



Minutes are draft until approved at
the following meeting

Minutes of the Ordinary Meeting of Longdon, Queenhill and Holdfast Parish Council held on Tuesday 14 June 2022 at St. Mary's Church, Longdon

Present: Vice-Chair Cllr Gray, Cllr Cook, Cllr Davey, Cllr Faram, Cllr Unwin

In Attendance: Bill Austin

1. **Apologies:** Apologies were received from the Chair, Cllr Mullins. In her absence, the Council agreed that the meeting would be chaired by the Vice-Chair, Cllr Gray. In the absence of a Clerk, the Council also agreed that the minutes would be taken by Cllr Cook.
2. **Declarations of Interest:** There were no declarations of interest.
3. **Consideration of any dispensation requests:** There were no dispensation requests.
4. **Public Session:** There were no members of the public present.
5. **Minutes:** The minutes of the previous meeting of the Council held on 9 May 2022 were considered and it was agreed unanimously to accept the draft minutes as a correct record.
6. **Progress Reports:** including those from meeting held 4 April 2022)
 - (a) **Bear Lane Play Equipment Safety Inspection:** A safety inspection took place on 4 May 2022 with Cllr Unwin in attendance. (See Item 11);
 - (b) **Lengthsman Scheme:** Cllr Unwin has met with the Lengthsman and will continue to monitor his work schedule. The Lengthsman has been asked to check the condition of the Council noticeboards at the Village Hall, Queenhill, Hill End and Pipers End and report back. The annual agreement with Worcestershire County Council should now be signed, a copy given to the Lengthsman, and the current invoices submitted for payment;
 - (c) **Heart Start Malvern course:** A training course on CPR and the operation of defibrillators will take place at Castlemorton Village Hall at 7pm on 30 June 2022. There has been a lot of interest and the course is now fully subscribed;



- (d) **Payment of Churchyard grants:** The Council had previously agreed that the two grants (totalling £400) would not be paid for the 2022/23 financial year; however, due to the lack of online (or other) access to the Council's bank account, it had not been possible to cancel the existing Standing Orders and they were, unfortunately, paid;
 - (e) **Jubilee Picnic:** This event was a great success, thanks to all the hard work by a small team of residents who baked cakes, scones, etc. There are a few outstanding invoices that are shortly to be submitted for payment to Council;
 - (f) **Clerk Vacancy:** A points evaluation of the post has been compiled and efforts are now being made to ascertain from CALC the relationship of points to a salary scale;
 - (g) **Village Hall:** A meeting of the Village Hall Committee and Council members had been arranged for 7.30 pm on Monday, 20 June. This would be an informal meeting to try and establish a way forward.
- 7. Reports from District and County Councillors:** There were no District or County Councillors in attendance.
- 8. To confirm the New Model Standing Orders of the Council for the year ending 31 March 2023:** The current Standing Orders were discussed, and various updates and amendments were agreed. A revised version incorporating the amendments proposed should be presented to the next Council meeting. Proposed by Cllr Unwin, seconded by Cllr Gray.
- 9. To confirm the New Model Financial Regulations of the Council for the year ending 31 March 2023:** The current Financial Regulations were discussed, and various updates and amendments were agreed. A revised version incorporating the amendments proposed should be presented to the next Council meeting. Proposed by Cllr Unwin, seconded by Cllr Gray.
- 10. Finance:**
- (a) The report of the Internal Auditor for the year to 31 March 2022 was unanimously approved by the Council;



- (b) The annual Governance Statement and Accounts for the year to 31 March 2022 was approved and signed;
- (c) The Certificate of Exemption for the year ended 31 March 2022 was approved and signed;
- (d) Council agreed to publish its accounts on the publicly accessible website (<https://e-services.worcestershire.gov.uk>) for a period of 30 consecutive working days to include the first ten working days in July. Council agreed that the starting date for this publication period would be 30 June 2022;
- (e) Access to the Council's bank account has now been re-established and various outstanding fees and the following invoices were approved for immediate payment:

Invoice:	Amount (£):
BHIB Insurance (approval given by email and paid by Cllr Mullins)	454.81
Lengthsman duties period ending 31.04.22 - 16 hrs@£18 (Ben Perry)	288.00
Lengthsman duties period ending 31.05.22 - 16 hrs@£18 (Ben Perry)	288.00
Refreshments: Annual Meeting of Parishioners, 29 April 2022 (Kathryn Cook)	25.65
Internal Audit of Financial Accounts (Iain Selkirk)	110.00
Ink Cartridges for Epson Printer (Trish Mullins)	17.05
Postal charges for bank changes (Trish Mullins)	8.55

- 11. **Bear Lane Play Area – Safety Inspection Report:** No major safety issues were observed. There were some minor points relating to general maintenance which will be addressed by Cllr Unwin. Reference was also made to the state of the goal posts and nets. Maintenance was also needed to the roadside fence which had been damaged by the lime trees. Cllr Unwin suggested that two lime trees should be removed. The Council noted these points which will be referred to the Council acting as Sole Trustee of the Village Hall in due course. Proposed by Cllr Unwin, seconded by Cllr Cook.
- 12. **To consider the adoption of the National Code of Conduct:** In view of the time taken considering the revision of the Standing Orders and the Financial Regulations it was agreed to defer discussion about the National Code of Conduct until the next meeting.



- 13. **20's Plenty Draft Motion:** In the absence of Cllr Mullins, it was agreed that this item should be deferred until the next Parish Council meeting.

- 14. **Future Meeting Schedule:** The date of the next ordinary meeting of Council was confirmed as 4 July 2022.

The meeting closed at 10.05 pm.

SignedDate

Chairman, Longdon, Queenhill and Holdfast Parish Council