**PARISH COUNCIL OF FRIDAYTHORPE (FPC)**

**Minutes of a Meeting of the Annual Parish Council Meeting (APCM) held Wednesday 18th May 2022 at 19:30 hrs at ABN.**

The meeting was opened by the clerk.

Present: Cllrs Hemesley, Wormald, Falkingham and Parker.

**PARISH COUNCIL MEETING**

**OPEN FORUM**

There was due to be a presentation by a member of ERYC regarding Devolution, but Ward Cllr Hammond had sent his apologies prior to the meeting.

* + - 1. **Welcome and Apologies** – Cllr Prendergast and Ward Cllr Hammond had sent apologies prior to the meeting.
			2. **Nominations for Chair**

The clerk asked members of the PC for their nominations for Chair. Cllr Falkingham nominated Cllr Hemesley, Cllr Hynes seconded this and all agreed. Cllr Hemesley agreed to resume the post and signed the relevant form. ACTION: Clerk to send the declaration of Chair form back to ERYC.

* + - 1. **Declarations of Acceptance Forms and Register of Interest Forms**

There were no amendments to the current Cllr register of interests.

* + - 1. **Declarations of Interest**

None.

* + - 1. **Minutes from previous meeting**

All agreed that these were a true and accurate record and were signed by Cllr Hemesley.

* + - 1. **Matters arising (including actions not listed on agenda)**

**Adding signatories to the Barclays account**

There was no update on this as the messaging service is still out of action on Barclays. ACTION: Clerk to keep this as an outstanding action until she has an update.

**Bus shelter**

ACTION: Cllr Hemesley to post a call for volunteers on Fb to paint the bus shelter.

**Work on pond**

ACTION: Carry over until Summer 2022.

**State of village green verges**

The clerk had looked at the cost of boulders to prevent lorries using the green to turn around. Prices start at £400. A brief discussion was held, and Cllr Hemesley agreed to make enquiries with a Fenstone worker.

**Information board refurbishment**

ACTION: Cllr Wormald and Hemsley to collect the noticeboard. Cllr Wormald confirmed that it would be in place for the jubilee weekend.

* + - 1. **Accounts**

The clerk had circulated to Cllrs prior to the meeting, the invoice to be paid, the bank statements, bank reconciliation and schedule of payments.

The following payment was proposed for approval by Cllr Hynes, seconded by Cllr Falkingham and agreed by all:

Samantha O’Connor – (clerks’ salary for April)

Three schedule of payments dated 25th April, May 11th and May 16th were signed as these payments had prior approval and were made outside of the meeting for the jubilee event. The corresponding invoices were signed.

1. **Nominal Fee for Use of Clerks Printer**

The clerk asked the PC to consider payment for the use of her office equipment due to the large volume of printing that she carries out. All were happy to support this and asked the clerk the best way to do this. ACTION: Clerk to make enquires with ERNLLCA and see if there is a national rate for wear and tear of office equipment.

1. **Review of Financial Regulations**

The clerk noted that she was unable to get on to the ERNLLCA website to check if there was an updated model document. ACTION: Clerk to review before the next meeting.

1. **Village Action Day**

Cllr Hemesley proposed that this is held after the jubilee event. All agreed. ACTION: PC to set a date at the next meeting.

1. **Queens Jubilee Update**

Cllr Hynes noted that a tarpaulin for the slide still needs to be sourced. Cllr Wormald agreed to provide one. There have been some late requests for catering vouchers so a discussion was held, and Cllr Hemesley proposed to fund £200 of PC money to cover any further vouchers, all agreed. Cllr Hynes confirmed that he would ask the catering company for a further 20 portions. Cllr Hynes reported that he has tried to contact the resident who was concerned about the fire safety twice but with no success.

1. **State of Footpaths**

This was raised by Cllr Hynes. The clerk confirmed that this was already on the issues list for the upcoming walkabout.

1. **Review of Asset Register**

The clerk had circulated this prior to the meeting. Cllr Hynes and the clerk made some updates, and all agreed that the current list was accurate.

1. **Annual Return – Approval and Signing of AGAR 2021/22 Part 2 Certificate of Exemption**

The clerk had circulated this to all Cllrs prior to the meeting. Cllr Hemesley proposed to approve this., Cllr Falkingham seconded this and all agreed. Cllr Hemesley signed the form. ACTION: Clerk to send to the internal auditor and then PKF Littlejohns by June 30th.

1. **Annual Return – Approval and Signing of Section 1 Annual Governance Statements 2021/22**

The clerk had circulated this to all Cllrs prior to the meeting. Cllr Hemesley proposed to approve this., Cllr Falkingham seconded this and all agreed. Cllr Hemesley signed the form. ACTION: Clerk to send to the internal auditor and then PKF Littlejohns by June 30th.

1. **Annual Return – Approval and Signing of Section 2 Accounting Statements 2021/22**

The clerk had circulated this to all Cllrs prior to the meeting. Cllr Hemesley proposed to approve this., Cllr Wormald seconded this and all agreed. Cllr Hemesley signed the form. ACTION: Clerk to send to the internal auditor and then PKF Littlejohns by June 30th.

1. **Community Issues**

There have been several complaints about the state of the village green. The clerk had explained to Cllrs prior to the meeting that there had been a mix up at ERYC which is why it wasn’t cut sooner. After chasing this with ERYC it was eventually cut but due to the length of it, there were lots of cuttings left. It has been cut once more since. ACTION: Clerk to contact ERYC and ask if it can be cut before the jubilee event.

1. **Correspondence**

The devolution deals were discussed by Cllrs, and all agreed to go with the level three deal, none felt deal two offered any benefits. ACTION: Clerk to contact Ward Cllr Hammond with the PC feedback.

1. **Date of next meeting –** 22nd June at 7.30pm, ABN. The clerk noted that she would be on annual leave from 28th May to 5th June inclusive.

The meeting closed at 20:40 hrs.

Signed as a true and correct record, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_