



Astley Village Parish Council

Annual Meeting of the Council

10 May 2023 at 7.00pm

Present

Councillor Gillian Sharples(Chair) in the Chair; Councillor John McAndrew (Vice-Chair); Councillors Keith Ashton, Emma Barraclough, Rod Fraser, Matt Lynch, Edward Murdoch, Chris Sheldon and Ian Thomas.

310.01 Election of the Chair of the Parish Council

RESOLVED – That Councillor Gillian Sharples be elected Chair of the Parish Council until the next Annual Council Meeting.

Councillor Sharples signed the Declaration of Acceptance of Office and took the Chair.

Councillor Sharples in the Chair

310.02 Appointment of Vice Chair of the Parish Council

RESOLVED – That Councillor John McAndrew be elected Vice Chair of the Parish Council until the next Annual Council Meeting.

310.03 Apologies for Absence

No apologies were received.

310.04 Declarations of Interest

Councillors and officers were invited to declare any interests they had in any of the items on the agenda for the meeting.

Councillor John McAndrew declared a Personal Interest as a Governor at Buckshaw Primary School and as a member of the Friends of Astley Park.

Councillor Ian Thomas declared a Personal Interest as a trustee of The Leyland and District Royal Air Forces Association Branch.

Mr C Ainsworth (Parish Clerk & Responsible Financial Officer) declared an interest in item 21 'Clerk Expense Reimbursement Policy' as the report concerned himself (Minute 310.21).

310.05 Public Engagement

Members of the public are invited to put questions/make representations to the members of the Parish Council.

No questions/representations were made.

310.06 Borough/County Councillor Reports

Reports from Chorley North and Astley Ward Borough Councillors and County Councillor (Lancashire County Council) (copies of which had been circulated) were considered.

It was proposed to provide a community skip on the Hallgate Car Park on 22 July 2023 between 9.30am and 12 noon funded by Places for People.

It was noted that it was proposed to close Euxton Lane between Preston Road and Strawberry Fields between 8pm and 6am in June 2023 to carry out resurfacing works. Access to South Ribble Hospital would be maintained for staff members and emergency vehicles.

Lancashire County Council had launched a new way to report highway issues via the Love Clean Streets app ([Lancashire.gov.uk/report](https://lancashire.gov.uk/report)). This allowed the user to take a photograph and upload it which identified the location of the issue being reported.

RESOLVED – (1) That the report be noted.

(2) That Councillor John McAndrew be requested to provide details of the case number regarding the defective flashing beacon outside Buckshaw Primary School to Councillor Aidy Riggott.

310.07 Minutes

RESOLVED - That the minutes of the meeting of the Parish Council held on Wednesday 1 March 2023 (copies of which had been circulated) be approved as a correct record and signed by the Chair subject to:

Minute 309.07 (Parish Clerk Report) the minute and resolution making it clear that the commemorative plaques were to be located as follows at the new Astley Village Community Garden of Reflection:

New trees (2) – to commemorate Queen Elizabeth II Platinum Jubilee and to mark the coronation of King Charles III.

Benches (3) - to commemorate Queen Elizabeth II Golden and Diamond jubilees and the life of Queen Elizabeth II.

309.10 (Spring Newsletter) the resolution (2) be amended to read "That in view of

there being no longer a caretaker on site at Harewood and Ravensthorpe, the newsletters for these residents be delivered to Councillor John McAndrew to arrange to distribute to residents.

310.08 Appointment of Committees, Membership, Terms of Reference

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider the Appointment of Committees, Membership, Terms of Reference.

RESOLVED - (1) That the following members be appointed to the Personnel Committee:

Councillor Chris Sheldon (Chair).
Councillor Keith Ashton.
Councillor Matt Lynch.
Councillor John McAndrew (Ex-officio).

(2) That the following Working Parties be established and the following Councillors be appointed to them:

General Purposes Working Group

Councillor Keith Ashton.
Councillor John McAndrew.
Councillor Eddie Murdoch.
Councillor Ian Thomas.

Village Development Working Group

Councillor Keith Ashton.
Councillor Emma Barraclough.
Councillor Chris Sheldon.
Councillor Ian Thomas.

310.9 Review of Standing Orders, Financial Regulations and Scheme of Delegation

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider/review the Parish Council's:

- Standing Orders.
- Financial Regulations.
- Scheme of Delegation.

RESOLVED - That the Parish Council's Standing Orders as set out in Agenda Item 10 (a) Financial Regulations as set out in Agenda Item 10 (b) and Scheme of Delegation as set out in Agenda Item 10 (c) the report be confirmed subject to the following amendments:

Standing Order 5 (Proper Officer)

"Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, **they** shall be the clerk or nominated officer"

Standing Order 11

“(1) Subject to (2) and (3) below the Chair may give an original vote on any matter put to the vote and in any case of an equality of votes may give a casting vote whether or not **the Chair** gave an original vote.

Financial Regulation 11.1.9

“For contracts at an estimated cost of £2,000 or more, but less than £10,000 three competitive quotations shall usually be obtained, and in the case of contracts costing £10,000 or more, public notice inviting tenders shall be given in one or more newspapers circulating in the district. The **Parish Council** may also resolve to invite tenders by newspaper advertisement in other cases, if thought desirable.”

Financial Regulation 13.3

“The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be reviewed annually.”

310.10 Appointment of Council Representatives on Outside Bodies

RESOLVED – That the following Councillors be appointed to represent the Parish Council on the following Outside Bodies:

- Chorley Liaison – Councillor Gillian Sharples.
- Neighbourhood Area Meeting (NW Parishes and Chorley North) - Councillor Gillian Sharples (Substitute Councillor John McAndrew).

310.11 Parish Clerk Report

The Parish Clerk & Responsible Financial Officer submitted a report (copies of which had been circulated) providing an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.

Register of Members' Interests

Members were reminded of the need to review on a regular basis and where necessary update their register of members' interests.

Astley Village Community Centre – Improved Community Use

Following the meeting with Jennifer Mullin, Director of Communities on 9 February 2023 to discuss making better use of the small meeting room at the Astley Village Community Centre during the day for community use, the property Services Team at Chorley Borough Council had confirmed that they did not have any objections to the work and had provided a Schedule of Works estimating the works would cost ££19,925.39. The Parish Council had previously allocated £10,000 to the project and were invited to consider how to proceed.

The Parish Council were reminded that the original intention was to make the room available for St Vincent de Paul Society Chorley Buddies to introduce a Community Larder/ Good Food Club and to run support groups in Astley Village. However they had confirmed that the room was not suitable for this purpose but could be used to run support groups.

Astley Village Garden of Reflection

The Parish Council were reminded that it had been agreed to include commemorative plaques at the new Astley Village Community Garden of Reflection as follows:

- New trees (2) – to commemorate Queen Elizabeth II Platinum Jubilee and to mark the coronation of King Charles III.
- Benches (3) - to commemorate Queen Elizabeth II Golden and Diamond jubilees and the life of Queen Elizabeth II.

Chorley Borough Council had received a quotation from Poppy Signs Ltd for the design, manufacture and installation (2mm Aluminium Anoprinted Plaques) at a cost of £666.02 (excluding of VAT).

- 3 at 290mm x 150mm and Oval Cut.
- 2 at 290mm x 290mm and Circle Cut.
- Installation on site.

Neighbourhood Priorities 2023/24 – Improvements to the footpath from Buckshaw Primary School to Great Meadow.

The Neighbourhood Area Meeting (NW Parishes and Chorley North) had agreed to allocate up to £2,000 towards improvements to the footpath from Buckshaw Primary School to Great Meadow, put forward by the Parish Council as one of four neighbourhood priorities. It was reported that three estimates had now been received by Chorley Borough Council to improve the footpath and the Parish Council were invited to consider allocating funding towards the project.

Events/One way system on Chancery Road

It was reported that Chorley Borough Council had managed to find a way to implement the one way system/road closure on Chancery Road during large events held at Astley Park. This had been implemented for the Coronation Picnic Event and had used a traffic management company to enforce the one way system with motorists for the first time to provide more authority to the closure with motorists. Going forward it was proposed to use the traffic management company to enforce the one way system with motorists.

Concern was expressed that there was no advance warning provided in the bus stops relating to the disruption to the regular bus services and residents did not receive any communications as in the past.

Restoration of Astley Hall - Conservation of the painting of Susannah Brooke

It was reported that the conservator was still working on other large scale projects which were now due to be completed in July/August 2023. Chorley Borough Council had arranged for the painting to be collected from Astley Hall in June/July when there would be technicians working in the hall. This would ensure that work could commence when the conservator had more capacity.

It was agreed that the Parish Council did not have a deadline for the work to be completed because the painting would go on permanent display once it has been conserved (i.e. it is not scheduled for a specific exhibition or display with

timescales).

New Signage for West Way Nature Reserve

Councillor Emma Barraclough reported that a meeting taken place on Wednesday 29 March 2023 to consider what signage or interpretation should be installed. The Parish Council were reminded that it had been agreed to relocate two benches from the Village Green to the West Way Nature Reserve.

Publication of Parish Councillor Information

The Parish Council considered a request received from a Councillor to include a photograph other than themselves on the Parish Council website alongside their contact details. A copy of the image was provided at the meeting.

RESOLVED – (1) That the report be noted.

(2) That the following expenditure approved by the Parish Clerk in accordance with Standing Order 16.2 be noted:

- ICO – Annual Registration £40.00 (including VAT).
- Microsoft - Microsoft 365 Personal £59.99.

(3) That in view of the response from St Vincent de Paul Society Chorley Buddies and the estimate for the works being significantly higher than expected, the funding previously allocated to make better use of the small meeting room at the Astley Village Community Centre during the day for community use be put on hold pending other options being explored.

(4) That approval be given to purchasing the plaques at a cost of £666.02 (excluding of VAT) from Poppy Signs Ltd to enable the plaques at the Astley Village Garden of Reflection to be ordered and installed as soon as possible (03-8)

(5) That the Parish Council agree to allocate £2,500 from the Village Improvement Budget (03-3) towards the proposed improvements to the footpath from Buckshaw Primary School to Great Meadow in addition to the £2,000 already allocated as part of the Neighbourhood Priorities 2023/24 by Chorley Borough Council.

(6) That the Parish Clerk be requested to write to Chorley Borough Council requesting that information be provided in the bus stops relating to the disruption to the regular bus services and residents be sent a letter regarding the restrictions in advance of future road closures.

(7) That the balance of the community grant made to Friends of Astley Park to create a path skirting the edge of Dog Trap Wood and purchase a number of information leaflet distribution containers and special corrosion resistant paint for the information boards (£96.70), be retained by the Friends of Astley Park, to spend on other projects in the Park.

(8) That the Parish Clerk be requested to write to Chorley Borough Council expressing the Parish Council's safety concerns regarding the lack of fencing around the pond at both entrances and requesting them to address this issue.

(9) That where a Parish Councillor has requested that a photograph of themselves be not used on the parish noticeboards, the website and published in the newsletter or any other publications this be replaced with the Parish Council logo.

(10) That the Parish Council agree to continue to provide Parish Councillors with 'avpc.org.uk' email addresses.

310.12 Statutory Business

(i) Co-option to the Parish Council Vacancy

RESOLVED –The Parish Clerk be requested to invite expressions of interest in relation to the current vacancy to enable any applications to be considered at the next meeting of the Parish Council.

(ii) Planning Issues Relevant to the Village

The Parish Clerk submitted a report (copies of which had been circulated) providing details of planning issues relevant to the village. The Parish Council had been consulted on the following planning applications received by Chorley Borough Council:

- Single storey rear/side extension and replacement of existing flat roof with new pitched roof to existing rear extension and garage at 1 Long Croft Meadow, Astley Village, Chorley, PR7 1TR (Reference: 23/00177/FULHH). The deadline for any representations was 7 April 2022.
- Part single storey rear extension, part first floor rear extension at 62 Studfold, Astley Village, Chorley, PR7 1UB (Reference: 23/00382/FULHH). The deadline for any representations is 25 May 2023.

RESOLVED – That the report be noted.

310.13 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 30 April 2023.

RESOLVED – That the financial position be noted.

(ii) Payments to be Approved

The Responsible Financial Officer submitted a report (copies of which had been circulated) recommending a list of invoices to be paid between 1 May 2023 and 30 June 2023 as follows:

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
06/05/23	Employee 4	Reimbursements (March 2023)	77.50		77.50

06/05/23	Employee 4	Reimbursements (April 2023)	27.10		27.10
01/05/23	Easy Web Sites	Monthly rental	66.00	11.00	55.00
23/05/23	Zoom	Zoom Subscription (May 2023)	15.59	2.60	12.99
13/05/23	Employee 4	Salary (May 2023)	335.20		335.20
13/05/23	HMRC	Tax (May 2023)	83.60		83.60
01/06/23	Easy Web Sites	Monthly rental	66.00	11.00	55.00
23/06/23	Zoom	Zoom Subscription (June 2023)	15.59	2.60	12.99
15/06/23	Employee 4	Salary (June 23)	335.20		335.20
15/06/23	HMRC	Tax (June 2023)	83.60		83.60
			1,105.38	27.20	1,078.18

Councillor Emma Barraclough reported that as requested at the last meeting she had investigated the cost of purchasing a banner to promote Parish Council Christmas Carol Singing Event on railings of the road bridge on Chancery Road. The cost of providing a PVC banner (4000mm W x 1000mm H) with a date/time/year sticker was £193.34 plus VAT.

RESOLVED – (1) That approval be given to the payments as detailed above.

(2) That approval be given to purchasing a banner to promote Parish Council Christmas Carol Singing Event at a cost of £193.34 (excluding VAT) from Poppy Signs Ltd.

(iii) Spend Against Budget Headings

The Responsible Financial Officer submitted a report (copies of which had been circulated) inviting the Parish Council to review the spend against budget headings.

RESOLVED – (1) That the report be noted.

(2) That £1,000 be allocated from general reserves to fund the plaques at the Astley Village Community Garden of Reflection (03-8)

(3) That £3,000 be allocated from general reserves to make a grant to Astley Hall (Restoration of Picture) previously agreed by the Parish Council (03-12)

(4) That the Parish Clerk be requested to approach Chorley Borough Council and Euxton Parish Council to discuss the possibility of Parish Councillors being invited to take part in the induction training provided by them.

(iv) Insurance Policy Schedule and Policy Document

The Responsible Financial Officer invited to consider the renewal of the Parish Council insurance from 1 June 2023. A copy of the Insurance Policy Schedule and Policy Document (with details of the main changes to the updated policy wording) (copies of which had been circulated) were reviewed.

RESOLVED - The Parish Clerk be requested to renew the existing insurance cover with Zurich Municipal Insurance at a cost of £487.33.

(v) Internal Auditors Report and Statement of Accounts for 2022/23

RESOLVED – That the report and assurances provided by the Internal Auditor be noted.

(vi) Annual Governance Statement 2022/23

RESOLVED – As the members of Astley Village Parish Council we acknowledge our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Yes	No	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trustor trusts.

(vii) Annual Return for the Financial Year 2022/23

It was noted that the Parish Clerk and Responsible Financial Officer had certified that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return had been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of this authority.

RESOLVED – That the following Accounting Statements 2022/23 for Astley Village Parish Council be approved as follows:

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	73,469	84,345	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	20,350	20,397	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	4,673	5,156	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	6,105	6,530	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority’s borrowings (if any).</i>
6. (-) All other payments	8,042	22,782	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	84,345	80,586	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	84,345	80,586	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	24,978	31,702	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			<input checked="" type="checkbox"/> <i>The figures in the accounting statements above do not include any Trust transactions.</i>

Section 2, Box 3: the variance from the prior year (2021/22) for this box is £483 which is above 15%

Due to COVID-19, the ability for the Parish Council to undertake work in 2020/21 was affected which meant the level of expenditure was lower than had been budgeted for which in turn affected the amount of VAT recovered (£761.68). With the lifting of restrictions in the financial year 2021/22, some of the work planned for 2020/21 was able to be carried out which meant the level of expenditure increased from the previous year which in turn affected the amount of VAT recovered (£942.69). The VAT recovered is claimed after 1 April each year and therefore not reflected in the accounts for the year it was accrued. This trend has continued and the amount of VAT being recovered for 2022/23 is £1,250.78 and will be included in next year's Return.

Section 2, Box 6: the variance from the prior year (2021/22) for this box is £14,740 which is above 15%

With the lifting of restrictions in the financial year 2021/22, some of the work planned carried forward from 2021/22 was undertaken in 2022/23 e.g., West Way Nature Reserve (£5,000) and New Finger Post Signs (£1,373.00) resulting in expenditure increasing from £8,042 in 2021/22 to £22,782 in 2022/23

Section 2, Box 7: the total reserves figure is more than twice Box 2. (i.e., more than £40,794 being twice the Precept levied)

Below is a breakdown of the reserves held:

- £2,000 - Employee Contingency.
- £35,000 - Earmarked/ringfenced as the Parish Councils contribution to the new play area and paths at the West Way Sports Hub.
- £3,000 - Grant for the restoration of the Picture at Astley Hall.
- £7,000 - Village Improvements (Additional Seating).
- £1,000 - Improve Village Centre & Enhance Village Green.
- £1,000 - Gateway Signs.
- £2,390 – Tree Planting.
- £500 - Wildflower Meadows/Corridors.
- £1,000 - Road Safety Maintenance of Speed Indicator Signs.
- £5,000 - Election/By-Election/Polls Reserve.
- £21,141.25 - General Reserve.

310.14 Newsletter

The Parish Council discussed the Spring edition of the Parish Council Newsletter.

It was noted that it was hoped the newsletter would be printed the week commencing Monday 15 May 2023 and distributed from 24 May 2023.

RESOLVED – (1) That the report be noted.

(2) That in view of there being no longer a caretaker on site at Harewood and Ravensthorpe, the newsletters for these residents be delivered to Councillor John

McAndrew to arrange to distribute to residents.

310.15 Annual Council Work Programme - Scheduled Items

The Parish Clerk invited the Parish Council to review and update the Annual Council Work Programme (Scheduled Items) (copies of which had been circulated).

RESOLVED – That the Annual Council Work Programme (Scheduled Items) be noted and the Chorley Flower Show be added to the agenda in May and July each year.

310.16 Environment Reports

It was reported that the grass verge between the roadway and footpath in front of Ravensthorpe had recently been mown. These areas contained many species of wildflower including Wild Primrose and Cowslip which had not been seen anywhere along Chancery Road. This issue had been raised with Chorley Borough Council and Chris Walmsley, Head of Streetscene and Waste had confirmed that the area had not been mowed by the Council but was investigating whether Places for People had carried out the maintenance.

RESOLVED – That the report be noted.

310.17 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

The Agenda Pack of the Chorley Liaison meeting held on 22 March 2023 (copies of which had been circulated) were submitted for information.

Neighbourhood Area Meeting (NW Parishes and Chorley North)

The minutes from the last meeting held on 9 February 2023 (copies of which had been circulated) were submitted for information. The next meeting was scheduled on 4 July 2023.

RESOLVED – That the reports be noted.

310.18 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 310.11).

310.19 Matters for information

Councillor Matt Lynch reported that on Sunday the 21 May 2023, he would be taking part in The Distinguished Gentleman's Ride with fellow men and women across the globe to raise funds and awareness for prostate cancer and men's mental health on behalf of Movember. Donations could be made via:

www.gentlemansride.com/fundraiser/MatthewLynch504462

310.20 Exclusion of the Press and Public

RESOLVED – That the Press and public be excluded from the meeting during consideration of item 21 ‘Clerk Expense Reimbursement Policy’ (Minute 310.21) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Confidential Item

310.21 Clerk Expense Reimbursement Policy

The Parish Council considered a report reviewing the existing Clerk Expense/ Reimbursement Policy.

RESOLVED – (1) That the amount per mile be increased to 0.46.9p for vehicles with an engine size between 451 – 999cc and 0.52.2 for vehicles with an engine size above 1000cc with effect from 1 May 2023.

(2) That the working from home allowance, in accordance HMRC rates be increased from £10 to £26 per month (the maximum that can be paid to an employee working from home by their employer ‘tax free’) with effect from 1 May 2023.

(3) That the Personnel Committee be requested to review the Parish Clerk’s Salary Scale.

310.22 Date of Next Meeting

It was suggested that future meetings take place at 6.30pm not 7pm

RESOLVED - It was agreed that the next meeting of the Parish Council would take place on Wednesday 5 July 2023 at 6.30pm and that future meetings commence at 6.30pm.

The meeting concluded at 9.05 pm.

Chair