

West Rainton & Leamside Parish Council

Minutes of the Annual Parish Council Meeting held at 19:00

On Thursday 16th May 2024

At St Mary's Church Meeting Room, West Rainton

Present: Councillors I Diggory, B Kellett, M Massey, A Wallage (Chairperson) and K Wood.

In attendance:

M Ramshaw, Parish Clerk

NOTE The meeting was not audio or video recorded.

1) Election of Chairman for 2024/25

The outgoing Chairman Cllr Wallage opened the Meeting and asked Parish Councillors present for nominations for the Chairman for the coming year. Cllr Wallage proposed Cllr Diggory and this was seconded by Cllr Kellett. **Parish Council resolved to approve** Cllr Diggory as Chairman for the upcoming year.

2) Declaration of Office

The declaration of acceptance of office form was duly completed and signed by Cllr Diggory and witnessed by the Parish Clerk.

3) Election of Vice Chairman

Cllr Diggory asked Parish Council for nominations for Vice Chairman. Cllr Wood was proposed by Cllr Massey and this was seconded by Cllr Wallage. **Parish Council resolved to approve** Cllr Wood as Vice Chairman for the upcoming year.

4) Apologies

Apologies were received from Cllr Boettcher (holiday) and Cllr Morson (work). **Parish Council resolved** to approve these absences.

5) Declarations of interest

Signature.....

Date.....

It was agreed that declarations of interest would be dealt with as and when the need arose.

6) Appointments to Outside Bodies

Parish Council considered nominations and **resolved to agree** the following representative:

- West Rainton and Leamside Village Partnership – Cllr Diggory
- Smaller Councils Forum – Cllr Boettcher

7) Parish Councillor Vacancies

The Parish Clerk advised members that he had sent out two sets of the information to parishioners who had been in touch. However, these had not been submitted at the current time. **Parish Council resolved** to approve re-advertising the co-option process for the vacancies with a deadline of 12th June 2024.

8) Public Participation

No members of the public were present.

9) Minutes of Previous Meeting

Parish Council resolved that the minutes of the Parish Council meeting held on 18th April 2024 be approved as a correct record.

Signature.....

Date.....

10) Finance Report

WEST RAINTON & LEAMSIDE PARISH COUNCIL					
ITEM:	10	FINANCE REPORT			
DATE:	16/05/2024				
PART A: FOR INFORMATION					
1. INCOME		Memorial Headstone - Eden Memorials (Stoker 1022)	£98.00	BACS	
		Memorial Headstone - Scott Memorials (Parker LS18)	£98.00	Cheque	
2. EXPENDITURE					
A) Expenditure previously agreed by Parish Council due this month					
ITEM	PAYEE	PURPOSE	Payment Method	AMOUNT (£)	
1	M Ramshaw	Parish Clerk Net Salary - May 24	BACS	482.55	
2	HM Revenue and Customs Only 465PD00171320	HMRC Liability - May 24	BACS	120.60	
3	Special Branch Tree Services NE Ltd	Cemetery maintenance - April 24	BACS	391.81	
4	Special Branch Tree Services NE Ltd	Village Green Strimming	BACS	336.00	
5	EON	Electricity Supply - April	Direct Debit	30.00	
TOTAL				1360.96	
B) Expenditure requiring approval					
ITEM	PAYEE	PURPOSE	Payment Method	AMOUNT (£)	BUDGET PROVISION
6	St Marys Church	Room Hire - 18/1, 15/2, 21/3 & 18/4	BACS	50.00	Y
7	Miss Annette Simpson	Internal Audit 2023/24	BACS	220.00	Y
8	Anglian Water Business (National) Ltd	Cemetery water supply - 2/2-1/5/24	BACS	20.12	Y
9	M Ramshaw	Reimbursement - Recorded/Signed for Delivery (Postage)	BACS	3.05	Y
10	M Ramshaw	Reimbursement - Acrylic grave markers x 2	BACS	10.50	Y
11	M Ramshaw	Reimbursement - 3 packs x A4 Paper	BACS	9.00	Y
TOTAL				312.67	
Total Expenditure A + B				1673.63	
Members are asked to:					
1. Note income (A1) and expenditure (A2)					
2. Approve expenditure listed (B)					

The Parish Clerk advised members that he had received an invoice for £222 after the Finance Report had been circulated. The invoice related to village maintenance work. The Parish Clerk asked members if they could approve payment.

Parish Council resolved to:

1. Note income and expenditure reported for information.
2. Approve expenditure listed in Part B
3. Approve the invoice for £222 received after the Finance Report had been circulated.

Signature.....

Date.....

11) 2023/24 Budget – Q4 Bank Reconciliation

The Parish Clerk referred members to the bank reconciliation information previously circulated. As previously agreed, Cllr Diggory agreed to check the reconciliation against the bank statement and sign off for accuracy.

12) Budget Position Q4 2023/24

The Parish Clerk referred members to the information previously circulated on the budget position Q4. The Parish Clerk went through the information and advised that the budget is in a healthy position. Parish Council noted the current budget position.

13) 2024/25 Revised Budget

The Parish Clerk advised members that the revised budget was being presented as some inflationary uplifts had been applied to the draft budget previously agreed in January 2024. **Parish Council resolved** to approve the revised budget for 2024/25.

14) Internal Audit Report 2023/24

Parish Council resolved to note the contents of the Internal Auditors Report. The Report was positive with no recommendations.

15) Annual Governance and Accountability Return 2023/24

The Parish Clerk introduced the item and proceeded to go through the Annual Governance Statements to those present. **Parish Council resolved** to approve the Annual Governance Statements. The Parish Clerk then presented the Accounting Statements 2023/24 to the Parish Council. **Parish Council resolved** to approve the Accounting Statements. The Chairman and the Parish Clerk signed the required documentation.

16) Planning Applications

There were no planning applications for consideration.

17) Annual Parish Meeting – Matters Arising

Parish Council acknowledged the improved attendance at the meeting. The two speakers from Banks and Woodside Group gave updates on the Benridge Bank Development.

The attendee from the Woodside Group advised everyone that after exhausting all options to create a commercial hub they are now looking at applying for planning permission for the hub area to become social housing.

Some members of the public discussed their concerns around the cemetery and the policy of the lawned area. They were advised the Parish Council was currently reviewing all policies relating to the Cemetery.

A member of the public asked if the gates could be painted. The Parish Clerk agreed to look into this.

Signature.....

Date.....

18) Meetings Calendar 2024/25

Parish Council resolved to approve the circulated list of dates for meetings.

19) West Rainton & Leamside Village Partnership

No specific feedback was discussed.

20) General Correspondence

The Clerk advised there was no correspondence for consideration.

21) Date and Time of Next Meeting

Parish Council noted the next Parish Meeting to be held on Thursday 20th June 2024 at 19:00.

Signature.....

Date.....