

## MINUTES OF THE ANNUAL GENERAL MEETING OF HOGSTHORPE PARISH COUNCIL HELD ON WEDNESDAY 5 MAY 2021 BY ZOOM

**Present:** Cllrs M Culley, P Smith, M Banks, T Smith and K Stafford (Clerk)

**Also present:** District Cllr P Hibbert- Greaves and 5 members of the public

**There was no public forum as this meeting was following by the Annual Parish Community Meeting. The commencement of the meeting was delayed until 6.20 pm due to technical issues with zoom**

### 1. ELECTION OF CHAIRMAN

There being only one nomination, it was proposed, seconded and agreed that Cllr Mick Culley be elected as Chairman for the coming year. Declaration of Acceptance form to be signed in front of, and be collected by, the Clerk whilst observing social distancing regulations.

### 2. ELECTION OF VICE CHAIRMAN

There being no further nominations, it was proposed, seconded and agreed that Cllr Paul Smith be elected as Vice Chairman for the coming year. Declaration of Acceptance form to be signed in front of, and be collected by, the Clerk whilst observing social distancing regulations.

**3. APOLOGIES** – Cllr Amanda Green due to ill health. The Chair wished her a speedy recovery.

**4. RETIREMENT OF LES WILDMAN** – The Chair thanked Les Wildman for all his hard work and asked that a letter of appreciation be sent to him. Cllr Banks asked appreciation be shown by the whole village for all he had done and hoped he would be able to contribute again in the future.

**5. APPROVAL OF MINUTES** - It was resolved that the notes of the Meeting of 7 April 2021 be accepted as a true record of the proceedings and were duly signed by the Chairman.

**6. DECLARATIONS OF INTEREST** – None

### 7. CLERK'S REPORT ON MATTERS OUTSTANDING

- a. **Village boundary fences** – A report needs to be put together for Highways of what the Council will be tendering out for, which needs to be done by a street work accredited contractor for their approval. Cllr Banks suggested approaching Burgh Council for details of how they completed the works and Cllr P Smith suggested going to the Contractors who paved in front of the heritage board.
- b. **Litter bin outside Saracen's Head** – Clerk will contact the member of public who requested it to help complete a bin assessment required by ELDC for consideration.
- c. **S106 funds for the Heritage project** – Clerk still chasing with the assistance of the District Councillor, Paul Hibbert-Greaves.
- d. **Wall between churchyard and cemetery** – Clerk liaising with the Church Warden to produce a report to seek permission from the Archbishop to

temporarily remove headstones so the repairs can be carried out. Chairman has taken photos for the report.

## 8. Finance

a. **Balance brought forward at start of year** - £28,586

### b. Internal Auditors Report

- i. It was agreed the Annual Governance statement be signed by the Chairman and Clerk.
- ii. The accounting statements were agreed and the Internal Auditors report was now completed with a recommendation that some payments omitted from the minutes of previous meetings should be ratified at the next available meeting.

c. **Payment of accounts** – The following payments were agreed

Clerk's ILCA training £144

Clerk's salary and expenses £474.45

Internal Auditor's invoice £40

9. **To receive reports from outside bodies and other meetings** – None

10. **To propose obtaining quotes for the third footpath be laid in the cemetery** – Cllr Banks reported she had received a complaint from a member of the public who could not access her husband's grave. Cllr Banks also stated the footpath was unsafe. It was resolved to obtain 3 quotes as soon as possible to lay a new footpath.

11. **To propose the purchase and siting of a bench to be located on the corner at Threeways** – It was resolved to purchase a new wooden bench to be sited on the original base at Threeways

12. **To propose the purchase and siting of a flagpole outside St Marys Church** – It was resolved to postpone this item to the next agenda so it could be looked at in detail.

13. **To propose either paying for the ELDC green bin service or for a larger Sid Dennis bin for the cemetery** – It was resolved that a larger bin was needed. Cllr T Smith recommended a quote be obtained from BIFFA. Clerk to do this for next meeting.

14. **To note time, date and means of next meeting subject to covid regulations** – The original planned meeting is unable to go ahead remotely. A face to face meeting must take place in the main room of the village hall to satisfy covid requirements and it was already booked out. It was therefore resolved to hold the meeting on Friday 4 June at 6.45 pm in the village hall.

The meeting was closed at 1845 hours