

**PENNINGTON PARISH COUNCIL**  
**Annual Parish Meeting followed by**  
**Annual Meeting of the Parish Council**  
**Monday 15<sup>th</sup> May 2023**  
**7pm**  
**Parish Rooms**

**Minutes****Annual Parish Meeting**

<b>Attendees</b>	Mrs Athersmith Mrs Bell (Clerk) Mr Davidson Mrs Slater	Mr Stretch Mrs Thompson (Chair)	2 members of the public	
<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTIONS</b>	<b>OWNER</b>	<b>DUE</b>
APM Apologies	<ul style="list-style-type: none"> <li>Apologies received and accepted from Cllr Cooper</li> </ul>			
APM Chairman's Report	<ul style="list-style-type: none"> <li>Chairman's report received as attached (relevant website tab)</li> <li>Thanks were extended on behalf of the Parish Council to Mrs Thompson for a comprehensive review of the last year and for her support and professional and dedicated guidance and leadership.</li> </ul>			
APM Elected Members Reports	<ul style="list-style-type: none"> <li>Cllr Cooper (via email) detailed work that has been identified as actionable and will update Council as necessary.</li> </ul>			
APM Community Group Reports	<ul style="list-style-type: none"> <li>Nothing received</li> </ul>			
APM Public Participation	<ul style="list-style-type: none"> <li>1 member of the public raised concerns over recent grass cutting at the new roundabout and requested that Council enquires into a revised programme of verge maintenance (twice yearly) being implemented that is in line with the 30x30 biodiversity initiative to protect 30% of land and sea by 2030.</li> <li>1 member of the public gave an update on their discussions regarding Cowran Farm Campsite with a hope that the issue is now closed.</li> </ul>			
<b>Annual Meeting of the Parish Council</b>				
23-05/1 Acceptance of Office and Declaration of Interest Registers	<ul style="list-style-type: none"> <li>Declarations of Acceptance of Office signed and received</li> <li>Declarations of Interest Registers completed, signed and received</li> </ul>			



	<p>Room Hire £25.00</p> <ul style="list-style-type: none"> <li>• <b>Cash Book Payments in total</b> <b>£906.96</b></li> <li>MD Hanafin (Slide timbers) £323.57</li> <li>AJG Insurance (balance) £88.39</li> <li>CALC Social Media Training £30.00</li> <li>Dawson Building Contractor £465.00</li> <li>• <b>Cash Book Receipts</b> <b>£0.00</b></li> <li>• <b>Total Payments</b> <b>£3,395.72</b></li> <li>• <b>Total Receipts</b> <b>£550.00</b></li> <li>• <b>Balances as of 10<sup>th</sup> February 2023</b> <b>£25,263.29</b></li> <li><b>Balances as of 10<sup>th</sup> March 2023</b> <b>£23,324.53</b></li> <li><b>Including cashbook payments/ receipts</b> <b>£22,417.57</b></li> <li>• <b>Reserves in total</b> <b>£22,417.57</b></li> <li>Building maintenance £14,283.06</li> <li>CIL £7,121.78</li> <li>Bus shelter maintenance £1,012.73</li> </ul>			
23-05/8 Public Participation by Question and Comment	<ul style="list-style-type: none"> <li>• Nothing additional raised from the APM</li> </ul>			
23-05/9 District Councillors/ Elected Members Reports	<ul style="list-style-type: none"> <li>• Nothing additional raised from the APM</li> </ul>			
23-05/10 Swarthmoor/ High Carley	<ul style="list-style-type: none"> <li>• Ongoing and additional issues regarding the wetland area and roundabout were reported including damage to the gate and hedgerow.</li> <li>• Grass cutting at Swarthmoor Park was discussed</li> </ul>	<ul style="list-style-type: none"> <li>• Letter to be drafted to NH</li> <li>• Map of the wetland area to be sent to AD</li> <li>• Advertisement for a volunteer to be put out through social media and the commchat when possible.</li> </ul>	<ul style="list-style-type: none"> <li>• AD/ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>

23-05/11 Pennington/ Loppergarth	<ul style="list-style-type: none"> <li>It was confirmed that a date for completion of the wooden slide frame has been received</li> </ul>			
23-05/12 Sunnyside/ Parish Rooms	<ul style="list-style-type: none"> <li>Recent works highlighted at Sunnyside were discussed and resolved to chase the builder and obtain relevant quotes for additional work.</li> <li>It was resolved to obtain quotes for replacing the lock on the Parish Rooms.</li> </ul>			
23-05/13 Planning Matters	<ul style="list-style-type: none"> <li>SL/2023/0046 – laying of concrete to existing yard areas at Whinfield Farm</li> </ul>	<ul style="list-style-type: none"> <li>The application was discussed and the Council has no comment to make.</li> </ul>		
23-05/14 Financial Matters	<ul style="list-style-type: none"> <li>Due to the annual internal audit, all council books, cheque books and paying in books are not available. Current bank statement has not yet been received and therefore financial information cannot be confirmed at this time</li> <li><b>Bank Statement Payments in total      £cannot confirm</b></li> <li><b>Bank Statement Receipts in total      £cannot confirm</b></li> <li><b>Cash Book Payments in total      £0.00</b></li> <li><b>Cash Book Receipts      £465.00</b> Sunnyside Rent      £456.00</li> <li><b>Total Payments      £cannot confirm</b></li> <li><b>Total Receipts      £cannot confirm</b></li> <li><b>Balances as of 10<sup>th</sup> March 2023      £23,324.53</b> <b>Balances as of 10<sup>th</sup> April 2023      £cannot confirm</b> <b>Including cashbook payments/ receipts      £cannot confirm</b></li> <li><b>Reserves in total      £cannot confirm</b> Building maintenance      £cannot confirm CIL      £7,121.78 Bus shelter maintenance      £1,012.73</li> </ul> <p><b>The following payments were discussed for approval:</b></p>			

23-05/15 Year End Finances	<ul style="list-style-type: none"> <li>The books had been approved by the internal auditor and the summary of the year end accounts had been emailed to the councillors. The Chairman proposed a resolution to approve section 1, the Annual Governance Statement of the Local Councils in England Annual Return. This was carried unanimously. The Chairman proposed a resolution to approve section 2, the Accounting Statement, of the Local Councils in England Annual Return for the year ended 31<sup>st</sup> March 2023. This was carried unanimously. It was noted that exemption criteria had not been met and that the Council will be subject to a limited assurance external audit.</li> <li>The period of exercise of public rights was set and noted as 12<sup>th</sup> June 2023-21<sup>st</sup> July 2023.</li> </ul>			
23-05/16 Grants	<ul style="list-style-type: none"> <li>No grant applications received</li> </ul>			
23-05/17 CIL	<ul style="list-style-type: none"> <li>Loppergarth car park was identified as an area the would benefit from CIL funding.</li> </ul>	<ul style="list-style-type: none"> <li>HSI to obtain quotes</li> </ul>	<ul style="list-style-type: none"> <li>HSI</li> </ul>	<ul style="list-style-type: none"> <li>Next meet</li> </ul>
23-05/18 Items for Future Meetings	<ul style="list-style-type: none"> <li>Nothing identified</li> </ul>			
	<ul style="list-style-type: none"> <li>Meeting closed at 8.45pm</li> </ul>			
23-05/19 Date of Next Meeting	The next ordinary meeting was requested for 19 <sup>th</sup> June 2023 – 7pm in the Parish Rooms			

Signed Chairman..... Date.....

Signed Clerk..... Date.....