

LEIGH & BRANSFORD PARISH COUNCIL

Minutes of the Annual Meeting of Leigh & Bransford Parish Council held virtually by Zoom on Tuesday 4 May 2021

Present:	Mr J Sharp	Mrs A Oliver
	Mr G Jones	Mr P Ralph
	Mr B Porter	Mr D Fereday
	Mr P Hawkins	Mr P King
	Mrs A Oliver	Mr M Hinchliffe
	Mr N Cresswell	J Barker (clerk)

01/21 ELECTION OF CHAIRMAN

Mr King proposed Mr J Sharp be re-elected, Mr Cresswell seconded, and the motion was carried unanimously.

02/21 APOLOGIES

Mr R Husband

03/21 ELECTION OF VICE-CHAIRMAN

The Chairman reported that Mr Porter had decided to stand down as vice-chair and thanked him for his service in the role

Mr Sharp proposed Mr King be elected. Seconded by Mr Fereday and carried unanimously.

04/21 TO RECEIVE MINUTES OF THE PREVIOUS ANNUAL MEETING

Having been approved at the Parish Council meeting of 27/07/2019, a copy of the minutes had been circulated for information.

05/21 TO CONFIRM AUTHORISED SIGNATORIES OF CHEQUES AND BACS PAYMENTS

It was proposed that Mr. Sharp, Mr Jones, and Mr Fereday continue in the role of authorised cheque signatories, with Mr Sharp and Mr Fereday authorised to approve BACS payments. Proposed by Mr King, seconded by Mrs Oliver and it was agreed unanimously.

06/21 TO REVIEW AND APPROVE RISK ASSESSMENT PLAN

Having been previously circulated the plan was reviewed. It was proposed by Mr Fereday, seconded by Mr Jones, and agreed unanimously that the plan be accepted.

07/21 TO REVIEW AND APPROVE INTERNAL AUDIT PLAN

Having been previously circulated the plan was reviewed. It was proposed by Mr Jones, seconded by Mrs Oliver, and agreed unanimously that the audit plan be approved.

08/21 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR 2020/21

Following circulation Mr King proposed the annual governance statement be approved, Mrs Oliver seconded, and it was approved unanimously.

09/21 TO APPROVE AND SIGN THE ANNUAL ACCOUNTING STATEMENTS FOR 2020/21

Following circulation Mr Fereday proposed the annual accounting statements for 2020/21 be accepted, Mr Hawkins seconded, and it was approved unanimously.

10/21 TO REVIEW THE INVENTORY OF LAND AND ASSETS

The inventory of land and assets was reviewed. It was proposed by Mr King, seconded by Mr Jones, and agreed unanimously that the inventory accurately reflects assets held by the council on 31st March 2021.

11/21 TO REVIEW INSURANCE COVER

A copy of the insurance policy with Zurich Municipal had been circulated for information. Mrs Oliver proposed it be accepted, Mr King seconded, and it was approved unanimously. Insurance cover for the new SIDS will be added to the cover for 2021/22 before the renewal date of 1st June.

12/21 TO ELECT A PARISH COUNCIL MEMBER AUDITOR

Mr Sharp proposed Mr Cresswell, Mr Fereday seconded, approved unanimously.

13/21 TO ELECT AN INTERNAL AUDITOR

Regan Duffy & Co were proposed by Mr Jones, seconded by Mr Fereday, and agreed unanimously.

14/21 TO ELECT A PLANNING COMMITTEE AND PLANNING COMMITTEE CHAIRMAN

It was agreed that all members of the parish council should sit on the planning committee. Mr King proposed Mr Fereday be re-elected chairman, Mr Jones seconded, agreed unanimously.

15/21 TO ELECT AD HOC/PARTNERSHIP GROUP REPRESENTATIVES

- a) **Leigh and Bransford United Charities representatives** – Mr Jones, Mr Sharp, and Pauline Philips
- b) **Memorial Hall Committee representative** – Mr Husband
- c) **Playing Fields Representatives** – Mr Sharp and Mr Hinchliffe
- d) **Lengthsman Liaison Representatives** – Mr Fereday (Leigh), Mr Sharp (Bransford) and Mr Jones (Leigh Sinton).
- e) **Parish Paths liaison representative** – Mr Sharp to liaise with the Parish Paths Warden.
- f) **Neighbourhood Plan Working Group** – Mr King, Mr Fereday and Mr Ralph to represent the parish council.
- g) **Road safety group** – Mr King to lead.

16/21 TO REVIEW THE COUNCIL'S AND CLERK'S MEMBERSHIP OF OTHER BODIES

The council is a member of CALC and the clerk a member of SLCC

17/21 TO SET DATES, TIMES, AND PLACE OF MEETING OF THE COUNCIL FOR 2021/22

Parish Council meetings are normally held on the 4th Tuesday of the month in May, July, September, November, January, and March. Additional meetings to consider planning applications may be held on the 4th Tuesday in April, June, August, October, December, and February if required.

All meetings to commence at 7.00pm at Leigh & Bransford Memorial Hall, subject to current Government guidelines in relation to public meetings.

Chairman



Date

