

FOSDYKE PARISH COUNCIL

NOTES OF THE ANNUAL MEETING OF THE

PARISH COUNCIL

Held on 7th May 2024

Present: Cllr J Cropley (Chairman)
Cllrs C Cropley KGratton (VC) M Houssain A Mowton

Absent:

In attendance: Mrs B Gratton (Parish Clerk & RFO)

Also present: 19 Members of the Public
Cllr M Brookes (LCC)
Cllr D Brown (BBC)

Prior to the commencement of the meeting the Chairman invited Cllr Brown (BBC) and Cllr Brookes (LCC) to give verbal updates to the Council and members of the public.

Cllr M Brookes advised that a traffic management policy review at LCC to review speeding, parking, traffic calming with public engagement event to be held on 27th of May 2024.

24/01 TO ELECT A CHAIRMAN FOR THE ENSUING ADMINISTRATION YEAR (2024/25)

It was proposed by Cllr Gratton, seconded by Cllr Houssain

Resolved: That Cllr J Cropley be elected as Chairman of Fosdyke Parish Council for the 2024/25 administration period.

Cllr J Cropley accepted the position and signed a declaration of acceptance of office.

24/02 TO ELECT A VICE-CHAIRMAN FOR THE ENSUING ADMINISTRATION YEAR (2024/25)

It was proposed by Cllr Houssain, seconded by Cllr Cropley

Resolved: That Cllr K Gratton be elected as Vice-Chairman of Fosdyke Parish Council for the 2024/25 administration period.

Cllr K Gratton accepted the position and signed a declaration of acceptance of office.

24/03 CLERKS REPORT

The report of the Parish Clerk was read out received and noted. Chairman Cropley stated that the cut off point for correspondence to the clerk, for actioning is the Tuesday before the Parish Council Meeting.

24/04 TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

There were no additional declarations of interest, but it was noted that the Parish Clerk circulated new DPI forms to all Parish Councillors for an annual update and advised the need to complete and return in order for publication on the Parish Council and Boston Borough Council websites within 28 days of the meeting (legal requirement).

24/05 APOLOGIES FOR ABSENCE

The meeting was advised that an apology with valid reasons for absence had been received from Cllr Cantwell.



16-07-24

24/06 TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING OF THE COUNCIL HELD ON 2ND APRIL 2024

That the signing of the official minutes of the meeting of the Council held on 2nd April 2024 be postponed due to an inaccuracy.

(In AOB 23/105) Mr Mowton had requested to know who the auditor for the allotments was in the previous year. The Chairman declined the comment.

24/07 MATTERS ARISING

It was noted that there were no matters arising.

24/08 MATTERS FOR THE POLICE

No

24/09 CORRESPONDENCE

The Parish Clerk presented a tabled list of correspondence to those present and a copy will be attached and retained with the minutes once signed.

24/10 FINANCIAL MATTERS

The Parish Clerk presented a table showing income and expenditure to the Council.

To note income and approve expenditure as presented. A copy of the tabled income and expenditure will be attached and retained with the minutes once signed.

24/11 FOSDYKE FACEBOOK PAGE

Cllr M Houssain gave a brief update in respect of the Fosdyke PC Facebook page. 170 followers in the UK.

24/12 MATTERS RAISED BY COUNCILLORS

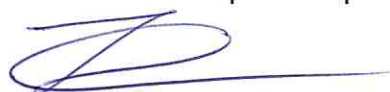
Cllr Houssain said a thank you to the Forget Me Knots gardening club in the village. D Day celebrations, there will be a service held in All Saint's church to commemorate D Day. All Saints Church have refurbished the lamppost lantern ready for D day.

Cllr A. Mowton asked the question who was the independent accountant for the last audit? The Chairman refused to comment.

7th of March a request was made to the monitoring officer, this is not in the system so a reminder will need to be sent.

The Chairman requested a map of the allotments from Cllr A. Mowton, who replied that he is waiting for the latest maps which will be more accurate.

Cllr A. Mowton produced allotment receipts a total of four, from the allotment holders showing the rents they have paid. These will be photocopied ready for the auditor.


16-07-2024

24/13 GRASS CUTTING UPDATE

The Parish Clerk advised that the contractor was undertaking duties adequately and discussions had taken place to ensure budgetary requirements are met. A review at the end of the year would be added to an appropriate agenda.

24/14 INTERNAL AUDIT REVIEW 2023/24

To request additional support from LALC in respect of the completion of the 2023/24 AGAR form and supporting documentation and that the opinion of LALC/the appointed internal auditor would be sought in respect of applying for an extension from PKF Littlejohn (nationally appointed external auditors) to **a)** allow the Parish Council to receive the report of the Internal Auditor and **b)** finalise associated financial transactions and supporting paperwork.

24/15 SCRIBE ACCOUNTING SOFTWARE AND ACCOUNTS

It was noted that the Parish Clerk & RFO had contacted Scribe (the Parish Councils financial software provider) in order to gain access to and update financial records.

The Parish Clerk advised that the system was now operational and the inputting of financial records for the 2023/24 from evidential documentation available and reconciliation to bank statements was ongoing.

24/16 PAYE / NI CONTRIBUTIONS AND SALARIES

The Parish Clerk advised that Walker and Quinn accountants in Spalding had been engaged to set up the Council as an employer on the HMRC payroll system to ensure statutory requirements in respect of salary payments and associated deductions are met. It was noted that tax codes and pay reference numbers from HMRC are needed before salary payments can be made.

24/17 TRANSPARENCY MEETING

This proposed meeting did not go ahead. All matters will be dealt with openly at future Council meetings.

24/18 DATE OF NEXT MEETING

It was noted that the next meeting would be held on 2nd July 2024

The meeting closed at 20.16.



16 07 24