

Wickhamford Parish Council

Minutes of the Meeting, 24th May 2023, 05/23.

Clerk to the Council, Andrea Evans, Ty Gwyn, Church Street, Offenham, Worcs, WR11 8RW.
07591533557 email wickhamfordpc@gmail.com website: www.wickhamfordpc.co.uk

Present: Councillors, S Wride, R Gutteridge, J Neal, J Poulter and E Eyre- County Councillor.

Clerk, A. Evans.

1. **Apologies** –

E Simms
E Kearsey.

2. **Declarations of Interest**

None.

3. **The meeting was adjourned for the Public Question Time.**

No-one attended.

4. The Minutes of the meeting held on the 8th March 2023 were agreed, proposed by JP, seconded by JNG with a unanimous vote in favour.

5. **District / County Councillors Report**

- County Councillor Report- Attached and displayed on noticeboard and website.

6. **Police Officers Report.**

Information supplied from [www. Police.uk](http://www.Police.uk).
Request attendance of Police to next meeting.

7. **Parish Council:**

- a. The resignation of Tom Waller was noted. Wychavon have been advised and the appropriate notices displayed. Cllrs agreed that 3 parish councillor vacancies be advertised in newsletter and on FB with a closing date for application of Friday 16th June 2023. An extra-ordinary meeting will be held on Monday 19th June 2023 to decide on applicants so that they can attend the next PC meeting following this date.
- b. Play inspections- Due to the resignation of T Waller, the play area will no longer be inspected for safety. It was agreed that the play area needs to be inspected twice per month. SW asked if clerk could check when in Wickhamford on an ad hoc basis and pay the previously agreed rate of £10 per check. This was agreed.
- c. Trust fund-Clerk has found a solicitor in London that deals with PC's. They will confirm that this can be set up noting that it cannot be in PC name but that 2 councillors can run it

with volunteers. The constitution can then be submitted and approved as a legal document.

- d. Burial ground annual health & safety review and costs for repairs- 3 companies were contacted with 2 responses, 1 is not authorised to carry out the checks and 1 agreed to assess free of charge in the hope that they would be allocated the work. 28 repairs were identified by Memory Lane Memorials of Pershore at approx. £60-£80 each. It was agreed that although the responsibility falls on families primarily, that the records do not have contact details for all and it would be unfair to ask just those that the PC can contact. SW proposed, seconded by JP with a unanimous vote in favour to ask Memory Lane to carry out the work. A message will go in newsletter asking that if any families wish to check if it is their family headstone that they do so by 30th June 2023 so as not to offend, the work will be done following that date.
- e. Clerks Annual Review- (closed session)- Clerks review was noted and ratified with an increase from 5 hours per week to 7.

9. Plans for Review-

To consider/note the following applications:

a	Case No:	W/22/00923/FUL
	Location:	Tower View, Longdon Hill
	Proposal:	Retrospective change of use from agriculture to private dog walking park (sui-generis)
	Parish Council Decision:	No objections
	Wychavon Decision:	Approved.

10. Finance:

- a. A list of payments to be drawn this month were approved and cheques already signed ratified and the statement of balance of accounts 2023 approved as follows, proposed by SW and seconded by RG with a unanimous vote in favour.

Bank Account Reconciled Statement

Treasurers

Statement Number	12	Bank Statement No.	12
Statement Opening Balance	£6,215.19	Opening Date	01/04/23
Statement Closing Balance	£7,193.25	Closing Date	24/04/23
True/ Cashbook Closing Balance	£7,193.25		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/04/23	s/O230403AE	Andrea Evans	1,000.00	0.00	5,215.19
04/04/23	BACS230404JM	Just Memorials	0.00	50.00	5,265.19
06/04/23	S/O230407AE	Andrea Evans	286.42	0.00	4,978.77
11/04/23		HMRC	0.00	2,114.48	7,093.25
13/04/23		Martin Grinnell Funeral Services	0.00	150.00	7,243.25
13/04/23	BACS230412BG	Andrea Evans	50.00	0.00	7,193.25

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	1336.42	2314.48

Reconciled by Andrea Evans

Wickhamford Parish Council

Expenditure transactions - payments approval list start of year 01/04/23

No	Payment Reference	Gross	Heading	Invoice date	Invoice no.	Details	Cheque
1004	BACS23052 4WSC	£230.00	20800	24/05/23		W/ford Sports Club - Coronation donation	£230.00
1005	BACS23052 4Sc	£421.33		24/05/23		Smartcut – mowing	£421.33
	1	£180.17	20100/1			mowing	
	2	£241.16	20100/2			mowing	
1007	BACS23052 4VF	£111.60	20500	24/05/23		Vinyl Fencing - replacement white gates	£111.60
1008	BACS23052 4MP	£235.20	21300	24/05/23		Maurice Parkinson – lengthsman	£235.20
1010	000225	£150.00	20500	24/05/23		Andy Tyrrell - village gate repairs	£150.00
1011	000226	£1,569.75	20300	24/05/23		Hiscox Insurance - annual insurance	£1,569.75
1012	000227	£40.00	21400	24/05/23		Anastacia Wright – newsletter	£40.00
Sub Total		£2,757.88					
		£534.56				Confidential	
Total		£3,292.44					

Extensive discussion took place as with the resignation of T Waller and the removal from Lloyds Bank, there are only AE and JP that can authorise payments and sign cheques. It was agreed that SW would find out where she is in the process and JN would be added asap. AE will check with Lloyds. JP will attempt to authorise payments online so that the PC does not need to revert to cheques.

- b. The Annual Governance Statement on the annual return for the year ending 31st March 2023 was approved, proposed by RG, seconded by JN with a unanimous vote in favour.
- c. The statement of accounts for the year ending 31st March 2023 was approved, proposed by JN, seconded by JP with a unanimous vote in favour.
- d. The Report of the Internal Auditor on the annual return for the year ending 31st March 2022 was approved proposed by RG, seconded by JN with a unanimous vote in favour.
- e. Insurance renewal of £1569.75 was noted.

c. Councillors noted that a payment of £111.60 was authorised to leave Lloyds Bank twice and that the company have sent a cheque but to the wrong postal address. Clerk has requested cancellation of original cheque and the issue of a new one to be sent to correct address.

12. Lengthsman-

- a. Tasks required- Note in newsletter to let PC know of any works that require doing.
- b. Budget for 2023/24 is confirmed and noted as £2179.09.

13. **Items for the next Agenda**

14. **Date of next meeting: Wednesday 2nd August 2023- Wickhamford Memorial Hall.**

Items for the next Agenda must be received 7 days prior to the above date.

Andrea Evans

| Clerk to Wickhamford Parish Council.
Meeting Closed at 8.17pm.

Signed.....Chairperson

Date.....

DRAFT