

WENTWORTH PARISH COUNCIL



Clerk: Mrs Julie Peck, Mandalay, Church Road, Wentworth, CB6 3QE
Email: clerk@wentworthpc.org.uk

Chairman: Mr David Lee, Leemeadow, 3 Main Street, Wentworth CB6 3QG
Tel: 01353 778908

NOTICE OF MEETING: Annual Meeting of Wentworth Parish Council
TIME: 7.30 pm
DATE: 15th May 2024
VENUE: Wentworth Village Hall

MEMBERS 4
VACANCIES 1
QUORUM 3

Attendees: Councillor Lee (DL), Councillor Ashdown (BA), Councillor Edwards (DE), Councillor Bass (CB) and one member of the public

MINUTES

- 15052024/1 Election of Chairman and Declaration of Acceptance of Office of Chairman to be signed.**
CB proposed and DE seconded that DL should be elected as Chairman for the coming year. Motion carried unanimously. DL signed Acceptance of Office witnessed by Clerk as Proper Officer of the Council.
- 15052024/2 Election of Vice -Chairman and Declaration of Acceptance of Office to be signed.**
DE proposed and CB seconded that BA should be elected as Vice-Chair for the coming year. Motion carried unanimously. BA signed Acceptance of Office witnessed by Clerk as Proper Officer of the Council.
- 15052024/3 To receive and record apologies for absence.**
District & County Councillor Dupre could not attend this meeting due to another Council meeting commitment.
- 15052024/4 To receive Members declaration of interest.**
None received.
- 15052024/5 To sign and approve minutes of last meeting:**
Parish Council Minutes from 10th April 2024 DL proposed, and BA seconded that the minutes should be signed as true record of the meeting. Motion carried as unanimous.
- 15052024/6 To receive District and/or County Councillors reports**
District and County Councillors Reports already received during preceding Annual Assembly of the Parish Meeting.
- 15052024/7 Open Forum for public participation**
MOP advised that since verge grass cutting had taken place paths along Church Road needed clearing and scraping debris off as encroaching onto walkway making it necessary to walk closer to road. The road sign at the junction of Pools Road and Church Road directing to Haddenham and Wentworth has been missing

for a couple of years. Clerk to contact new Highways officer and request replacement sign and pavement cleaning. – **Clerk emailed 16.05.24**

15052024/8 To review and approve the Standing Orders

Approval was agreed unanimously.

15052024/9 To review and approve the Financial Regulations, Internal Financial Controls, New Financial Years Assurances and Signatories for 2024/25

The Council reviewed and confirmed that the Financial Regulations updated 2024 be adopted, Internal Financial Controls and New Financial Years Assurances remain unchanged. Motion carried unanimously. Review of the Signatories for 2024/25 carried out and approved. Motion carried unanimously. It was agreed that Direct Debit be used for street energy with Npower to make a savings – clerk to pursue application, motion agreed unanimously.

15052024/10 To review and approve the Standards and Code of Conduct for Members

Approval was agreed unanimously.

15052024/11 To review and approve all Council Policies

Approval was agreed unanimously.

15052024/12 AGAR 23/24: Annual Internal Audit Report 2023/24 to be received and noted.

The Annual Internal Audit Report had been completed by independent appointed auditor Gillian Barnes. The Council reviewed and noted the Annual Internal Audit Report (page 4 of the AGAR)

15052024/13 Consider and approve Internal Audit Review 2023/24

The Council reviewed the Internal Audit Review with the recommendation that the Council register for gov.uk website and email addresses in line with JPAG 2024 changes, to be actioned by end of year 24/25. Motion carried unanimously.

15052024/14 AGAR 23/24: Annual Governance Statement to be approved and signed.

Approval was agreed unanimously. The Annual Governance Statement was then signed by Chairman and Clerk.

15052024/15 AGAR 23/24: Accounting Statements to be approved and signed.

The Clerk had calculated, completed, and certified the Accounting Statements as Responsible Finance Officer (RFO) to the Council. Approval was agreed unanimously. DL as Chairman then signed the Accounting Statements.

15052024/16 AGAR 23/24: The Certificate of Exemption to be approved and signed.

Approval was agreed unanimously that the Certificate of Exemption should be approved by the Council. DL as Chairman then signed the Certificate of Exemption. – **emailed to external authority 16.05.24**

15052024/17 AGAR 23/24: Note dates for the period for the exercise of public rights under Accounts & Audits Regulations 2015

The Council noted that the Clerk/RFO had set the dates for the period for the exercise of public rights; from Monday 3rd June 2024 to Friday 12th July 2024. This period included the first 10 working days of July as required by the Accounts & Audit Regulations 2015.

15052024/18 Planning:

To Consider: none

To Update: none

15052024/19 Council Business:

- a) **ROSPA Safety Inspection** – The annual inspection report was reviewed and noted that issues raised result from potential wood rotting and lack of playpark bark providing a protective surface. The lack of tunnel covering was noted, this is already ordered and awaiting drier weather to take delivery and re-seed. DL regularly monitors the boundary fence and equipment as part of grounds maintenance and will calculate how much bark is required for all areas. Clerk to contact suppliers for prices of approved bark bulk bags and report at next meeting. Wentworth Fundraising to be informed of findings and potential costs to rectify as previously agreed. Date for working party to be arranged to carry out

remedial works, weeding and painting posts with approved wood preserver. The playpark is deemed safe whilst waiting remedial repairs.- **ongoing**

- b) **Playpark land** – landowner has instructed Cheffins to value the land awaiting report
- c) **CIL payments** - no further update from ECDC
- d) **Soham & Barway Neighbourhood Plan** - no comments to send
- e) **Clerk annual leave** – dates approved by Council

15052024/20 Finance

- a) To approve bank Reconciliation up to 30th April 2024
DL proposed and BA seconded to approve bank reconciliation. Motion carried unanimously.
- b) Payments: DL proposed and DE seconded that all accounts listed above be approved. Motion carried unanimously.

April			
Npower	Street light energy	£280.19	BACS
K&M Lighting	Maintenance	£21.20	BACS
Scribe	Accounts package	£185.76	BACS
St Peter's Church	Hall hire	£33.00	BACS
D Lee	Grounds Maintenance	£200.00	BACS
CAPALC	Annual membership	£163.18	BACS
Julie Peck	Clerk Salary	£313.08	BACS

- c) Direct Debits: None
- d) Income

April			
ECDC	Precept	£5090.48	BACS
HMRC	VAT Reclaim	£366.21	BACS

15052024/21 Correspondence (Information only not for discussion)

- a) Email received from ECDC Street Naming & Numbering Officer advising addition of Chestnut Lodge, Church Road from 15.04.24

15052024/22 Diary Dates – Date of Next Meeting to be held 3rd July 2024 at 7.00 pm

Meeting closed at 8.40pm

J Peck

Julie Peck
Clerk & Responsible Finance Officer
Wentworth Parish Council
16th May 2024

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David Lee
Chairman
Wentworth Parish Council