

**WITHERN WITH STAIN & TOTHILL PARISH COUNCIL**  
**www.withernstain.uk**

**Parish Clerk:**  
**Sarah Kennett**

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**(parish clerk withern stain at gmail dot com)**

The ANNUAL Meeting of the Parish Council is scheduled for **Monday 30 May 2022, at 7 pm, in Withern Village Hall**. Before the commencement of the meeting, there will be a 15-minute public session at 7 pm. Members of the public may raise matters of concern with the council during this session. The Parish Council meeting will commence at 7.15 or immediately after the public session.

Once the Parish Council meeting commences, members of the public may not speak unless at the discretion of the Chairman to clarify a point.

*Sarah Kennett*

Clerk and RFO

24th May 2022

A G E N D A

1. **Election of Chair**– to elect a Chair and sign the declaration form
2. **Election of Vice-Chair** – to elect a Vice-Chair and sign the declaration form
3. **Confirm the Clerk as the Responsible Finance Officer for FY2022/23**
4. **Apologies for absence**
5. **Review of declarations of interest**
  - a. All councillors to review the declarations of interest forms on file
6. **To approve the minutes of the previous meeting – 26 April 2022**
7. **Updates from EDLC and LCC representatives**
8. **To approve updated standing orders** – to review the three updates
9. **Financial regulations** - To add in online banking financial regulations
10. **LALC training plan** – To review the training plan for the coming year. A decision will be needed on subscription to this. Cost to Withern and Stain Parish Council - £95 + £19 VAT
  - a. Course costs that would be included in the package –
    - i. New clerk Course £50 (excluding the £10 per day for lunch)

- ii. VAT for unregistered councils £30 (to be approved) 14 June 10 am to 11.30 am
- iii. New Councillor Training offered
- iv. Any other core courses throughout the year

**11. To approve Clerk Salary and level of expenses for FY 2022/2023**

- a. Contract of employment – approval from council
- b. The suggested increase in hours from 84 hours per year to 120 hours per year

**12. Risk Assessment**

- a. Review and approve for the FY 2022 / 2023

**13. Planning applications** Prior Approval only for transport and Highways impact

- a. Determination of whether or not prior approval is required as to a) transport and highways impact... - STAIN HILL FARM, STAIN LANE, WITHERN, ALFORD, LN13 OPF  
Ref. No: N/212/00853/22 | Received date: Tue 03 May 2022 | Status: Deposited (ie valid and registered) | Case Type: Planning Application

**14. Financial:**

- a. **To approve/pay the following and produce cheques for signature:**
  - i. Clerk Expenses – mileage, HMRC payments £159.53
  - ii. Clerk Salary - April to May and overtime for courses £303.32
- b. **Annual Governance and Accounts Return (AGAR)**
  - i. To approve Internal Audit – JC - £35 depending on work needed
- c. **To approve the maintenance contract for Robert Aldrich –**
  - i. £827 for grass cutting and maintenance
- d. **Review the Insurance cover for the year**
  - i. **Current Provider Zurich Insurance** Long term agreement (LTA) is due for renewal on 01/06/2022. We have the following options:
    - A 5-year LTA premium of £199.12
    - A 3-year LTA premium of £201.92
    - A 1-year standard premium of £204.73
  - ii. **Alternative quote sort from BHIB – costs to be presented at the meeting**
- e. **War memorial renovation**
  - i. Stage one completed and successful – authorisation to approve the full works for £2,500 for the renovation of memorial, railings and bench (earmarked budget)
- f. **Purchase of sign and vests for speed watch – Prices correct 14/06/21**
  - i. 6 x Vests @ 9.85 each – Total £59.10 (various sizes)
  - ii. Complete sign kit with bag - £85.07
  - iii. Clicker counter – Amazon - £7.99
  - iv. Total £152.16

**15. Speed watch update**

- a. Withern and Stain Parish Council now members of Speed watch
- b. Passive sign placement – 8 signs to place
- c. Training of volunteers provisional date booked for Saturday 11 June at 1 pm in the Village Hall – suggest contact volunteers to advise we are now members

**16. NWS response to the emailed letter sent 07 May 2022**

- a. No response to date from NWS
- b. Response from Victoria Atkins to advise if we get no reply
- c. Next Steps proposed to be approved:
  - i. Send a reply to Victoria Atkins that no reply has been received
  - ii. Send the letter to Chair ELDC and LCC as a copy

**17. Any other matters for inclusion in the next agenda**

- a. Budget set for 2022 – 2023
- b. SIDs in the village

**18. Dates of next meetings:**

- a. 12 July 2022
- b. 06 September 2022.
- c. 04 October 2022
- d. 22 November 2022
- e. 10 January 2023
- f. 21 February 2023
- g. 04 April 2023
- h. 16th May 2023 - Annual Parish Council Meeting AGM (within 14 days of the 05 May due to Election year)