

Tingewick Parish Council Minutes of Meeting

Wednesday 31 May 2023

Minutes of the Annual Parish Council Meeting of Tingewick Parish Council held in The Village Hall Wednesday 31 May 2023 at 7.00pm

Present: Cllrs T Lightfoot (Chair), M Hornsey, J Newman, E Maxwell, R Pearson

Locum Clerk: Ruth Millard

Members of the Public: Bucks Cllrs Robin Stuchbury & Caroline Cornell

39/23 Nomination and Acceptance of Office of Chair and Vice Chair MH nominated Trisha Lightfoot to be Chair, all the members agreed TL agreed to be Chair and signed the Acceptance of Office. TL nominated Martin Hornsey to be her Vice Chair, all the members agreed.

40/23 Apologies and Members' Interests Members received and accepted apologies from Bucks Council Cllr Patrick Fealey
Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Tingewick Parish Council Code of Conduct for Members and by the Localism Act 2011. None were received.

41/23 Open Forum For members of the public to raise any issues. Bucks Council Councillors gave their reports and answered questions.

42/23 Approval of Minutes

Members agreed the minutes from the General meeting held 26 April 2023. A copy of the final minutes was not available to sign.

43/23 Review of Council's Statutory and Governance Documents for 2023/24

a. Standing Orders b. Financial Regulations c. Code of Conduct d. Complaints Procedure e. Privacy Policy and Notice
f. Equality & Diversity Policy g. Risk Assessments h. GDPR Data Audit & Retention of Documents Policy
i. Information Policy j. Procedure for requests made under the Freedom of Information & Data Protection Act

The members had the opportunity to review the documents and agreed that they were accurate & robust for 2023/24.

44/23 Appoint representatives eg. Buckinghamshire Council Community Board Buckingham & Villages; ED volunteered to attend the meetings.

45/23 Review Inventory of Assets and Confirm Insurance Cover; Members agreed the inventory of Assets and confirmed that the insurance was correct.

46/23 Review of the Council's subscriptions; The Members agree to subscribe to other bodies eg. NALC & BMKALC, SLCC.

47/23 Determine time and place of ordinary meetings for the next year.

The Members agreed to the same time and place of ordinary meetings of full Council up to the next Annual Meeting as every month except December on the last Wednesday of the month, at 7.00pm, in the Tingewick Village Hall.

48/23 Annual Governance and Accountability Return 2022/23 To agree to consider and sign off in June.

Members agreed to sign of the AGAR. Members noted that Parish Council is not exempt from having a Limited Assurance review as payments are over £25,000.

49/23 Planning: no new applications have been submitted.

50/23 Finance and Accounts

a. Payments b. Accounts. To agree statement of accounts and bank reconciliation for end April 2023.

April 2023 Balances

| | | |
|----------------------------|-----------------------------|-----------|
| Business Account | 26 th April 2023 | 50,087.82 |
| Treasurers Current Account | 26 th April 2023 | 9,884.96 |

May Invoices for online payments

| MAY 2023 | | | |
|--|-----------------------------|-------|--------|
| Hornsey Property Management LTD | LGA 1972, s137 | BP 65 | 238.09 |
| P Lightfoot, various items related to summer fete | LGA 1972, s137 | BP 66 | 340.15 |
| Eon Next Energy, inv. KI-BCACF4F2 - 0023 | LG(misc prov) Act 1976, s19 | BP 67 | 39.49 |
| GMT Services, renewal of post around the memorial garden in graveyard | LGA 1972, s | BP 68 | 132.80 |

Minutes prepared by Ruth Millard 17/06/2023

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|---|-----------------------------|--------|--------|
| GJ Millard, reimbursement for post caps | LGA 1972, s | BP 69 | 24.00 |
| GJ Millard, reimbursement for fence post graveyard | LGA 1972, s | BP 70 | 104.25 |
| Ruth Millard, Locum Work | LGA 1972, s112 | BP 71 | 450.00 |
| Bucks Council, inv.2205051619 dog waste collection | | BP 72 | 350.35 |
| Complete Ground Management Ltd | LG(misc prov) Act 1976, s19 | BP 73 | 18.00 |
| Invoice minus £120 wrongly paid to CGM instead of CJM | | | |
| Space Five creative, inv-001854 website care plan | LGA 1972, s111 | BP 74 | 60.00 |
| ER Millard, May 2023 remuneration | LGA 1972, s112 | BP 75 | 364.40 |
| HMRC, May 2023 Income Tax | LGA 1972, s112 | BP 75a | 91.20 |
| Bannycom Ltd | LG(misc prov) Act 1976, s19 | BP 76 | 601.87 |
| Dial-A-Bin, inv 087713 & 088060 | | BP 76 | 48.60 |
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51/23 Environment

- a. Footpaths, Footways and Highways/street furniture; Cllr E Maxwell
- i. Speed Control. MVAS; Action; MH will look for quotes. ii. Grit bins. iii. Dog and litter bins; No Update*
- iv. Footpaths inc gates, signs; TL will be meeting with the Rights of Way officer Alistair McVail*
- v. Highways: The flower display at the Village entrances needs refreshing. Action: MH will get a quote for the next meeting.*
- vii. Report regarding devolving Bovis pinch point. TL reported that the work should be finished by 14 June 2023*
- b. Street lighting/Defibrillator.
- c. Recreational Ground and Playground
- i. Pavilion; to discuss any update with the works. The variation agreement for the s106 grant needs to be amended before the building work is started.*
- To discuss parking arrangements
- ii. Npower; update regarding the lost Cheque. Grass, Hedges and Verges*
- d. Management of Tingewick Chapel & Cemetery including horticultural, administration; Cllr M Hornsey
- i. Administration. Applications for memorials, EROBs. ii. Review of cemetery Fees for 2023-24. J N is in the process of drafting a document to be circulated to the members for comments. Members noted that all the old burial records have been taken, for safe keeping, to the Historical Society secretary. iii Chapel repairs.*
- e. The Pond; Cllr J Newman
- g.** Best Kept Village Competition: Application documents have been sent in for the competition
- f.** *Coronation.* Consider the purchase of a tree to commemorate the Coronation.

52/23 Correspondence and Communications

- a. Website b. Community Board. Update

53/23 Tingewick Community Park Trust update;

54/23 Date of next meeting. To agree date of next general meeting Wednesday 28 June 2023

The meeting closed at 9.40pm.

Chair Signature

Date.....