

## **A Meeting of Hildersham Parish Council**

**To be held on Tuesday 14<sup>th</sup> May 2024, starting after the Parish meeting has finished at approx. 7.30pm at Hildersham Village Hall**

**1. Election of Chairman**

**2. Signing of declaration of acceptance of office by Chairman**

**3. Members of the Council to review and update their register of members' interests' forms.**

**4. Election of Deputy Chairman**

**5. Apologies**

**6. Councillors to declare any interests in the items to be discussed during the meeting? Has the Clerk granted any dispensations under section 33 (1) of the Localism Act and the basis is set out under section 33(2)?**

**7. Open Forum for Parishioners to make comments or raise items**

**8. Approval of the minutes from the last meeting of 7<sup>th</sup> March 2023 and the planning meeting on 12<sup>th</sup> March.**

**9. Feedback on actions from the last meetings**

- a) Update on the installing the two replacement bollards at the entrance to the South Holding.
- b) Advice requested from the Highway Dept/ Drainage and Resilience Team about how to prevent people using the Ford (and getting stuck) when it is flooded; possibly repositioning the depth measure.
- c) Replacement panel for bus stop received and insurance claim
- d) Bollards installed to prevent parking on the verge opposite the village hall.
- e) Council purchase 2 posts for information sheet for two village greens.
- f) Actions from Internal Audit Report done.

**10. Neighbourhood Plan (NP).**

- a) Update on what happens next.

## **11. Correspondences**

- a) Chasing up new electricity contract
- b) Email about grass cutting on Blench Lane, Town Green, and nearby verges.

## **12. Year End & Annual Return**

- a) Annual Audit- council to be the subject of a more detailed audit by Littlejohn (5% of council are selected each year).
- b) Advice sought about whether the PC year end should include or exclude the Trust income and expenditure, now there is a separate current account.
- c) Can councillors accept the financial year figures and the supporting statement, excluding the current insurance values which we await from Zurich?
- d) The Clerk is unclear whether the council can request an exemption from completing an intermittent AGAR for the year ending 2023-24 and has asked advice from Littlejohn.
- e) The Internal Auditor needs to do their work, before the Council can complete the annual governance statement and approve and sign the annual return accounting statements.
- f) The public inspection period for the AGAR is 3rd June -12th July.
- g) Can the Council authorise the Clerk to engage to Vicky Warple at a cost of £180, plus any travelling costs, as the internal auditor?
- h) Can councillors agree a date to meet in June to approve the year end AGAR once the internal auditor has completed their work?

## **13. Finance**

- a) The Council requested to authorise the payments in the table and approved the financial statement dated 14.05.2024.
- b) Update on adding Rob and Tom as being authorised to use the account
- c) Council owes refund to tenant who was invoiced too much in error.

## **14. Open Forum for Parishioners to make comments or raise items**

## **15. Items for the next meeting's agenda on 9<sup>th</sup> July 2024**

## **Agenda for the Hildersham Land Management**

This meeting follows the Parish Council meeting on 14<sup>th</sup> May 2024\.

**1. Minutes of the meeting** – Do the Trustees agree the minutes for the last meeting are an accurate record of the last meeting?

**2. Maintenance of the new plantation-** Hire of brush cutter (£86/day) in the Spring to tidy up the plantation should happen when it is dryer.

### **3. Allotment**

- a) Update on surrendered plots offered to people on the waiting list. The Huntsman family has decided to retain half of their exiting plot. The area will be measured once the new fencing and gates are installed and an annual bill issued after deducting the amount they have already paid.
- b) Quote has been received to clear the abandoned plot next to Rachel Fosberrys allotment. Can Councillors authorise the amount quoted to clear the plot?
- c) Creating access to allotments by reducing the size of the surrendered plot and others agreed by existing tenants . Can Councillors authorise the amount quoted to clear install the central path and new gates?
- d) Asbestos removal from one plot.
- e) Plant material is still be left near the barn. All tenants will email have been advised that no plant material should be left outside their plots and that there is not a community compost heap by the barn.
- f) Proposed changed to the allotment tenancy: “On termination of the tenancy the allotment should be handed back to the Parish Council, i.e cleared of any temporary structures, unless otherwise agreed with the Council" or something like that?

### **4. South Holding**

- a) Replacing stolen bollards from the entrance to the South Holding.

### **5. Finance**

- a) Update on rent paid
- b) Financial update for near year end and consider having an internal financial audit.