



AUSTREY PARISH COUNCIL

Draft Minutes of meeting held at Austrey Village Hall on
Wednesday 14th May 2025 at 7.30pm

1: Annual Meeting of the Parish Council

- 1.1 To elect a Chair for the coming year:** TW proposed NH as Chair for the coming year. This was seconded by RN and voted upon unanimously by the council. The post was accepted by NH.
- 1.2 Present and apologies:** Neil Hayward, chair (NH), Tristan Fraser (TF), Heather Swan (HS), Sam Goldney (SG), Terry Webb (TW), Richard Nield (RN) and parish clerk Lynsey Treadwell (LT). Apologies received from Elaine Horton (EH). No members of the public attended.
- 1.3 Written requests for Disclosable Pecuniary Interests** - all records held by the clerk.
- 1.4 To receive the Chair's Declaration of Acceptance of Office:** completed and signed by NH and LT.
- 1.5 To elect a Vice-Chair for the coming year:** TF was nominated as vice-chair for the coming year. This was proposed by NH, seconded by RN and voted on unanimously by the council.
- 1.6 To receive a report on the capital assets and liabilities vested in the council:** The clerk emailed a report on the council's capital assets ahead of the meeting, and these can be viewed on the website. APC does not have any liabilities.
- 1.7 To approve the Annual Governance Statement 2024/25:** The Clerk advised that the annual accounts for 2024/25 had been completed and checked by the internal auditor. The accounts were agreed, and the Annual Governance Statement was signed and dated by the Chair and the clerk.
- 1.8 To approve the Accounting Statements 2024/25:** The Clerk advised that the accounting statements for 2024/25 had been completed and checked by the internal auditor. The accounts were agreed, and the Accounting Statements were signed and dated by the Chair and the clerk.
- 1.9 To agree to review the Council's Standing Orders & Financial Regulations:** The clerk reviewed, updated, and shared the Council's Standing Orders and Financial Regulations ahead of the meeting. The council agreed to adopt them for another year. These will be updated on the website.

2. Ordinary Meeting

- 2.1 Present:** as above
- 2.2 Declarations of interest relating to items on the agenda:** nothing arising
- 2.3 Minutes:** the minutes of the last Austrey Parish Council (APC) meeting which took place on 9th April 2025, were approved by the council as a true record as signed by the chair.

2.4 Discussions & updates on recent or regular items:

- i. Beeline Community Transport** have sent a donation request to all local parish councils. The clerk requested more information and was advised that they have done 10 trips for Austrey residents in the last 2 years. After some discussions, members agreed to a donation of £100.
 - ii. Discussions on changing to a .gov domain:** A lot of parish councils have been changing over to .gov emails and website over the last couple of years for added professionalism and security, and this action was mentioned in a report from the internal auditor. Members discussed the pros and cons of changing over, such as risk, security and cost. All members use an Austrey email, not personal accounts, and agreed that these already look professional and are appropriate. All devices used by members for PC affairs are secure, password protected and have anti-virus, and we take all precautions to mitigate any risks. Moving forward, the clerk will work on an IT policy for the council, to be read and signed by all members, and the matter will be reviewed quarterly. Any documents containing sensitive information will now be password protected before sharing.
 - iii. Neighbourhood Plan:** A total of 99 responses were received following the consultation, with the majority being in support of the NDP. SG has collated the responses and comments, and the steering committee will be meeting shortly to discuss the next steps.
 - iv. Playing Fields:** Repairs and maintenance to the CCTV system has now been completed. Now the weather is fairer, TF will order replacement bark for the play area and arrange a working party to get it laid.
 - v. Village maintenance:** We are still awaiting a response on the grant application made by NH for repairs to the church building and clock. Members discussed how it is no longer economically viable for APC to repair the clock, and that it may need to be handed over to the church. It was also noted that it doesn't make sense to spend more money on clock repairs whilst the spire, roof etc are in such a bad state of repair.
- *Regarding the 5 planters dotted around the village, some residents and organisations have agreed to each adopt one to be planted and maintained, negating the need to find volunteers to look after them all. The PC is very appreciative of this gesture.

2.5 a: New applications: No new applications made since the last meeting.

b: Determined: No applications determined since the last meeting.

Re: planning application PAP/2024/0142, members have asked the clerk to request a site visit from NWBC as it appears that the ditch has been filled and some trees have been felled, contravening the terms of the planning application.

2.6 Financial & insurance matters:

a: 9 payments made since the last meeting:

- o DG Business Machines – newsletter printing - £258
- o Clerk's salary - May 2025
- o HMRC PAYE & Employer NICs – May 2025
- o Lloyds Bank charges - £4.25
- o AccountAnt Yorkshire – internal audit fees - £221.40
- o Measham Computers – CCTV maintenance - £265
- o Mrs P Ellison – street party face painter (from WCC Grant) - £120
- o G. Barlow – street party expenses (from WCC Grant) - £125.63
- o L. Treadwell – Microsoft Office annual subscription - £84.99

b: payments received since the last meeting:

- NWBC – precept (first half) - £9625
- NWBC – Councillors Grant Fund for VE Day street party - £250

2.7 Councillors matters & items for the next agenda: SG is to write to the gypsy liaison officer at WCC about residents' concerns regarding the site and road safety.

Next meeting scheduled for Wednesday 11th June 2025.

Meeting closed at 8.08pm

Signed _____ Date_____

Produced by Lynsey Treadwell - May 2025