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**ELSTEAD PARISH COUNCIL**

**Minutes of the Annual Parish Meeting**

**Monday 20th May 2024 at 7.30pm**

**Held at Elstead Youth Centre**

**Attendees: Cllr P. Murphy (Chair) Cllr J. Jacobs Cllr J. Collis**

**Cllr A. Goundry Cllr A. Hampshire**

**Cllr J. Holroyd Cllr M. Lass Cllr R. Muir**

**Mrs J. Williams (Clerk)**

 **Cllr D. Harmer, Cllr G Long. 6 x MOP’s.**

**1.0 ELECTION OF A CHAIR**

8603 Cllr Murphy was nominated to be Chair of Elstead Parish Council, proposed by Cllr Jacobs and seconded by Cllr Holroyd. There were no further nominations and Cllr Murphy was unanimously, duly elected Chair. **(05/24).**

**2.0 COMPLETION OF ACCEPTANCE OF OFFICE FORMS**

8604 The Declaration and Acceptance of office form was read and signed by Cllr Murphy and passed to The Clerk. **(05/24).**

**3.0 ELECTION OF A VICE CHAIR**

8605 Cllr Jacobs was nominated to be Vice Chair of Elstead Parish Council, proposed by Cllr Murphy and seconded by Cllr Goundry. There were no further nominations and Cllr Jacobs was unanimously, duly elected Vice Chair. **(05/24).**

**4.0 QUESTIONS FROM MEMBERS OF THE PUBLIC**

8606 There were no questions from members of the public. **(05/24).**

**5.0 APOLOGIES FOR ABSENCE**

8607 Cllr Davidsen had offered his apologies for absence prior to the meeting which councillors duly accepted. **(05/24).**

**6.0 DECLARATION OF INTERESTS**

8608 a) Councillor’s pecuniary interest form had been updated before the meeting and passed to the clerk. b) No councillors declared a (a) Personal, (b) Prejudicial interests which they are required to disclose by section 94(1) of the Local Government Act 1972 and in accordance with The Parish Council (Model Code of Conduct) Order 2018. **(05/24).**

**7.0 ANNUAL REVIEW OF COUNCILLOR DOCUMENTATION (no changes proposed unless noted).**

8609 The clerk advised that all documents had been circulated prior to the meeting.

* 1. Code of Conduct – councillors reviewed and unanimously approved the adoption of the LGA Code of Conduct (in-line with the Local Authority).
	2. Standing Orders – councillors reviewed and unanimously approved the adoption of the Standing Orders.
	3. Financial Regulations – councillors reviewed and unanimously approved the adoption of the Financial Regulations that were revised by NALC in May 2024.
	4. Model Scheme of Publication - councillors reviewed and unanimously approved the adoption of Model Scheme of Publication. **(05/24).**

**8.0 APPROVAL OF MINUTES OF THE PC MEETING HELD 15TH APRIL 2024**

8610 The minutes of the Parish Council meeting held on 15th April 2024 were unanimously approved. The Chair signed the minutes. **(05/24).**

**9.0 APPROVAL OF MINUTES OF THE PLANNING MEETING HELD 15TH APRIL 2024**

8611 The minutes of the Planning meeting held on 15th April 2024 were unanimously approved. The Chair signed the minutes. **(05/24).**

**10.0 REPORT FOLLOWING MEETING WITH WBC HOUSING HELD 9TH MAY 2024.**

8612 The meeting, held at WBC offices, was attended by Cllrs Murphy, Jacobs, Collis, Long and the Clerk. WBC Housing shared an update on the Springfield redevelopment project. Indicative plans have been amended to show more parking in line with Elstead PC’s feedback. WBC provided an overview of the information boards that will be shared at a public meeting in Elstead scheduled for June 2024. Reassurances were given by WBC that residents would be updated on project developments regularly. It was suggested that given the small amount of monies available for The Quillets upgrade it should be used to transform it into more of a community space rather than upgrading the play equipment (as the available budget would not allow for this). Having a community space would help WBC to achieve the necessary net biodiversity gains required for this project. Minutes from the meeting were circulated to the council in advance and approved by Cllr Murphy, Jacobs and Collis. **(05/24).**

**11.0 NHP**

8613 a) To note date of referendum: WBC have confirmed that the date of the rescheduled referendum is Thursday 20th June 2024. All to share this date and details with their network groups. 6 informal Drop-in sessions have been scheduled for 10th and 17th June 1-2pm, 6-7pm at the Youth Centre and 13th June, 1-2pm, 6-7pm outside The Pavilion Café, Tanshire Park.

1. To approve the cost of marketing materials: councillors unanimously approved £500 for letter

drops, hard copies of the NHP and posters made under its powers to act as lead body for a neighbourhood plan (Localism Act 2011). **(05/24).**

**12.0 TRAINING - TO PROPOSE THAT THE COUNCIL SIGN THE CLERK’S CILCA LEARNING AGREEMENT.**

8614 Councillors unanimously agreed to support the clerk whilst completing CILCA training. The clerk advised that she must attend 3 x’s on-line sessions (each 4 hours) and an on-line introductory session and that the portfolio takes 200 hours to draft. The chair signed the agreement. **(05/24).**

1. **FINANCE**

8615 To review and note (previously circulated) Bank Account balances for April 2024. (NB April reconciliation cannot be shared until after the audit scheduled). Current account: £31,787.67, Deposit Account: £135,803.13, PoR account: £30,036.18 Bonfire Hill act: £30,024.51. **(05/24).**

8616 To review (previously circulated) cheque listing and payments for May 2024. 11 x’s cheques and 2 x’s DD totalling £5,742.03. 6 items were over £500 (clerks pension April and May, clerks salary May, NHP amends £1080 and bark for playground areas. **(05/24).**

8617 To note expenditure made outside of meetings but in accordance with the Standing Orders: £358.80 setting up of Scribe (new accounting system) as agreed at the April meeting. A discount of £150 against the set-up charges were applied by the company. **(05/24).**

8618 To note the end of year audit is taking place w/c 20th May 2024. **(05/24).**

8619 To approve the purchase of the following – information circulated to councillors in advance of the meeting:

* + 1. a metal kissing gate for Bonfire Hill track (paid via the ‘Bonfire Hill’ account). Item deferred as costs had not been received.
		2. Approval of painting cost of cemetery gate, cemetery windows and playground. The cost of £513.24 for labour and materials was unanimously approved and under the power to contribute towards expenses of cemeteries (local government Act 1972, s.214 (6).
		3. Approval to purchase bark for playground: £832.74 (incl VAT) made under the power to provide a range of recreational facilities (Local government (Miscellaneous Provisions) Act 1976, s 19. **(05/24)**

**14.0 REPORTS & CORRESPONDENCE – CIRCULATED TO COUNCILLORS IN ADVANCE**

**Meeting closed at 7.40pm**