

Stoke Rochford & Easton Parish Council

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

(this annual meeting is rolled over from May 2020)

Date: Tuesday 18th May 2021

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 Christopher Gait
Cllr George McCorquodale
Cllr William Graham

Clerk & RFO Mrs Emma Wilson

Open session

No parishioners were present.

1. Chairman's Welcome Remarks	The previous chair Cllr Fred Cholmeley welcomed to this the first face to face meeting in over a year and thanked everyone for attending the Annual Meeting of Stoke Rochford & Easton Parish Council.
2. Apologies	Received from Cllr Martin Thompson; reasons for absence were noted & accepted.
3. Election of Chairman and declaration of acceptance of office	Cllr McCorquodale nominated Cllr Fred Cholmeley as a candidate for Chairman, which was seconded by Cllr William Graham. 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 Fred Cholmeley nominated Cllr Neil McCorquodale as a candidate for Vice-Chairman, which was seconded by the Cllr Nadin. There were no other candidates. Cllr 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. i 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 Martin Thompson and signed by the clerk.
ii 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 Martin Thompson. Record will be submitted to SKDC.
6. Disclosure of interest in agenda items – Nil	
7. To approve Minutes of zoom meeting held on the 16th March 2021	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 2020-21	Having been emailed round to all councillors prior to the meeting the clerk asked if all were happy with account summary and if anyone had any questions. No questions were asked and all agreed they were happy. Clerk confirmed that these figures used for Annual Governance and Accountability Return and had been audited and agreed by internal auditor. The clerk went through the percentage differences to explain the notes further. End year on £ 5714.27. Add funds since 1 st Apr £4750 & first of Com cleaner payments £463.32= £ 5213.32. Total as at today £10,927.59. Less payments to be authorised this meeting of £1341.09 will leave bal. £9586.50. Cllr N McCorquodale asked the council to consider where previous annual contribution had been given towards grass cutting for Stoke Rochford & Easton PCC, it was noted contribution had not been given last year. After discussion it was agreed two years contribution would be given totalling £400. This was approved by resolution of the council. On behalf of the PCC, Cllr N McCorquodale thanked the parish council.
b. Website/IT	Clerk gave an update on progress with Website, hours and time taken 1-2 hrs a month but has been more setting up and reformatting all the old documents and transferring to the new site. The clerk highlighted the need now for the parish council to purchase their own Laptop as the laptop being used currently is owned by another parish council and the clerk will be handing back the laptop at end June when she finishes work for them. A brief discussion followed where the parish council agreed to the purchase and the clerk will provide details of options for purchase. Clerk will buy and be reimbursed once agreement is given on specific cost. <i>Action; Clerk to email details to council to enable purchase end June.</i>

9.	Finance & Year End Audit - Annual Governance & Accountability Return (AGAR) 2021-21 - 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	
		Confirmation checked by Chairman that AGAR Page 4 of 6 had been signed and dated on 10th May 2021 by Jackie Smith of Addelsee Smith, internal auditor.	
	c.	Section 2 – Confirm Accounting Statement 2020/21 has been certified by RFO (Clerk)	
		AGAR Page 6 of 6 Confirmation Accounting Statement 2020/21 checked by Chairman that had been certified and signed by RFO (Clerk) dated on 11th May 2021	
	d.	Section 1 - Annual Governance Statement 2020/21	
		AGAR Page 5 of 6 - Annual Governance Statement 2020/21 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 2020/21	
		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 18/05/21. <i>Action; Clerk to publish on website Notice Of Public Rights Annual Governance & Accountability Return (AGAR)</i>	
10.	Village Defibrillators		
	a.	Stoke (update on defib checks) – Cllr N McCorquodale	
		Cllr N McCorquodale updated that unfortunately the gentleman that we were going to ask is moving away from the village and so we now must come up with another solution. After discussion it was agreed that the clerk would contact Martin Fagan from CHT and set up a meeting with her to go through the check details. If possible Cllr N McCorquodale and Cllr G McCorquodale would try and attend this meet also. <i>Action; Clerk to contact Martin and then liaise with Cllr N McCorquodale</i>	
	b.	Easton – Clerk	
		Clerk confirmed she had sent email to Rachel at Easton Office on 15th March, Rachel said would be paid next day. Further email sent again last week, Rachel then said would get this completed asap and sent off, confirmed she would email clerk when this is done and she has received confirmation of an installation date. <i>Action; Cllr Cholmeley said he would follow this up with Rachel</i>	
11.	Grit Bins		
		Discussed update on replenishment. All bins have LCC identifiers however LCC say they only have record of 4 bins not 6 as we do.	
	Stoke	Location	Status
	1. Post office	Village Street, Stoke Rochford – in layby outside shop/old post office just after leaving the A1.	When last checked still only half full
	2. Corner bin box	Village Street, Stoke Rochford – against stone wall just past entrance to Stoke Rochford Hall coming in to village from A1	When last checked still only half full
	3. By telephone box	Village Street, Stoke Rochford – in small parking area opposite Church Cottages (nr pump & telephone box, next old School House)	When last checked still only half full
	4. Up the hill toward Skillington	Village Street, Stoke Rochford - opposite 'Snowdrop Cottage' (just East of Cringle Road junction)	When last checked still only half full
	Easton	Location	Status
	1. Halfway Planting Rd	Planting Road, Easton – nr parking area (post box) for Walled Gardens	
	2. Bottom Planting Rd nr Cross	Planting Road, Easton – bottom of Planting Rd before the cross	Replenished & full (LCC say they do not own this one!)
		<i>Action; N McCorquodale will check which have been replenished in Stoke Rochford and give an update</i>	

12.	Correspondence - circulated to all councillors prior to the meeting.		
	a.	Fix My Street Development Update	
	b.	Police Crime Commissioner Annual Report 20-21	
	c.	Grantham Southern Relief Road - May update	
	d.	Highways update Colsterworth Rural ED 01/05/2021	
		<i>Action; ask for update from Cllr B Adams at the next parish meeting re planning a meet with Rowan Smith.</i>	
13.	Planning (circulated 8 th April via email) – listed for record only		
	a.	S21/0593 Equestrian manège, Rochford House, Village Street, Stoke Rochford.	
14.	Documented Accounts for approval & payment – Apr & May 2021		
	a	Clerks Salary/AL Pay Apr & May 2021	£542.84 000415
	b.	Expenses. Apr & May 2021	£102.00 000417
	c.	Addelsee-Smith Limited (Internal Auditor)	£ 54.00 000418
	d.	ICO (Information Commissioners Office – GDPR)	£ 40.00 000419
	e.	Zurich Insurance	£202.25 000420
	f.	Stoke Rochford & Easton PCC	£400.00 000421
		Total	£ 1341.09
15.	Next meeting Date, Location		
	Confirmed date for next meeting which will be same venue, under the gazebo at Easton on Tuesday 13th July.		
16.	AOB		
	Cllr Graham asked about planning for 'The Queen's Green Canopy' (plant a tree for the jubilee). This is a tree planting initiative encouraging us all to play a part to enhance our environment by planting trees from October this year, when the tree planting season begins, through to the end of the Jubilee year in 2022. The Chairman asked for this to be added to a future agenda for further discussion on how the parish council can support and get involved. Details are available to review at www.queensgreencanopy.org/		

There being no further business the meeting closed at 7-20 p.m.

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