

Glynde & Beddingham Parish Council

**MINUTES OF THE ORDINARY MEETING OF GLYNDE & BEDDINGHAM PARISH COUNCIL
HELD ON Tuesday 16th May 2023
AT THE READING ROOM, STATION ROAD, BEDDINGHAM AT 6:30PM.**

Present: Councillors: J Denis (Chair*)for election of Chairman, P De Paolis(Chair*), J Pratley, D Vice-Holt(Vice Chair*) and L Gribble

In Attendance S Carter –Parish Clerk, District/County Cllr J Denis and one member of the public.

GB22-23-118	<p>Cllr Denis thanked Glynde & Beddingham Parish Council for their support and for all of the hard work through the year both in meetings and outside of meetings, in particular in relation to assets that the Council were not previously aware of...</p> <p>1 Election Of Parish Chairman and Vice Chairman for the 2023-2024 Municipal Year - Cllr Paolo De Paolis was Elected as Chairman – Cllr Denis welcomed Cllr De Paolis who thanked Cllr Denis for his 12 years of service. Cllr Vice-Holt was elected as Vice Chairman</p>
GB22-23-119	2 Declaration of Acceptance of Office – All Councillors have signed the Declaration of Office at the meeting
GB22-23-120	3 Public Questions and Statements – 15 minutes. There was no discussion
GB22-23-121	4 Acceptance of Apologies for absence – The Clerk advised that apologies have been received from: Ms. M Caulfield. Cllr E O’Brien and Cllr L Agace
GB22-23-122	5 Councillor Vacancy -Daniel Sadler has applied to be a Councillor via Co-option and was unanimously supported. It was RESOLVED that Daniel Sadler should become a Parish Councillor for Glynde & Beddingham Parish Council – Cllr Sadler signed the Acceptance of Office and joined the meeting as a Councillor
GB22-23-123	6 Declarations of Interest – There were no Declarations of Interest
GB22-23-124	7 Minutes of the last meeting The minutes of the Ordinary Meeting held on 15th March 20232023 were approved and signed with no amendment
GB22-23-125	<p>8 Finance</p> <p>Finance 8.1 Internal Audit 2022/2023 The results of the Internal Audit for the period 01/04/22 – 31/03/23 were noted with no issues raised, but the need to set out a reserves policy should be considered during budgeting..</p> <p>8.2 Q4 2022-2023Year End Financial Update The Year End Bank Reconciliation, containing the bank statements, bank reconciliation, working cashbook, account reconciliation and spend-against-budget for the period. Had been signed previously by Cllr Pratley and Cllr De Paolis -for year end, this was noted by the council</p> <p>8.3 Annual Governance and Accountability Return 2022/2023 Part 2 – Certificate of Exemption</p> <p>a) It was RESOLVED that the Parish Council meets the qualifying criteria and can certify itself as exempt from a limited assurance review;</p> <p>b) It was RESOLVED to approve and sign the Certificate of Exemption – AGAR 2022/23 Part 2. (minute ref GB222-23-125-8.3b)</p> <p>8.4 Approval of the Annual Governance Statement 2022/2023 – Part 2, Section 1 Members reviewed and agreed responses to the 9 items contained within Part 2, Section 1 ‘Annual Governance Statement 2022/23 of the Annual Governance and Accountability Return2021/22. It was RESOLVED to approve the Annual Governance Statement 2022/23. (minute ref GB22-23-125-8.4)</p> <p>8.5 Approval of Annual Governance Statement 2022/2023 – Part 2, Section 2 It was RESOLVED to approve the Accounting Statements presented within the Annual Governance and</p>

Accountability Return 2022/2023 Part 2 Section 2. The Chairman signed the Accounting Statements (minute ref GB22-23-125-8.5).

8.6 Payments and Receipts

It was resolved to approve payments for May 2023 - signed off by Cllrs Pratley and De Paolis.

Glynde & Beddingham Parish Council - Payments and Receipts for May 2023

Payee	Product/Service	Amount
Lewes District Council	Period 01/04/2023 to 30/04/2023 Monthly Play Area Inspections Recharge	£18.60
John O'Conner GM Limited	Grass cut of Recreation ground for March 2023	£372.00
ESALC Limited	ESALC subscrip on 2023/24 - £96.27 NALC subscrip on 2023/24 - £25.67	£121.94
Glynde Endowment Settlement	Half yearly water supply: Current meter reading 1 cubic metres less previous meter reading 1 cubic metres = 0 cubic metres Glynde Recreation Ground: Half yearly water supply 01/10/2022 - 31/03/2023 - Water Charge Rates 2023/2024 For the year 2023/2024 the metered rate will increase from £1.89 to £2.10 per cubic metre. The standing charge will remain the same at £16.55 per half year.	£16.55
John O'Conner GM Limited	Grass cut of Recreation ground for April 2023	£372.00
Streetlights	Payment 1 (of 2) 2023/24 Street Lighting Maintenance Contract.	£151.82
Steve Carter	Clerk Pay - Month 1 - 26th April 2023 - For Information Only Approved in March 2023 Meeting	£280.13
HMRC	Tax Relating to Clerk Pay - Month 1 - 26th April 2023 - For Information Only Approved in March 2023 Meeting	£70.00
EDF Energy	Streetlamp Electricity for the period - March 2023 - For Information Only Paid by Direct Debit	£159.63
Lewes District Council	Period 01/05/2023 to 31/05/2023 Monthly Play Area Inspections Recharge	£18.60
Steve Carter	Postage for letter and evidence to HMRC concerning their underpayment of our VAT Claim made Jan 2023	£6.85
Steve Carter	Jan-Mar £25 and Apr-June £25- Clerk quarterly office allowance as per minute GB22-23-64 - 13.4 and Contract Clause 10.5 Clerk Mileage for Meeting 16/05/2023 - 24 miles @45p/mile - £10.80 - total £60.80	£60.80
Mulberry & Co	Professional services rendered in connection with the provision of an internal audit for the 2022-23 council year. Fee based on time spent 3.25 hours at £60ph - Plus vatable expenses travel, postage & stationery	£234.00
Steve Carter	One ream of paper as contribution for use of South Heighton Printer/Ink	£6.50
Zurich Municipal- Zurich Insurance Company Ltd	First year of three year fixed Insurance Payment	£647.17
Steve Carter	Clerk Pay - Month 2 - 26th May 2023	£280.13
HMRC	Tax Associated with Clerk Pay - Month 2 - 26th May 2023	£70.00
Steve Carter	Clerk Pay - Month 3- 26th June 2023	£280.13
HMRC	Tax Associated with Clerk Pay - Month 3 - 26th June 2023	£70.00
EDF Energy	Streetlamp Electricity for the period - April 2023 - For Information Only Paid by Direct Debit	£172.29
Lewes District Council	Period 01/06/2023 to 30/06/2023 Monthly Play Area Inspections Recharge	£18.60

		Total:	£2,886.72
RECEIPTS (July 2022)			
	Payee	Product/Service	Amount
	Lewes District Council	Precept - 1st half payment	£6,784.00
	Lloyds Bank	Interest for April 23	£2.74
		Total:	£6,786.74
	<p>8.7 HMRC Direct Debit Facility – it is noted that HMRC have now acknowledged our application to pay by direct debit and that this is now live – Clerk to monitor the next payment closely.</p> <p>8.8 To Agree to Pay the Grass Cutting Contractor Between Meetings – The supplier is becoming quite aggressive with respect to payments aligned to our meetings. It was RESOLVED to pay the supplier at the end of each month as long as the invoice value is within the budget.</p> <p>8.9 To Agree to continue our insurance with Zurich and to take the three-year option. It was RESOLVED to take insurance from Zurich based on the 3 year option.</p>		
GB22-23-126	<p>9. Councillor Reports and Items for Future Agendas The Jubilee Hut to be discussed at the next meeting With regard to the Pool — Clerk to ask exactly what is required from estates in order to proceed Playground and play assets to be discussed at the next meeting The Clerk advised he is on annual leave 07/07/2023-14/07/2023</p>		
GB22-23-127	<p>10. Meeting Dates for the 2023-2024 Municipal Year/ dates for 2024 Annual Statutory Meeting and Annual Parish Meeting – it was RESOLVED that the meeting dates will be: Tue 16/05/2023 (Annual Council Meeting and Annual Parish Meeting), Wed 19/07/2023, Wed 20/09/2023, Wed 15/11/2023, Wed 17/01/2024, Wed 20/03/2024, Wed 15/05/2024 (2024-25 Annual Council Meeting and Annual Parish Meeting)</p>		
GB22-23-128	<p>11. South Downs National Park elections– There were no nominations for the SDNP board.</p>		
GB22-23-129	<p>12. It was resolved that the date of the next meeting shall be the 19th July 2023</p>		

*The term Chair/Vice Chair refers to the Chairman/Vice Chairman of the Parish Council as defined in the Local Government Act 1972 s. 15(1) and 15(6).

The meeting closed at 18:58

Signed:

Date:

Print Name:

- Chairman