a direct debit with HMRC

(v) **To approve the Annual Governance Statement 2023 - 24**

On a PROPOSAL by Cllr Unsworth, SECONDED by Cllr Cox, the Annual Governance Statement was APPROVED and signed.

(vi) **To approve the Accounting Statements 2023 - 2024**

On a PROPOSAL by Cllr Jarman, SECONDED by Cllr Unsworth, the Accounting Statements were APPROVED and signed.

(vii) **To approve the Certificate of Exemption 2023 - 2024**

On a PROPOSAL by Cllr Carter, SECONDED by Cllr Unsworth, the Certificate of Exemption was APPROVED and signed.

(viii) **To approve an internal auditor for 2024 - 25**

On a PROPOSAL by Cllr Cox, SECONDED by Cllr Unsworth, it was AGREED to appoint Jo Boxall to conduct the Internal Audit for 2024 – 25

(ix) **To agree the period of Notice for the Exercise of Public Rights** (3<sup>rd</sup> June 2023- 12<sup>th</sup> July 2024)

On a PROPOSAL by Cllr Cox, SECONDED by Cllr Jarman, the period of Notice for the Exercise of Public Rights was agreed

(x) **To review and update Financial Risk Assessment**

It was decided to wait until the edited Financial Regulations are received from NPT&S (suitable for small councils)

(xi) **To review and update the Financial Regulations** – It was decided to wait until the edited Financial Regulations are received from NPT&S (suitable for small councils)

2024/49 **Correspondence & Clerks report**

- (i) D-Day anniversary celebrations – 6<sup>th</sup> June 2024. We have someone to fill the Beacon, Clerk to make some signs, 10 laminated signs, junction will be open
- (ii) Sign application form for Unity Trust - signed by Cllr Carter and Cllr Unsworth
- (iii) Kings portrait – delivered to The Junction

2024/50 **To agree the date and time of next meeting** – 3<sup>rd</sup> July 2024

Meeting Closed 8.56pm

Clerk ..... Chair ..... Dated .....