DRAFT: Minutes of Ryhall Parish Council Annual Meeting on Monday 15 May 2023 at 19:00 in the Village Hall.

Present: David Amies (Chair), Cllrs. Adrian Gombault, David Wilby, Richard Ludlow, Andrew Nebel, Debbie Rolfe, Andy Yates and Kevin Corby
In attendance: Phill Davies, Jon Whowall 4 members of the public and Sarah Gresty Parish Clerk.

Agenda

23/24-01 Election of Chairman
Councillor Debbie Rolfe was nominated and elected as Chairman for 2023/2024 unanimously.

a) Councillor Rolfe signed her Declaration of Acceptance of Office

23/24-02 Election of Vice Chairman
Councillor Richard Ludlow was nominated and elected as Chairman for 2023/2024 unanimously.

a) Councillor Ludlow signed his Declaration of Acceptance of Office

Cllr. Rolfe had to leave the meeting at this point and Cllr. Ludlow acted as Chairman for the rest of the meeting.

23/24-03 Parish Councillors who had been elected were confirmed as Adrian Gombault, David Wilby, Andrew Nebel, Andy Yates and Kevin Corby who all signed their Declarations of Acceptance of office.

23/24-04 Apologies: There were none.

23/24-05 Disclosure of Pecuniary Interests: None received.

The meeting was suspended to conduct the public forum

23/24-06 Public Forum:

Dave Amies before leaving the parish council updated the Council:

- Had reported on the river gwash trout farm planning application.
- Given the clerk the working plan of registered and un registered land. He highlighted 3 main areas for the parish council to register in time. 1.playing fields; 2.allotments; 3. old cemetery.
- Confirmed he will shred any unwanted paperwork and pass relevant paperwork to the new chair.
- Finally, he thanked all the councillors and clerk and was proud of the dedication and commitment made by all during his term as Chairman.

Dave Amies left the meeting under a round of applause, thanks and good wishes.

No other issues from the public

Closure of public forum and commencement of parish council meeting.

23/24-07 Minutes of 17 April 2023 Parish Council meeting were presented as a true and accurate record of events. Proposed acceptance Cllr. Yates, Seconded Cllr. Nebel, Cllr. Gombault abstained as he was not present, remaining voted unanimously in favour**. RESOLVED.**

CHAIR: DATE:

23/24-08 Casual Vacancies. The Council. **RESOLVED** to co-opt both applicants onto the council. Proposed Cllr Nebel, Seconded Cllr. Gombault and unanimous in favour. Councillor Phill Davies and Councillor Jon Whowell signed their Declaration of Acceptance of Office

23/24-09 Appointments to Sub Committee

a) Planning The Council **RESOLVED** to **ADOPT** the terms of reference and representatives to be Cllr. Nebel, Cllr. Yates and Cllr. Corby. Proposed Cllr. Gombault, Seconded Cllr. Davis and unanimous in favour.

23/24/10 Working Group the council appointed the following representatives

a) Cemetery - TBC

b) Allotment representee. Jon Whowall. Prop Cllr. Yates, Seconded Cllr. Nebel and unanimous in favour. **RESOLVED**

c) To consider any further working groups required.
MPFA – TBC
Library Cllr. Gombault
Finance. See Action item 23/23-19

23/24-11 Regulatory Documents. An Annual review of Council policies and regulatory documents has been carried out and with the following actions to be incorporated. The Council **RESOLVED** to **ADOPT** the following documents.

a) Standing Orders. With amendment to item 57 - RCC constitution members Code of Conduct adopted by Council on 21 November 2022 Minute Ref 22/11/10

b) Financial Regulations. No amendments

c) Fixed Asset Register-As included in the Financial statement dated 31/3/23.

Action: Cllr. Nebel agreed to exercise oversight of the Risk Register being a fundamental precursor to determine the size of our reserves. The Risk Register's output links to our financial planning for use of reserves.

Action: Financial overview item on next agenda.

d) Code of Conduct re adoption of the RCC constitution members Code of Conduct Part 5 Codes and Protocols dated April 22

e) Risk Assessment - Action Cllr. Nebel and Clerk to review this and update where necessary.

f) All Policies

Policy/document	Action		Policy/Document	Action
Equality & Diversity	No amendments		Complaints Procedure	No amendments
Freedom of Information	No amendments		Grievance	No amendments
Grants and Donations	Additions to receiving donations		Publication Scheme	No amendments
Volunteers	To review annually		Tree Management	No amendments
Communication	To review forms of communication		Website	No amendments
GDPR	No amendments		Data Breach	No amendments

23/24-12 Insurance provision from 1 June 2023 continuation of 3 year agreement with RHIB £1496.32 was **NOTED.**

CHAIR: DATE:

Finance 2022/23 Year End

22/23-13 Internal Audit Report for Financial year 2022/23 by Max Wealth Accountants was circulate prior to the meeting and presented at the meeting.
22/23-14 Annual Governance Statement 2022/23(AGAR) was presented by the Clerk.
Council agreed to accept these statements as a true and accurate record of the accounts for the period. Proposed: Cllr. Wilby, Seconded Cllr. Nebel and unanimous in favour **RESOLVED.**

22/23-15 Dates for the exercise of public rights of inspection of 2022/23 accounts Monday 05 June-Friday 14 July 2023 were agreed

22/23-16 Audit procedures for 2023/24 was confirmed as Max Wealth again for the coming year. **AGREED**

Current Year 2023/24
22/23-17 It was confirmed that the salary scales for Clerk currently in accordance with the NJC SCP scale 19 for the coming year

22/23-18 It was confirmed that budgetary payments such as salary and HMRC payments, direct debits, mowing contractors, Insurance, staff and councillor expenses if these fall between meeting dates would be paid. **AGREED**

23/24-19 **Financial matters presented by the Clerk as follows:**

a) Financial Report for the period 01 April 2023 to 30 Apr 2023 with bank statements was presented by the Clerk.
b) Payments
   I. Chq 102702 £1092 R Flowers grass contractor
   II. Chq 102703 £20 Ryhall village hall room hire
   III. Chq 102704 £274.80 Smiths of Derby – clock annual service
   IV. Chq 102705 £250 Rutland Lieutenant Fund Donation
   V. Chq 102706 £456.86 LRALC annual subscription
   VI. Chq 102707 £1159.21 Clerk Apr salary
   VII. Chq 102708 £void
   VIII. Chq 102709 £70 K Altham installation of noticeboard
   IX. Chq 102710 £1496.32 BHIB insurance
   X. Direct debit ICO £35 data protection
   XI. Direct Debit Wave water bill £211.06

Subsequent invoices presented for approval were presented:
XII chq 300001 Max Wealth Accountants £320.00
XIII chq 300002 R J Flowers contractors April grass £1164.00
XIV chq 300003 Ryhall Village Hall meeting room hire £20

c) Income
   i) RCC precept £35,564

Proposed acceptance of all the above payments Cllr. Gombault, Seconded Cllr. Nebel and unanimous in favour. **RESOLVED.**

Action: c/f to next agenda Financial Overview following recommendation made by Cllr. Nebel for a Finance Working Group

CHAIR: DATE:

23/24-20 Planning

2023/0416/FUL Retrospective application for demolition of old timber garage and replacement summer house for use as an Air BnB. Rutland Cottage Essendine Road Ryhall Rutland PE9 4HE. The newly formed Planning committee members would respond by the due date. Action: Members to receive RCC planning training.

23/24-21 Village Issues – to receive updates or further information

a) 20mph scheme. Things progressing no new update.
b) Street Lighting. No update.
c) Highways issues. Cllr. Davis reported that some pot holes had been filled to a better standard. Action: to chase repair on Mill Street.
d) Belmesthorpe Road safety. ITCP had been submitted to RCC no response received as yet.
e) Mallard Pass Solar Farm. Clerk was attending the Planning Inspectorate Preliminary sessions and the public speaking open session in the following days and would speak on behalf of the parish council. Action: The council to collate response to be submitted by the deadline of **15 June. Deadline 2**

A member of the public was allowed to speak and add views to add to response. These were noted.

23/24-22 Report from Councillors on meetings they have attended as parish council representatives. There were none.

23/24-23 Correspondence received from last meeting was noted from the agenda.

23/24-24 Open forum (if required) – Nothing to add.

23/24-25 To receive Items for Future Meetings

Financial overview and discussion of a working group

Village Fete 15th July (12-4) arrangements are well underway.
Vintage games, vintage singers, licenced bar, fair ground ride, treasurer hunt, a few stalls. proceeds to local good causes. Cllr. Davis reported what a huge difference the donation from the fete has made the the village playgroup.
A plea: More volunteers are always needed

Date of future meetings: 2023: 26 Jun, 17 Jul, 18 Sept, 23 Oct, 20 Nov.
2024: 15 Jan, TBC Feb, 18 Mar, 22 April, 20 May, 17 Jun, 15 July, 16 Sept, 21 Oct, 18 Nov, 16 Dec

CHAIR: DATE: