

Minutes of the Annual Meeting of Norton Lindsey Parish Council held on Zoom at 7.45pm on 4 May 2021

Present: Cllr J Stobart (Chair); Cllr A Birch; Cllr N Brown; Cllr A Mace-Leska; Cllr R Mann; Cllr M Neale
WCC Cllr L Caborn; WDC Cllr J Matecki
Parish Clerk: Jennifer Bendall
Public: None

- 21/05/04-AM/01 To elect the Chairman of the Council**
Cllr Neale proposed that Cllr Stobart be re-elected as Chairman, seconded by Cllr Mace-Leska. AGREED unanimously.
- 21/05/04-AM/02 Record of members present**
Noted.
- 21/05/04-AM/03 To receive apologies for absence**
Apologies were received from Cllr Elmhirst who was unable to attend the meeting due to a prior engagement. APPROVED.
- 21/05/04-AM/04 To receive declarations of interests (existence and nature) on Items on the Agenda**
None.
- 21/05/04-AM/05 To receive the Chairman's Declaration of Acceptance of Office, or to decide when the Chairman's Declaration of Office, which has not been received as provided by law, shall be received**
As the meeting was being held virtually, it was AGREED that the Clerk would receive the Chairman's Declaration of Acceptance of Office by 7 May 2021.
- 21/05/04-AM/06 To elect the Vice Chairman of the Council**
As in previous years, it was AGREED that NLPC would not elect a Vice Chairman for the forthcoming year.
- 21/05/04-AM/07 To agree dates for Council Meetings for the forthcoming Year**
It was AGREED to accept the suggested dates for the next year (all dates are Tuesday's unless otherwise stated):
(Wednesday) 7 July 2021; 14 September 2021; 12 October 2021; 9 November 2021; 14 December 2021; 11 January 2022; 8 February 2022; 8 March 2022; 5 April 2022 – Parish Assembly *avoiding Easter holidays*; 10 May 2022 – Annual/Ordinary Meetings
- 21/05/04-AM/08 To review Council Committees / Working Parties, including Delegation of Functions to Committees, and appoint Members as applicable**
It was AGREED that no Committees or Working Parties are required at this time, and that Cllr Elmhirst would review the accounts on a bi-monthly basis.
- 21/05/04-AM/09 To appoint Representatives to Sit on Outside Bodies**
It was AGREED that NLPC would wait until a new Village Hall Chair is appointed and then liaise with the Chair to appoint a PC representative to the Village Hall Committee.
- The meeting noted that the next meeting of the Claverdon & District Nursing Association was due to take place on 25 May. It was AGREED that the Clerk would email the Councillors to see if anyone was able to attend, and that a decision on appointing a permanent representative would be deferred until a future NLPC meeting.

- 21/05/04-AM/10 To appoint an Internal Auditor for the financial year 2021/22**
The Clerk advised that Mr R Smith was willing to continue as NLPC's Independent Internal Auditor for the forthcoming year. It was AGREED to continue using Mr Smith's services.
- 21/05/04-AM/11 To review Cheque Signatories and arrange to sign appropriate Bank Mandate if there are any changes**
It was AGREED that no changes are required.
- 21/05/04-AM/12 To receive the Parish Council's Statement of Finances at 31 March 2021**
The unaudited Statement of Finances as at 31 March 2021 were received and noted.
- 21/05/04-AM/13 To review the Parish Council's Asset Register**
The Clerk advised that the Asset Register has been updated to remove the dog waste bin by the Village Hall and to add the new laptop. It was AGREED that the Christmas lights should be added. The Clerk to amend the Asset Register and forward to Councillors.
- 21/05/04-AM/14 To agree the Parish Council Action Plan for 2021/22**
As the actions on the previous Action Plan were still ongoing, it was AGREED to continue with the same actions for 2021/22.
- 21/05/04-AM/15 To review the Parish Council's Standing Orders and Financial Regulations**
NLPC's Standing Orders and Financial Regulations were reviewed and readopted for the forthcoming year.
- 21/05/04-AM/16 To review the Council's insurance provision**
It was AGREED that NLPC's current insurance provision would continue subject to the premium not increasing substantially. The Clerk to monitor and report back.
- 21/05/04-AM/17 To review subscriptions**
It was AGREED to renew NLPC's membership of WALC (the Warwickshire and West Midlands Association of Local Councils). Discussion took place regarding the Clerk's membership of the Society of Local Council Clerks and the possibility of sharing the cost with Wolverton Parish Council as they will also benefit from the Clerk's membership, and it was AGREED that consideration would be given to other areas that would benefit from the two parish councils sharing resources.
- 21/05/04-AM/18 To consider training requirements for Councillors**
No training requirements were identified at the present time.
- 21/05/04-AM/19 Close**
The meeting closed at 8.13pm