

DODFORD WITH GRAFTON PARISH COUNCIL

DRAFT Minutes of the Annual Meeting of Dodford with Grafton Parish Council held on Monday 20 May 2024 in Dodford Village Hall at 6.30pm

Present: Cllrs Scott Fuller, Lynne Griffin, Rachel Jennings, Rory Lydon, Scottie Sanderson, and Jenni Schuett

In attendance: Clerk Kay Stone, District Cllr Kit Taylor and three members of the public

1. Election of Chairman and Chairman's Declaration of Acceptance of Office

Cllr Griffin proposed Cllr Jennings as Chairman, Cllr Fuller seconded, and all approved. The Chair then signed the declaration with the Clerk adding her signature.

2. Election of Vice Chairman and Vice Chairman's Declaration of Acceptance of Office

Cllr Sanderson proposed Cllr Lydon as Vice Chairman, Cllr Jennings seconded, and all approved. The Vice Chairman then signed the declaration with the Clerk adding her signature.

3. Councillor's Declaration of Acceptance of Office

Cllrs Fuller, Griffin, Sanderson and Schuett all agreed to continue in office and signed their declarations with the Clerk adding her signature. Cllr Shapiro has agreed to continue in office and will sign his declaration of office at the next meeting.

4. Apologies

County Cllr Shirley Webb, Cllr Shapiro, Judy Grove, and Susan Goode

5. Declarations and Register of Interests

- i. None.
- ii. None.

6. Dispensations

No dispensation requests received

The meeting was adjourned to allow members of the public attending the meeting to raise matters of interest but as there were no matters raised the meeting continued as follows:

7. Meetings

Cllr Lydon proposed, Cllr Griffin seconded, and all approved the minutes for the meeting held on 22 April 2024. The minutes were signed by the Chair as being a true record.

8. Reports for information:

- i. County Cllr Webb will give her report at the Annual Parish Meeting at 7.30pm
- ii. District Cllr Taylor will give his report at the Annual Parish Meeting at 7.30pm
- iii. No social media report
- iv. The Clerk has received the CALC membership renewal invoice for 2024/25. Cllr Griffin proposed, Cllr Sanderson seconded, and all agreed unanimously to continue their membership.

9. Membership of Committees and Organisations

- i. It was agreed that Councillors will attend the CALC meetings as and when they can, but Cllr Fuller offered to continue to attend meetings. Cllr Fuller asked if the meetings are continuing as he did not recall attending a recent one. The Clerk to find out and report back.
- ii. All Parish Councillors to continue to sit on the Parish Council planning committee.

10. Asset Register

The Asset Register had been circulated prior to the meeting. Cllr Jennings proposed, Cllr Lydon seconded, and all agreed to approve. The document was then signed by the Chair.

11. Insurance

It was proposed by Cllr Sanderson, seconded by Cllr Jennings, and agreed by all to accept the three-year deal with Hiscox (as per the last three years). The premium is £386.35 pa until 31 May 2027. The Clerk to check with the Insurers that the Parish Council is covered if ever the Parish Council were sued.

12. Grants

Cllr Fuller proposed, Cllr Griffin seconded and after a vote it was agreed to give a grant of £285 for a pool cleaner at Dodford Holiday Farm.

13. Finance

- i. Cllr Sanderson is willing to continue to oversee the bank reconciliation on a quarterly basis. This appointment was proposed by Cllr Griffin, seconded by Cllr Jennings, and agreed by all
- ii. Cllr Jennings proposed, Cllr Schuett seconded and all agreed to approve the Council's Annual Review of Financial Management which was then signed by the Chair.
- iii. The 2024 Annual Risk Assessment had been circulated prior to the meeting and the adoption was proposed by Cllr Sanderson, seconded by Cllr Griffin, and agreed by all. The document was then signed by the Chair.
- iv. Cllr Schuett proposed, Cllr Sanderson seconded, and all agreed to approve the Annual Governance Statement 2023/2024 which was signed by the Chair.
- v. Cllr Sanderson proposed, Cllr Griffin seconded, and all agreed to approve the Accounting Statements for 2023/2024 which was signed by the Chair
- vi. The Internal Auditor's report for 2023/2024 was read out by the Clerk and noted.
- vii. The External Auditor's notification of exempt status was read out by the Clerk and noted.
- viii. Payments for May
 - a. Deposit account as at 29 April 2024 - £23,856.65
 - b. Current account as at 29 April 2024 - £247.49
 - c. Payments by bank transfer on 21 May - Acceptance proposed by Cllr Sanderson and seconded by Cllr Lydon:
 - i. Clerk's salary - £597.17
 - ii. Expenses - £115.84 (Use of telephone and internet line £20.00; Storage £5.00; Heating £10.00; Travel 24 miles @ 45p per mile £10.80; Stationery – black printer ink £41.47; Stationery – 2 reams of paper £13.49 and Refreshment for Annual Parish Meeting £15.08)
 - iii. HMRC - £149.20
 - iv. Dodford Village Hall - hire of hall for meetings on 16 and 22 April 2024 - £60.00
 - v. DM Payroll Services – Fee for completion of internal audit review for 2023/2024 - £105.00
 - vi. Parish Magazine Printing – Printing 320 copies of Annual Report 2023/2024 – £78.05
 - vii. Worcestershire CALC membership renewal 2024/25 - £617.50

14. Planning

- i. Cllr Lydon proposed, Cllr Jennings seconded and all approved the minutes of the planning committee meeting held on 7 May 2024.
- ii. The discussion to respond to the latest correspondence from BDC Chief Executive to be postponed to the next meeting to be discussed by all Councillors. Concern was

expressed that this might not be possible in June either. An extraordinary meeting can be called to cover this.

15. Correspondence received – for information

Correspondence was noted and the Clerk was asked to report the low flying aerobatic plane over Manor Hill last month to Worcestershire Regulatory Services (WRS). Cllr Fuller offered to contact the Civil Aviation Authority (CAA).

15. Councillors items

There were no councillor items and the meeting closed at 7.13pm

Signed.....Chair