



Councillors: Didier Ramsden (DR), Stephen (Bertie) Allonby-Briggs (SAB), Chris Colles (CC), James Copeman (JC), Sally Jones (SJ), Stuart Nichols (SN), Mark Thompson (MT), Derek Williams (DW)

Officers: Lesley Johnson (Clerk), Dr Malcolm Stewart (RFO)

To Members of the Parish Council:

The Annual Meeting of the Parish Council will be held at the Village Hall Upper Boddington on **Wednesday 8 May 2024 at 7.30pm**, you are hereby summoned to attend for the purpose of transacting the business outlined below.

Members of the public and press are welcome to attend this meeting.

A handwritten signature in black ink, appearing to be 'LJ', is written over a faint, illegible background.

Clerk to Boddington Parish Council  
1 May 2024

#### AGENDA

1. **To elect the Chairman for the year 2024-2025 and receive the declaration of acceptance of office or approve when it will be received.**
2. **To elect the Vice Chairman for the year 2024-2025.**
3. **To receive and approve apologies for absence.**
4. **To receive members declarations of Disclosable Interests for items on the Agenda.**
5. **Appointments**
  - a. To reappoint councillors to Task Groups
    - i) Personnel
    - ii) Sustainability
    - iii) JRWG
  - b. To reassess councillor interests
6. **To set the dates of Council Meetings for 2024-2025**
7. **Annual Parish Meeting**
  - a. To propose a date for the 2025 Annual Parish Meeting eg 2 April 2025.

**8. Minutes**

- a. To approve the minutes of the BPC meeting held on Wednesday 10 April 2024 previously circulated.
- b. To review the draft minutes of the Annual Parish Meeting held on Wednesday 3 April 2024 previously circulated.

**9. Open Forum.**

A Parish Council meeting is a meeting in public, it is not a meeting for the public. Its function is to conduct Council business. Open forum is discretionary and is not a statutory requirement. Members of the public are invited to address the Council. The session will last for a maximum of 10 minutes with individual contribution up to maximum 3 minutes. Members of the public will address their comments through the Chairman. Comments on items on the agenda may be noted and taken into consideration by the Council when discussing them. Comments on other matters may be noted for future debate or answered by any member of the Council at the Chairman’s invitation. Members of the public will not be allowed to speak at any other time during the meeting.

**10. Risk Assessments and Health and Safety topics, if any.**

**11. HS2/Friends of Boddington Update.**

- a. To receive an update from Friends of Boddington.
- b. To consider offering FOB the services of the Clerk to attend and minute FOB meetings.

**12. Joint Recreation Working Group/Village Hall.**

- a. To receive an update from the Recreation Task Group.

**13. Sustainability Strategy Task Group**

- a. To receive an update from the Sustainability Strategy Task Group

**14. Police Liaison Representative (PLR)**

- a. To receive a report from the PLR.
- b. To consider the reappointment of Paul Smith as PLR for Boddington.

**15. Jubilee Field**

To consider a proposal for DDay 80<sup>th</sup> anniversary event.

**16. Finance**

- a. To take note of and approve the following receipts since the last meeting.

Date	Ref	Payee	Amt inc VAT	Purpose
9/4/24	7	Lloyds Bank	£11.64	Interest to 9 <sup>th</sup> March
	9	HMRC	£1,200.82	VAT refund to 31 March
26/4/24	14	WNC	£27,673.00	Precept first half
23/4/24	15	Aura Wind	£3,738.23	Turbine fund income
		<b>Total Amount</b>	<b>£32,623.69</b>	

b. To take note of and approve the following payments made since the last meeting.

Paid Date	Ref	Payee	Amt inc VAT	Purpose
18/3/24	159	Adexa Direct *	£1,374.00	Furniture for toilet block
15/4/24	160	Sheerclass Computing	£43.17	Domain Name renewals
15/4/24	161	LC Hedging and Grass Maint.	£420.00	Grass cut & Strim
		<b>Approved last month as item d</b>	<b>£1,837.17</b>	
	1	Lesley Johnson	£915.28	Salary & Expenses
	2	HMRC	£102.64	PAYE April
15/4/24	3	Jubilee Field Community group	£100.00	Maintenance April
15/4/24	4	The White Cleaning Company	£86.40	Toilet cleaning March
15/4/24	5	NPower	£371.67	Electricity Jan - Mar
	6	NCALC	£796.11	Annual memberships
		<b>Approved last month as item e</b>	<b>£2,372.10</b>	
		<b>Total Amount</b>	<b>£4,209.27</b>	

c. To authorise payment of the invoices and expense claims set out below.

Inv Date	Ref	Payee	Amt inc VAT	Purpose
11/4/24	8	LC hedging & Grass Maintenance	£420.00	Grass 1 <sup>st</sup> cut Apr
23/4/24	10	LC hedging & Grass Maintenance	£420.00	Grass 2nd cut Apr
	11	Dr Malcolm Stewart	£155.88	Zoom renewal
	12	Information Commissioner	£35.00	Annual fee
28/4/24	13	The White Cleaning Co	£93.60	Toilet cleaning April
31/5/24	16	Lesley Johnson	£910.12	Salary May
31/5/24	17	HMRC	£116.86	PAYE May
		<b>Total</b>	<b>£2,151.46</b>	

d. To authorise payment of the invoices and expense claims relating to 2024/25 received after year end or publication of the Agenda and prior to the Parish Council Meeting.

e. To take note of and approve the Bank Movement, Balances and Reconciliation at month end which include items at (c) above but excludes any at (d) above.

Account movements	Current account	Deposit Account	Term Deposits
Cashbook Balance as at 31 March 2024	<b>£35.96</b>	<b>£12,651.72</b>	<b>£102,773.53</b>
Receipts noted & received after agenda	£0.00	£0.00	£0.00
Receipts since last meeting (a above)	£4,939.05	£27,684.64	£0.00
Approved at last meeting as item e (c above)	(£2,372.10)	£0.00	£0.00
To be approved at this meeting (d above)	(£2,151.46)	£0.00	£0.00
Nett inter account transfers	£5,144.38	(£5,000.00)	(£144.38)
Cashbook Balance at 30 April 2024	<b>£5,595.83</b>	<b>£35,336.36</b>	<b>£102,629.15</b>
<b>Total Reserves at 30 April 2024</b>			<b>£143,561.34</b>

<b>Reconciliation of Bank to Reserves</b>			
Nationwide Term Deposit – 125 Days notice			£46,282.12
Nationwide Term Deposit – 95 Days notice			£30,000.00
Nationwide Term Deposit – 35 Days notice			£6,304.57
Redwood Bank Term Deposit – 95 days			£10,000.00
Redwood Bank Term Deposit – 35 Days Notic			£10,042.46
Total term Deposits			£102,629.15
Lloyds Deposit – on demand			£35,336.36
Lloyds Current Account			£9,561.32
<b>Total at Bank 29 April 2024</b>			<b>£147,526.83</b>
<b>Add Unpresented Receipts transfer (Interbank transfer)</b>			
<b>Less unpresented Payments</b>			
Lesley Johnson (Apr)		(£915.28)	
HMRC (Apr)		(£102.64)	
NCALC		(796.11)	
LC Hedging & Grass Maint		(£840.00)	
Dr Malcolm Stewart		(£155.88)	
ICO		(£35.00)	
The White Cleaning Co		(£93.60)	
Lesley Johnson (May)		(£910.12)	
HMRC (May)		(£116.86)	
			(£3,965.49)
<b>Boddington Parish Council Reserves</b>			<b>£143,561.34</b>

f. To note approve and amend the current allocation of reserves as at 30 Apr 2024

<b>Description</b>	<b>31 Mar</b>	<b>30 Apr</b>
Highways/cycle track	£ 5,000.00	£ 5,000.00
Toilet Block replacement	£ 1,500.00	£ 1,500.00
CCPF maintenance per minute 2021/22 61b	£ 1,000.00	£ 1,000.00
Playground equipment	£ 31,500.00	£ 31,500.00
Turbine Grant	£ 3,204.00	£ 6,942.00
Village Hall Extension pledge	£15,000.00	£15,000.00
Lighting maintenance & replacement	£ 6,000.00	£ 6,000.00
Parish plan continuing work	£ 3,500.00	£ 3,500.00
Legal and professional fees	£ 4,000.00	£ 4,000.00
Refurbish UB Phone box and fit out LB Phone Box	£ 1,000.00	£ 1,000.00
Churchyard maintenance contingency fund	£ 8,500.00	£ 8,500.00
Jubilee Field maintenance contingency fund	£ 3,000.00	£ 3,000.00
Boddington & District Gardeners Assoc.	£643.00	£643.00
Election Costs	£ 3,000.00	£ 3,000.00
Allocated Reserves	£86,847.00	£90,585.00
Unallocated Reserves	£28,614.21	£52,976.34
<b>Total Reserves</b>	<b>£115,461.21</b>	<b>£143,561.34</b>

- g. To approve the regular payments list and authorise the RFO to make payments up to the total annual budget without pre-approval from the Council.

Description	Budget
Salaries, HMRC, Expenses etc	£ 13,355
Electricity usage and Lighting maintenance	£ 1,400
Maintenance Grass, Hedges & trees	£ 9,200
Maintenance Play, Pitches, Cycle Tracks	£ 3,700
Consumables- Toilets, Defibrillator, grit etc	£ 2,200
Hire of meeting room	£ 400
Loan repayments (Capital & Interest)	£ 6,123
IT-subscriptions, consumables, domains	£ 1,400
Subscriptions-NALC, NCALC, SLCC, ICO, ACRE	£ 728
Insurance	£ 1,400

The dual payment process will remain in place, so all payments will be authorised by two councillors before being made. Councillors will be informed of payments at the first meeting following payment and payments made will be listed on the next agenda for confirmatory approval.

- h. To agree the contribution to the PCC for the upkeep of the churchyard

#### 17. Audit

- To receive and note the report of the NCALC internal auditor
- To instruct the RFO to post the AGAR Annual Internal Audit Report and the IAS Report to the parish website

#### 18. Planning Applications

To consider planning applications received since the last meeting including:

- 2024/1224/Full** - Change of use from agriculture to agriculture and B8 repair workshop (Building 1). Replacement new buildings for plant and equipment storage buildings (2/3) (retrospective), Tilbrook Farm Lower Boddington, (<https://wnc.planning-register.co.uk/Planning/Display/2024/1224/FULL?cuuid=514E550B-393E-4EC5-9176-8C0CDA0E7980>)
- 2024/1353/FULL** - Change of use from agriculture to storage of auction farm sale items and metal storage containers, Land Off Priors Hardwick Road (Welsh Road) Upper Boddington (<https://wnc.planning-register.co.uk/Planning/Display/2024/1353/FULL?cuuid=7AD235EB-3ED7-497D-B230-F9A7E9CBB352> )

#### 19. Council Statements

To consider Council Statements to be issued to the public, if any.