All minutes are deemed as draft until formally approved and signed

TWYFORD & THORPE SATCHVILLE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Tuesday 23rd May 2023 at 7.30pm in Twyford Village Hall

**Those Present:** Mr. M Jones [Chairperson] Mr. D R G Angrave

 Mr. N Taylor Mrs. R S Johnson

 Mr. K Maloney [co-opted] Mr. P. Challoner (Clerk)

 There were no members of the public present

**37/23 Apologies for absence:**

There were no apologies for absence.

**38/23** **Minutes of the last meeting.**

The minutes of the meeting held on 18th April 2023 and previously circulated to members, were accepted by the Members and signed by the Chairperson.

**39/23 Election of Chairperson and Vice Chairperson for 2023/24.**

Mr Jones was proposed as Chairperson by Mr Angrave and seconded by Mrs Johnson.

 Mrs Johnson was proposed as Vice Chairperson by Mr Angrave and seconded by Mr Jones.

**40/23 Declarations of interest:**

 As per minutes of 19.1.21

**41/23 Matters arising from the minutes:**

None

**42/23** **Correspondence for discussion:**

 **1] Internal audit recommendations**

 a] Donations to churches **–** Advice given that such donations were illegal.

Further advice will be sought from LRALC before any further discussion.

 b] Councillor Declaration of Interest to be placed on Website **–** Agreed

c] Minute the dates for the Exercise of Public Rights. – Agreed

 d] Mark minutes as draft until signed by the Chairperson – Agreed.

 e] Record Legal Power of Expenditure and minute reference of payment.

 Minute reference already applied. No action on Legal Power

**43/23 Finances:**

 **1] Invoices for payment –** The following were approved for payment;-

Twyford Village Hall – Hire of rooms 23.5.23 £ 13.00

 Gallagher – Annual Insurance £686.03

 Somerbys – Payroll administration £222.00

 **2] Receipts –**

Allotment rent £ 360.00

 VAT refund £ 991.12

 LCC – Grant towards street light £1,500.00

 MBC – Precept £5,000.00

 **3] Bank Balance –** This was £17,028.57 as at 28.4.23

 **4] Internal Audit –** Confirmation of unqualified audit.

 **5] Certificate of Exemptions –** Approved

 **6] Annual Governance Statement 2022 23 –** Approved.

 **7] Accountancy Statement and Variances 2022/23 –** Approved

 **8] Notice of Public Rights [5th June –** **14th July 2023] –** Approv.ed

 **9] Other documents provided for information were Receipts and Payments**

 **Accounts 31.3.23 and Asset Register 31.3.23**

**44/23 Planning:**

 **1] 23/00415/**TPO – 2, Gated Road, Thorpe – Work on Horse Chestnut tree – No objections.

 **2] York Cottage, Church Lane, Thorpe-** Application to convert part of thatched roof to slate – No objections.

**45/23 Councillors’ reports and any other matters for information:**

 **1] Code of Conduct –** Members signed to agree and approve revised Code of Conduct.

 **2] Register of Interests –** Documents signed and exchanged, the un signed version to be displayed on the website.

 **3] Computer & Telephone Misuse Policy –** Members signed to abide by the terms of this policy.

 **4] Members agreed by a unanimous vote to co-opt Mr Maloney onto the Parish Council.**

**46/23 Next meeting:**

 It was agreed that the next meeting would be held in Thorpe Satchville Village Hall on Tuesday 20th June 2023at 7.30pm.

 The Chairperson closed the meeting at 8.25pm.