# **SHUTTINGTON PARISH COUNCIL**

Clerk 74 Station Road

Mrs Joan Daniel Polesworth

Tamworth B78 1BQ

Tel: 07970942711

E-mail: [shuttpc@gmail.com](mailto:aaefficiency1@btinternet.com)

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT**

**SHUTTINGTON & ALVECOTE PARISH HALL**

**ON WEDNESDAY 15th May 2024**

1. **Present** Cllrs. B. Frost, A. White, G. Barber County Councillor M. Humphries

Clerk J. Daniel

## **Election of Chair**

## Nominations were invited for the position of Chair of the Parish Council. One nomination was received, Cllr. B. Frost

Cllr. B. Frost was elected Chair for the ensuing year and signed his declaration of acceptance of office.

Proposed A. White Seconded G. Barber

1. **Apologies** Cllr. L. Sly, Borough Councillor D. Humphries
2. **Declaration of additional Pecuniary & Non-Pecuniary Interests**

Cllr. B. Frost, A. White and G. Barber declared a Village Hall interest.

1. **Election of Vice Chair**

Nominations were invited for the position of Vice Chair. One nomination was received. Cllr. A. White

Cllr. A. White was elected Vice Chair of the Parish Council

Proposed B. Frost Seconded G. Barber

1. **Approval of draft minutes meeting 17th April 2024**

Minutes of the Council meeting on 17th April, with an amendment correcting the date, were approved and signed by the Chair.

1. **Updates**

Parking and bollards junction – County Councillors is to arrange a visit by Graham Stanley

Coronation Crescent/Church Lane steps – work was carried out on the steps years ago by either the County or Borough Council. If they are council owned then the steps can be refurbished and rails put on the walls.

Speed sign – the sign is still there. The County Council are not paying for signs to be removed. County Councillor will still try again.

1. **Open Forum**

No items

1. **Review risk management strategy**

Deferred to the June meeting.

1. **Review Financial Regulations**

Deferred to the June meeting

1. **Appoint RFO and confirm bank access**

Joan Daniel appointed RFO and Cllr G. Barber to be added to bank signatories.

1. **Approve Certificate of Exemption AGAR form 2**

The Certificate of Exemption was approvedand signed by the Chair and RFO.

1. **Approve the Annual Governance Statement 2023/2024**

The Annual Governance Statement was approved and signed by the Chair and Clerk.

1. **Approve the Accounting Statement 2023/2024**

The Accounting Statement was approved and signed by the Chair.

1. **Approve the Internal Audit Report 2023/2024**

The Internal Audit Report was approved and noted.

1. **To Agree dates for Parish Council meeting**

The following meeting dates were agreed: 26th June 2024

24th July 2024

18th September 2024

20th November 2024

15th January 2025

19th February 2025

16th April 2025 plus Parish assembly

21st May 2025

1. **Report on Assets**

Asset list as at April 2024 noted

1. **Planning**

No new planning applications relevant to Shuttington and Alvecote.

1. **Wildflower Meadow update**

A new mowing plan had been submitted by the Borough Council. This had been circulated to Councillors. This was adopted by the Parish Council.

1. **Whippet Club contract**

This to be deferred to the June meeting.

1. **Correspondence**

All emails received had been forwarded and correspondence advised by the previous Clerk.

1. **Invoices**

A cheque was raised and signed for £735 payable to N. Thomas for the grass cutting.

1. **Councillor’s reports**

The School Lane verge between No. 2 and No. 4 cut out. The hand rail should be done in 3/6 months.

1. **Date of next meeting**

26th June 2024

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair