

BONBY PARISH COUNCIL

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Minutes of the Annual meeting of Bonby Parish Council held at 6.45pm on Thursday 11th May 2023, at the Village Hall, Bonby.

Present: Chair – Cllr Sarah Harriman.
Cllr Catherine Bishop, Cllr Steve Roberts, Cllr Judith Hurcombe, Cllr Alex Haslett,
Cllr Barry Glanville
Clerk – Holly Hanson

No Ward Councillors attended

Public Participation

No members of the public attended.

APCM23/24– 0501 Election of Chairman

- a) Cllr Harriman was unanimously elected as Chairman, and Declaration of Acceptance of Office was received by the Clerk

APCM23/24– 0502 Apologies

- a) No apologies received.

APCM23/24– 0503 Declarations of Interest

- a) No declarations of interest were made by any member of the council in respect of the agenda items

APCM23/24– 0504 Election of Vice-Chairman

- a) Cllr Bishop unanimously elected as Vice Chairman

APCM23/24– 0505 Internal Audit Report 2022/23

- a) Members received the Internal Audit Report for the 2022/23 year and noted the recommendations

APCM23/24– 0506 Annual Governance Statement 2022/23

- a) Members considered the Annual Governance Statement.
b) Members unanimously approved the Governance Statement.
c) The Governance Statement was signed and dated by the Chair and Clerk.

APCM23/24– 0507 Annual Accounting Statement 2022/23

- a) Members considered the Accounting Statement and Summary of Accounts.
b) Members unanimously approved the Accounting Statement and Summary of Accounts.
c) The Chair signed and dated the Accounting Statement and Summary of Accounts

APCM23/24 – 0508 To approve and sign the Certificate of Exemption for Smaller Authorities 2022/23

The exemption certificate was unanimously approved and signed.

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APCM23/24– 0509 Election of Officers

- a) The following were unanimously elected represent the Parish Council at outside meetings and events
 - i) Low Villages Forum – Cllr Harriman
 - ii) Police NATS committee representative – Cllr Harriman
 - iii) ERNLLCA District Committee Representatives(two) – Cllrs Judith Hurcombe and Alex Haslett
- b) Cllrs Bishop, Glanville and Roberts will form the Personnel Committee.
 - i) Councillors reviewed and approved the Personnel Committee Terms of Reference

APCM23/24 – 0510 Delegation of Responsibilities

- a) Councillors discussed devolution of responsibility for responding to planning applications to the Clerk due to the shortened timeframes for responses.
Resolved – To devolve responsibility for responding to planning applications to the Clerk in consultation with Councillors, arranging Extraordinary Meetings for further discussion as necessary.

APCM23/24 – 0511 Responsibilities for Asset Inspections

- a) The following Councillors will be responsible for inspecting the following assets:
 - i) Gilman Trail, benches, bins and fences – Cllr Cath Bishop
 - ii) Playing Field, and barrier – Cllr Judith Hurcombe
 - iii) Carr Lane litter bin and benches –Cllr Steve Roberts
 - iv) Bus Shelter – Cllr Judith Hurcombe
 - v) Telephone Box – Cllr Steve Roberts
 - vi) Noticeboards – The Clerk
 - vii) Salt Bins – Cllr Barry Glanville
 - viii) Village planters – Cllr Judith Hurcombe

APCM23/24 – 0512 Re-adoption of Code of Conduct and reminder of Register of Interests

Councillors unanimously agreed the re-adoption of the Code of Conduct and confirmed that they had completed their Register of Interests

APCM23/24 – 0513 To approve the Internal Auditor for 2023/24

Councillors unanimously approved Brian Brooks as Internal Auditor for 2023/24

APCM23/24 – 0514 Policies and Procedures

- a) The Standing Orders were reviewed and approved.
- b) The Financial Regulations were reviewed and approved.
- c) The Member/Officer protocol was reviewed and approved.
- d) The Equal Opportunities policy was reviewed and approved.
- e) The Grievance policy was reviewed and approved.
- f) The Freedom of Information Policy was reviewed and approved.
- g) The Risk Assessments were reviewed and approved.
- h) The Asset Register was reviewed and approved.
- i) The Insurance Provision was reviewed and approved.

APCM23/24 – 0515 Public Comment

No members of the public attended.