

Stoke Rochford & Easton Parish Council

Minutes of Stoke Rochford & Easton Annual Meeting of the Parish Council

Date: Tuesday 16th May 2023

Venue: Easton Walled Gardens 6-30 p.m.

Councillors present Cllr Fred Cholmeley (voted in as Chairman at this meeting)
Cllr Neil McCorquodale (voted in as Vice Chairman at this meeting)
Cllr J. S. Nadin
Cllr Martin Thompson
Cllr George McCorquodale

Clerk & RFO Mrs Emma Wilson

Open session

No parishioners were present.

1.	Chairman's Welcome Remarks
	The previous chair Cllr Fred Cholmeley welcomed all and thanked everyone for attending the Annual Meeting of Stoke Rochford & Easton Parish Council.
2.	Apologies
	Received from Cllr Chris Gait and Cllr William Graham; reasons for absence were noted & accepted. It was noted that both were keen to continue as parish councillors, Acceptance of Office & Disclosable Pecuniary Interests to be signed.
3.	Election of Chairman and declaration of acceptance of office
	Cllr Neil McCorquodale nominated Cllr Fred Cholmeley as a candidate for Chairman, which was seconded by Cllr Sam Nadin. There were no other candidates. Cllr Cholmeley confirmed his standing, accepted the position. The motion was passed by resolution of the Council and the Chair duly completed and signed his declaration of acceptance of office.
4.	Election of Vice Chairman and declaration of acceptance of office
	Cllr Martin Thompson nominated Cllr Neil McCorquodale as a candidate for Vice-Chairman, which was seconded by Cllr Fred Cholmeley. There were no other candidates. Cllr Neil McCorquodale confirmed his standing, and the motion was passed by resolution of the Council. The Vice-Chair duly completed and signed his declaration of acceptance of office.
5.	a Acceptance of Office for councillors
	Acceptance of Office documents had previously been emailed out to members' pre meeting. Those present completed and signed their AoO and the clerk then countersigned each. A copy will be delivered to Cllr Chris Gait and Cllr William Graham and then be signed by the clerk.
	b Disclosable Pecuniary Interests
	DPI documents had been emailed out to members' pre meeting. Documents were completed and signed by all those members present. A copy will be delivered to Cllr Chris Gait and Cllr William Graham. Record will be submitted to SKDC.
6.	Disclosure of interest in agenda items
	Nil
7.	To approve Minutes of meeting held on the 28th March 2023
	The draft minutes having been circulated prior to the meeting were agreed and proposed to be a true and accurate record. They were passed as approved by resolution of the Council and signed by the Chairman.
8.	Clerks Report
	a. End of Year Finance Comparison 2022-23
	Having been emailed to all councillors prior to the meeting the clerk asked if all were happy with account summary and if anyone had any questions. No specific questions were asked but the clerk went through the percentage differences to explain the notes from the sheet further; all agreed they were happy. Clerk confirmed that these figures were used for Annual Governance and Accountability Return and had been audited and agreed by internal auditor. End year on £ 6,233.58. Add precept since in Apr £5250 and 1 st Community Clean grant of £436-32. Total as at today £11,946.90. Less payments to be authorised at this meeting of £1,244.71 will leave bal. £10,702.19.
	b. End of Year Bank reconciliation 2022-23
	Bank reconciliation reviewed and agreed by resolution of the council and signed by the chairman. £ 6,233.58

c. South Kesteven Prosperity Fund - Circulated Summary from Clerk relevant information

To be eligible to apply community groups must have:

- A formal constitution
- A dedicated bank account in the name of the group
- The bank account must have two signatories that are unrelated.
- Community groups must be located within South Kesteven.

As long as the application criteria are met, there is no limit on the number of applications which an organisation may submit. However, each project must be submitted as a separate application and will be considered independently.

We have missed year 1 but ·

- Year Two will run from April 2023 to March 31st, 2024
- Year Three will run from April 1st, 2024, to March 31st, 2025

If applicable, successful applicants are expected to monitor and report data on a quarterly basis to SKDC until the end of UKSPF on March 31st, 2025.

Examples of data required include, but are not limited to,

- the number of people utilising facilities before and after improvements,
- perception of facilities before and after improvements,
- the amount of low or zero carbon infrastructure installed,
- and an overall registry of project expenditure and works. All monitoring documents and reporting deadlines will be provided by SKDC.

Eligibility and Criteria

To apply for the South Kesteven Prosperity Fund all projects must take place within South Kesteven and provide public benefit, which could be targeted at a specific demographic, or the community as a whole.

Projects should not have any ongoing maintenance costs or liabilities that cannot be met by the fund recipient. Criteria for each category is listed below.

The programme will fund four broad categories

- building improvements
- *****green space and outdoor improvements***
- culture and arts initiatives
- heritage initiatives.

***** Green space and outdoor improvements*** can take place in any public area where the eligible applicants have permission to undertake work.

- These areas can include but are not limited to parks, land surrounding parish and town council buildings, streets and pavement, land surrounding natural bodies of water, and any other public squares or green spaces.
- Before applying, eligible applicants must have permission to undertake the improvements from the landowner, and any other necessary permissions.
- Green space and outdoor improvements include but are not limited to community greening and landscaping, nature-based solutions for flooding, reforestation or afforestation initiatives, rewilding initiatives, creation and enhancement of footpaths, wayfinding improvements, and feasibility studies for green space and outdoor improvements.

Additional Documentation Checklist

Once the form is completed, the following documents should be emailed to UKSPF@southkesteven.gov.uk quoting the organisation name in the subject

- Evidence of permission from the landowner or local authority to undertake the project (if required)
- Quote from contractor(s)/ suppliers for the project

	<p>The summary was discussed and clerk noted to all that once locations/projects were identified we would be required to acquire quotes for works to be carried out and then complete and submit applications via the on line form.</p> <p>The Chair suggested that each councillor consider the information and ready for the next meeting bring ideas and suggested projects to the table for consideration by the parish council.</p> <p><i>Action: Councillors put forward ideas for each village, if possible bring detail of potential contractors who could carry out works with a view for discussion at next meeting.</i></p>		
9.	Finance & Year End Audit - Annual Governance & Accountability Return (AGAR) 2022-23 - Clerk		
	a.	Certificate of Exemption	
		AGAR Page 3 of 6 - Was considered, agreed and signed by the Chairman and clerk to confirm the following: - Stoke Rochford & Easton Parish Council is a smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000 and meet the qualifying criteria as set out in the Certificate of Exemption. Confirmation that Stoke Rochford & Easton Parish Council is exempt from sending the completed Annual Governance and Accountability Return to the external auditor. These documents must still be published on the parish council website. Agreed and signed by the Chairman subsequently by the clerk.	
	b.	Confirmation Internal Audit Report completed– 12/05/23 (Page 4)	
		Confirmation checked by Chairman that AGAR Page 4 of 6 had been signed and dated on 12 th May 2023 by Jackie Smith of Addelsee Smith, internal auditor.	
	c.	Section 2 – Confirm Accounting Statement 2022/23 has been certified by Responsible Financial Officer (Clerk) - 15/05/23 (Page 6)	
		AGAR Page 6 of 6 Confirmation Accounting Statement 2022/23 checked by Chairman that had been certified and signed by RFO (Clerk) dated on 15th May 2023	
	d.	Section 1 - Annual Governance Statement 2022/23 – to consider and approve (Page 5)	
		AGAR Page 5 of 6 - Annual Governance Statement 2022/23 to be approved and signed by Chair & Clerk i. Consider the findings of the review were considered by the members of the authority as a whole ii. Annual Governance Statement was approved by resolution of the members of the meeting as a whole iii. Annual Governance Statement was approved and signed by both Chair & Clerk today.	
	e.	Section 2 – Accounting Statements 2022/23 – to consider and approve (Page 6)	
		AGAR Page 6 of 6 having been checked as signed by clerk - to be checked by members of meeting as a whole, approved then signed and dated by Chairman at this meeting and minute referenced I. Findings of the statement of accounts were considered by the members of the meeting as a whole II. Statement of accounts was approved the by resolution of the members of the meeting as a whole III. Statement of accounts was approved and signed by Chair at the meeting 16/05/23. <i>Action: Clerk to forward to publish on website Notice of Public Rights Annual Governance & Accountability Return (AGAR)</i>	
10.	Planning (circulated via email) – listed for record only		
	a.	S23/0215. WITHDRAWN Request Screening Opinion - Food Processing Warehouse Facility, Burton Lane	
	b.	S23/0602. Request for comments on EIA Scoping Opinion on proposed redevelopment of wastewater treatment facility and anaerobic digestion plant, Burton Lane – Comments by 19/05/23. <i>Following discussion, it transpires a scoping opinion is: Determining the extent of issues to be considered in the assessment and reported in the Environmental Statement. The applicant can ask the local planning authority for its opinion on what information needs to be included. This is to LCC and all prior to planning application submission. It was gleaned that the parish council are not required to comment at this point.</i>	
11.	Accounts for payment – April & May 2023		
	a	Clerks Sal/AL Pay Apr & May 2023	£735.28 000453
	b.	PC Expenses. Apr & May 2023	£199.69 000454
	c.	Addelsee-Smith Limited (Internal Auditor)	£ 60.00 000455
	d.	ICO (Information Commissioners Office – GDPR)	£40.00 000456
	e.	Zurich Insurance	£209.74 000457
		<i>** item d ICO, cheque lost in post. Clerk subsequently paid and to be reimbursed at next meeting. Cheque 456 then cancelled.</i>	
		Total	£1234.89
		New amended total after cancelled cheque	£1194.89

12.	Easton Stores, Burton Lane. Site Visit, 11th April 23 -	Feedback from Councillors
13.	Annual Risk Assessment	
	Having been circulated and discussed the ARA was approved.	
14.	Next meeting Date	
	The following meeting dates were agreed and set. 29 th August 2023, 28 th November 2023 & 12 th March 2024.	

There being no further business the meeting closed at 7-10 p.m.

Signed: _____ *on file* Date: _____
Chairman, Stoke Rochford & Easton Parish Council