

TO MEMBERS OF GREAT COMBERTON PARISH COUNCIL

You are duly requested to attend the annual meeting of the Parish Council to be held on Wednesday 10th May 2023 in Great Comberton Village Hall, following the Annual Parish Meeting at 6.30pm

AGENDA

1. **Apologies for absence:** To receive apologies
2. **Declarations of Interest:**
 - a) Register of Interests: Councillors are reminded of the need to update their register of interests.
 - b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 - c) To declare any Other Disclosable Interests in items on the agenda and their nature.
 - d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.
Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.
Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.
3. **Election of Chairman and signing of declaration of acceptance of office**
4. **Election of Vice Chairman**
5. **Casual vacancy**
6. **Parishioners' comments**
Meeting adjourned for Public Question Time.
7. **Minutes:** To consider the approval of the minutes of meeting held on Wednesday 1st March 2023.
8. **Progress reports:** for information
 - a. Community Speedwatch: *Updates from Cllr Inglis/SNT*
 - b. Brailles Orchard: *fencing updates*
 - c. Conservation Area Character Appraisal: *Updates from Cllr Collingwood*
 - d. Rooftop Housing: *Any updates received*
 - e. Broadband: *Updates from Cllr Hamilton*
9. **To note model Calc standing orders and approved financial regulations** (attached)
10. **To note the Code of Conduct** (attached)
11. **To consider and appoint Councillor roles:** Finance/village website/lengthsman liaison/notice board
12. **District and County Councillors' reports:** for information
13. **Lengthsman:** 2023/24 contract
14. **Open gardens committee**
15. **Planning**
16. **Finance**
 - a) Current Balances
 - b) To consider payments to be made as on the attached list
 - c) To approve and sign the Certificate of Exemption for the year ended 31 March 2023
 - d) Audited accounts & Annual Return: 31st March 2023 – Internal auditor report &
 - (i) Proposal to approve and sign Section 1: Annual governance statement (copy attached)
 - (ii) Proposal to approve and sign Section 2: Accounting statements (copy attached)
 - e) To agree the period of public rights to inspect the financial records of the Council, to commence on 5/6/23 – 14/7/23
 - f) Proposal to approve Parish insurance provision for the period June 1st 2023 – 31st May 2024
17. **Correspondence for information:** To note the attached appendix of items
18. **Councillors' reports and items for future agendas**
19. **Date of next meeting:** To be agreed Nicola Harding, Clerk to the Parish Council

Item 8, Progress reports	a. Community Speedwatch: <i>Updates received from Cllr Inglis/SNT</i> b. Brailles Orchard: <i>fencing updates</i> c. Conservation Area Character Appraisal: <i>updates</i> d. Rooftop Housing: <i>To receive a report from KB</i> e. Broadband: <i>updates from Cllr Hamilton</i>																																				
Item 9, Standing orders	To note model Calc standing orders and approved financial regulations (attached)																																				
Item 10, Code of Conduct	To note the 2020 Code of Conduct adopted 2022 (attached)																																				
Item 11, Cllr roles	To consider and appoint Councillor roles: Finance/village website/lengthsman liaison/notice board																																				
Item 15, Planning	W/22/01898/FUL: Newfarm House , Russell Street - change of use of land for domestic purposes and retention of storage barn and container (retrospective) <i>decision remains pending.</i> W/22/00611/FUL: Lower End Farm Excavation of three ponds, a flood retention area and a ditch meander in two pasture fields. Removal of condition 3 on planning permission 21/02258/FUL - Notification of Planning Appeal REF: APP/H1840/W/22/3308308																																				
Item 16, Finance	<p>a) Current Balances at 28th April 2023</p> <table> <tr> <td>Current Account:</td> <td>£4,082.73</td> </tr> <tr> <td>Business Premium Account:</td> <td>£1,772.17</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td>£5,854.90</td> </tr> </table> <p>b) <i>Payments to report:</i></p> <table> <tr> <td>*Brailles fencing</td> <td>£1,300.00</td> </tr> <tr> <td>*GCSC: Coronation</td> <td>£200.00</td> </tr> <tr> <td>Salary: March/April 2023</td> <td>£604.50</td> </tr> <tr> <td>Expenses: March/April 2023 & Postage</td> <td>£29.44</td> </tr> <tr> <td>Internal auditor fee: 22/23 accounts</td> <td>£55.00</td> </tr> <tr> <td>Insurance: 1/6/23-31/5/24</td> <td>£177.59</td> </tr> <tr> <td>Worcs Calc: Subscription 2023</td> <td>£226.46</td> </tr> <tr> <td>Npower: Kiosk electricity 1/4/22-31/3/23</td> <td>£49.21</td> </tr> <tr> <td>Lengthsman: March 23</td> <td>£143.00</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td>£2,785.20</td> </tr> </table> <p><i>Income to report:</i></p> <table> <tr> <td>*WDC: King's Coronation funding</td> <td>£200.00</td> </tr> <tr> <td>WI funds (Gates: Brailles Orchard/War Memorial)</td> <td>£500.00</td> </tr> <tr> <td>Precept (i) 23/24</td> <td>£2,456.00</td> </tr> <tr> <td>Council Tax Support grant (i) 23/24</td> <td>£121.00</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td>£3,277.00</td> </tr> </table> <p><i>Following approval at the March meeting of the Parish Council, a request to arrange a monthly salary standing order has been submitted to Barclays – confirmation awaiting.</i></p> <p>c) To approve and sign the Certificate of Exemption for the year ended 31 March 2023 d) Audited accounts & Annual Return: 31st March 2023 – internal audit report & (i) Proposal to approve and sign Section 1: Annual governance statement (ii) Proposal to approve and sign Section 2: Accounting statements e) To agree the period of public rights to inspect the financial records of the Council, to commence on 5/6/23 – 14/7/23 f) Proposal to approve Parish insurance provision for the period 1/6/23 – 31/5/24</p>	Current Account:	£4,082.73	Business Premium Account:	£1,772.17	TOTAL	£5,854.90	*Brailles fencing	£1,300.00	*GCSC: Coronation	£200.00	Salary: March/April 2023	£604.50	Expenses: March/April 2023 & Postage	£29.44	Internal auditor fee: 22/23 accounts	£55.00	Insurance: 1/6/23-31/5/24	£177.59	Worcs Calc: Subscription 2023	£226.46	Npower: Kiosk electricity 1/4/22-31/3/23	£49.21	Lengthsman: March 23	£143.00	TOTAL	£2,785.20	*WDC: King's Coronation funding	£200.00	WI funds (Gates: Brailles Orchard/War Memorial)	£500.00	Precept (i) 23/24	£2,456.00	Council Tax Support grant (i) 23/24	£121.00	TOTAL	£3,277.00
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Item 17, Correspondence

WDC – New Register of Interest form	Request after the 4 th May 2023 elections that every Councillor (new and existing) completes the attached R of I form and returns it to WDC within 28 days. Cllrs are reminded that it is their personal duty to ensure the form is completed truthfully and correctly and that once it is lodged with WDC it will be a public document available via their website. Please also note, that if anything changes during a Cllr's term of office, a new form must be completed and returned within 28 days of the change: <i>failure to comply with the requirements of the Register of Interest Regulations is a criminal offence.</i>
WCC	Notice of road closure: Back Lane – 30 May 2023 for 4 days (Western Power cabling works)
DG	Details received of Swaffham Prior's heat network – request for consideration of feasibility in GC https://www.cambridgeshire.gov.uk/residents/climate-change-energy-and-environment/climate-change-action/low-carbon-energy/community-heating/swaffham-prior-heat-network/about-swaffham-priors-heat-network
Wychavon Sport	Parish Games 2023: Entry fees £10.00 per event, maximum fee of £80.00. payable by the Parish Council.