Garthorpe and Coston Parish Council

Draft minutes of the Ordinary Parish Council meeting of Garthorpe and Coston Parish Council held at St Andrew's Parish Church, Coston on Tuesday 20th May 2025 at 7.00pm.

Present Cllr Graham, Cllr Mc Grath and Cllr J Wallace.

Also present District Councillor David Chubb and the Clerk, Anne Daly.

A Daly

Garthorpe and Coston Parish Clerk

The Chairman welcomed all to the meeting and opened the meeting at 7.00.

1. **To elect a Chairman for 25/26.**
   It was RESOLVED to elect Councillor Graham as Chairman.

2. **Apologies - to receive and approve reasons for absence.**
   There were none.

3. **To receive declarations of interest and any applications for dispensation under the Localism Act 2011.**
   There were none.

4. **To receive and approve for signature the Minutes of the Parish Council meeting held on 1st April 2025.**
   It was RESOLVED to approve the minutes of the meeting held on 1st April.

5. **To receive a report from Borough, County and Parish Councilors.**
   Cllr Chubb – No further update from BC on reorganization.
   Broadband being rolled out – Garthorpe almost complete.
   Fly tipping at Freeby.
   Meeting with CPRE – advising on solar farms. Several local applications.
   Issues with pot holes and drains blocked on B676.
   Better signs for flooding.

6. **To ratify the level of insurance cover and to agree to the renewal of the Insurance with Clear at a cost of £371.00.**
   An alternative quote had been received from Zurich, cost £196 so it was resolved to insure with Zurich.

7. **To review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**
   There were none.

8. **To review of inventory of land and other assets including buildings and office equipment.**
   It was RESOLVED to add the defibrillator to the asset register and remove the laptop.

9. **To review the Council's and/or staff subscriptions to other bodies.**
   It was RESOLVED the Council would continue with the subscription to Norfolk PTS.

10. **To review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.**
    New policies had been approved at the meeting held on 1st April 2025.

11. **To review the Council's policy for dealing with the press/media.**
    The Council do not have a press and media policy.

12. **To review of the Council's employment policies and procedures.**
    It was RESOLVED to defer to a future meeting.

13. **Finance**
    a) **To receive the Internal Auditors report and consider any actions resulting from it. (Appendix 1).**
       The report from the Internal Auditor was noted.
    b) **To review and agree the Certificate of Exemption – for Annual Governance and Accounting Return. (Appendix 2).**
       It was RESOLVED to approve the Certificate of Exemption for 24/25.
    c) **To consider and approve the bank reconciliation and explanation of variances. (Appendix 3).**
       It was RESOLVED to approve the bank reconciliation and explanation of variances.
    d) **To consider and approve the Annual Governance statement for 2024.25 (Appendix 4).**
       It was RESOLVED to approve the Annual Governance Statement for 2024.25.
    e) **To consider and approve the Annual Accounting statement for 2024.25.(Appendix 5)**
       It was RESOLVED to approve the Annual Accounting Statement for 2024.25.

f) **To agree the dates for the Public Inspection of the Accounts.**
It was RESOLVED that the dates for the Public Inspection of the Accounts would be from 3rd June to 14th July 2025 inclusive.

g) **To appoint a Councillor other than the Chairman to verify bank reconciliations in accordance with financial regulations.**
It was RESOLVED to appoint Cllr McGrath to verify the bank reconciliation.

h) **To note the budget monitoring statement to 31st March 2025 and to resolve for it to be verified to the bank account.**
It was RESOLVED to note the budget monitoring statement to 31st March and for it to be verified to the bank account.

i) **To agree the accounts for payment. (Appendix 6)**
It was RESOLVED to approve the following accounts for payment
Anne Daly – salary and NI to 31st March 2025 - £375.
Rachel Popplewell – audit - £60.

j) **To agree to the amendment of the Barclays Bank mandate.**
It was RESOLVED to amend the Barclays bank mandate to include Cllr Graham.

14. To review and agree the Councils complaint procedure.
It was RESOLVED to approve the Councils Complaints procedure.

15. To receive an update and agree any necessary actions regarding the Speed Indicator Device.
It was RESOLVED to ask the County Council to remove the posts that were installed for the Speed Indicator Device.

16. To discuss and agree actions relating to the Parish Council notice board.
It was RESOLVED to approve the purchase of a new black notice board at a cost of £100.

17. To discuss and agree to a Grant to Coston Church towards maintenance of the Churchyard.
It was RESOLVED to approve a £315 grant to Coston Church.

18. AOB
There was none.

19. To confirm date of next meeting(s).
Date of next meeting Tuesday 14th October 2025.

The Chairman thanked all for attending and closed the meeting at 7.45pm.

CLOSE