Heyford Park Parish Council

Minutes of the extraordinary meeting of the Parish Council held in the Community Centre on Wednesday 15th June 2022 at 7.15pm

Present: Cllrs Steve Cook (Chair) Alan Harris (Vice Chair), Tim Coggins and Kate Henderson from 7.22.
Not Present: Cllrs Dave Riley, Brian Moss, and Grant Lucas.
Also in attendance: None.

32/22	**Apologies for Absence Received and Approved:** None.
33/22	**Declarations of Interest, dispensations, or use of delegated powers:** The payments list considered at the meeting included an expenses claim for Cllr Cooks jubilee expenditure, so he declared an interest and abstained when that payment was considered. The payments list considered at the meeting also included an expenses claim for Cllr Hendersons jubilee expenditure, so she declared an interest and abstained when that payment was considered.
34/22	**Minutes:** The Council received and considered amended minutes from the meeting of the Parish Council held on 04th May 2022. When the Clerk went to post the May minutes on the web site, it was discovered that the autosave function had not worked properly. This meant that the minutes of 4th May contained some text from the April minutes. They had therefore been amended and recirculated to Cllrs. Cllr Cook proposed, Cllr Harris seconded the motion and the Council **RESOLVED** (unanimous) that the revised minutes from the meeting were approved and would replace the set approved on 01st June 2022. The Chairperson then signed the amended minutes. Cllr Henderson arrived at this point.
35/22	**Financial Matters:** **a) 2021-22 Annual Accounts and Annual Return** (i) Internal Auditors Report. The parish council received and **noted** the internal auditors report 2021-22. There were no non-compliances reported. Cllr Harris proposed, Cllr Cook seconded the motion and the parish council **RESOLVED** (unanimously) to **approve**: (ii) The Annual Accounts 2021-22 (iii) Section 1 of the Annual Return – the Annual Governance Statement 2021-22 (iv) Section 2 of the Annual Return – the Accounting Statements 2021-22 (v) The dates for the exercise of Electors Rights to be 17 June - 28 July 2022 (inclusive). The signed Annual Governance Statement 2021/22 and Accounting Statements 2021/22 will be displayed on the public notice board (outside the Community Centre) for this period and on the Parish Council web site. **ACTION:** The Clerk will post the paperwork on the Community Centre notice board and PC web site and will ensure that the audit paperwork is submitted before the deadline of 30th June 2022. **b) Bank Statement:** The council received and noted the May bank statement (that had not been available before the meeting on 01st June 2022) and bank reconciliation. **c) Payments:** Cllr Harris proposed, Cllr Coggins seconded the motion and the Council **RESOLVED** to approve the payments list presented at this meeting. Cllr Cook had previously declared an interest and abstained when his expenses claim was considered. Cllr Hendersons had previously declared an interest and abstained when her expenses claim was considered.
36/22	**Any Urgent Planning Matters:** None.
37/22	**Items to be noted by Cllrs:** Cllr Coggins presented an oral report about the MNCP form meeting that had been held the week before. Matters arising from this will be included on the agenda of the next Heyford Park Parish Council for formal discussion. The Chairperson thanked everyone who had helped to deliver the jubilee celebrations in the parish. He also thanked the Clerk for her work on the accounts and audit.

	Date of the next meeting: The next meeting of the Parish Council will be held on Wednesday 06th July 2022 in the Community Centre at 7.15pm.

The meeting closed at 7.52pm.

Signed: Date:

Appendix 1

Payments over £500

	£
S137 Donation – Planters etc for the Community Garden	1,121.24
S137 Grant – Friends of Heyford Park Dree School – fete	1,500.00

Action Check List

Minute Ref	Action	Actioner	Action Status
134/20	(i) Flooding. 1. A PC local emergency plan will be produced. 2. The PC's emergency planning will be reported at the next meeting with Dorchester Living.	 Emergency Planning WG Chair	 Ongoing Ongoing
55/21	Emergency Plan – missing information to be sent to Cllr Riley.	Clerk and Cllrs	Ongoing
124/21	Finance contd. Potential joint project about Food from Around the World – school and community garden. To be put on the next agenda.	Clerk	Ongoing
25/22	(i) At the next meeting with Dorchester Living (DL) the PC will ask that DL produce a tree management and maintenance plan.	Chairperson or Clerk	Completed
26/22	(a) Extraordinary PC meeting to be called to approve the 2021-22 Annual Accounts and Annual Return for the External Auditor (d) Payment of a s137 grant application for £1,500.00 to the Friends of Heyford Park School. (h) Order a flat pack container (i) Payment of a s137 donation of £1,121.24 to the Community Garden	Clerk Clerk Clerk Clerk	Completed Completed Ongoing Completed
35/22	Financial Matters Annual Accounts and Annual Governance and Accountability Return 2021/22. The paperwork will be posted on the Community Centre notice board and PC web site and the audit paperwork will be submitted before the deadline of 30th June 2022.	 Clerk	 New