

**Draft Minutes of the Annual Parish Meeting
Tuesday 23rd May 2023 - 7.30 pm Colsterworth Methodist Church Hall**

1. WELCOME

Welcome everyone who has kindly taken the time to attend this Annual Parish Meeting tonight which is an opportunity for myself as Chair of the Parish Council and Sue Grant the Parish Clerk and Responsible Financial Officer to report on the work of the Parish Council in the previous year and outline our priorities for 2023/2024.

The Annual Parish meeting is also intended for Colsterworth and District residents to raise any issues they have for the Parish Council to consider.

The APM is also an opportunity to celebrate and acknowledge those people in the community who give so much of their time to benefit the community and I am pleased to welcome our speakers tonight.

2. TO APPROVE THE MINUTES OF THE MEETING HELD TUESDAY 17TH MAY 2022

The minutes of the Parish Meeting of the 17th May 2022 agreed and duly signed.

3. CHAIR'S ANNUAL REPORT

First, I want to say a special thank you to Sue who has supported all Councillors and Parishioners to ensure that the Council carries out its duties *within the resources provided by the annual precept and other incomes*. We have again received a favourable internal audit report providing assurances to our Parishioners of a properly and efficiently run Council.

I must also thank Kevin and Mark our Community Cleaners who continue to provide a first-class service.

Councillors are volunteers from the Parish whose job it is to represent the interests of the community and on 04 May this there was an uncontested election returning several Councillors (Ellis O'Neil, Lorna McShane, Graham Henton, Terry Neale, Anna Bouvie, Colin Russell and Jon Clark). We welcomed two new Councillors, (David Bellamy, North Witham and Sandeep Banwait, Colsterworth).

My thanks also go to our retiring Councillors Lucienne Bennett, Roy Brocklebank, Shannon Walker, Ian Johnson and Ken Vickers for all their valuable time and input over the years.

I must also mention our District Councillors, David Bellamy and Ben Green who were re-elected on 04 May and who continue to provide this Parish with support and advice and are always keen to "roll their sleeves up" to get things done!

I would now like to just mention some of the headline achievements for the past year.

Although we sadly lost the Queen Elizabeth II last year, there was an opportunity to celebrate her lifetime of dedicated service including:-

- Platinum Jubilee Beacon event on Colster Way
- Jubilee Bench and Queen's Green Canopy Plaque on the Nature Trail
- Contribution to the WI Platinum Jubilee Bench on Old Post Lane

And for the Coronation of King Charles III (with the support of a grant from South Kesteven District Council)

- Coronation medals for nursery and school children
- Opportunity for Councillors and volunteers to "Meet and Greet" at the Coronation event at the Village Hall
- A special colour edition of the "In Touch" Parish newsletter – talking of which I would like to specifically thank Stuart Whitcombe, the "In Touch" editor whose flexible approach ensured a seamless transition in the printing arrangements.

Other work carried out to improve and maintain the Parish amenities included:

- Renovation of timber bus shelters
- Substantial repair to Woolsthorpe Road Play area surface and replacement roundabout seats
- Replacement of the Woolsthorpe Road bench celebrating Isaac Newton
- Nature Trail Tree assessment with the South Kesteven Prosperity Grant of £1,200

Other projects have also been undertaken addressing concerns by Parishioners regarding road safety including:

- The installation of solar powered Vehicle Activated Signs at North Witham and on Woolsthorpe Road
- Formal review of traffic issues (particularly on the High Street, Colsterworth) with the support of our County Councillor Charlotte Vernon

And the Parish Council is also pleased to be able to support individuals and groups who take pride in our community, and I must acknowledge all the time, effort, enthusiasm and stamina of all those who give their time:

- Litter picking volunteers
- Nature trail volunteers
- All the volunteers that deliver the "In Touch" to every household in the Parish

Looking forward to this coming year the Parish Council continues to identify priorities for the community including:-

- Road Signs and ongoing formal review of traffic issues with LCC
- "In Touch" newsletter - community communication
- War Memorial Restoration project with Colsterworth Festival of Remembrance
- Reinstating Community Speedwatch with new volunteers
- Continue to make and encourage reports on FixMyStreet for all villages in the Parish
- A1 & A151 Litter issues. Parish Council to consider a Letter Abatement Order
- Review of the Neighbourhood Plan
- Extension of the Old Post Lane Cemetery

4. Clerk's Financial Report

The SCRIBE Accounting Parish Council software package continues to provide the Parish Council with a robust transparent accounting system with reports extracted from SCRIBE.

Bank accounts are reconciled and approved monthly.

- **The Finance and Administration Committee** meet twice yearly;
- **October** includes Budget Setting which was agreed and recommended to full Council.
- **April** for End of Year accounts and external audit.
- **Internal Audit** is undertaken twice yearly by an independent auditor.
- Councillor Hainsworth continues to have view only access to the Parish Council bank accounts.

Annual Governance and Accountability Return (AGAR) 2021/2022

- **The Annual Governance and Accountability Report** dated 26/07/2022 for 2021/2022 had no findings.

Annual Governance and Accountability Return (AGAR) 2022/2023

- **The Internal Audit Report** was completed on 12/04/2023 and the Parish Council achieved a 'Yes' that all internal controls had been met.
- **The Annual Governance and Accountability Return** 2022/2023 has been completed and was signed at the Parish Council Meeting 9th May 2023 and submitted to the External Auditors PKF on 11th May 2023.

The Statement of Accounts were handed out to the persons present and are uploaded on to the website.

Bank Balances at 31/03/23

- Community Account £3,366.33
- Community Savings Account £63,888.39
- **Total £ 67,274.72**
- Less unrepresented payments at 31/03/2023 of **£4,129.65**
- Add unrepresented receipts at 31/03/2023 of £109.75
- = Total of £63,254.82

Receipts for 2022/2023 = £51,344.33 Excl VAT

Payments for 2022/2023 = £60,043.76 Excl VAT

Leaving a deficit of **£8,699.43** taking into account unrepresented payments at 31/03/2023 of

Increase on payments from 2022/2023 due to the following: -

1. Accumulative budgeted receipts of £50,872.00 actual receipts £51,344.33. Receipts difference mainly due to: -

- £900.00 Grant receipts made up of £500.00 Grant from the Women's Institute towards Queen's Platinum Jubilee Commemorative Bench and £400.00 Grant from the Frederick Ingle Trust towards bench on the Nature Trail. (Cannot budget for Grant Income).
- £400.00 reduced Cemetery receipts.
- £1,217.00 reduced In Touch advertising receipts due to issuing a 3-month invoice at the April renewal for the pilot of the In Touch colour magazine. Agreed at the Parish Council meeting 7th March 2023 minute ref 2022.157.1.
- £252.00 Bank investment interest receipt due to increased Bank interest rate.

2. Accumulative budgeted payments £51,400.49 actual payments £60,043.76. Difference mainly due to

- £1,778.00 over budget spend for essential repairs to Woolsthorpe Play Area safety surface.

- £1,155.83 over budget spend for HMRC (PAYE) due to the Clerk's salary increment and increase in working hours. Parish Council meeting 01/11/2022 minute 2022.106.2.4.
- £990.00 over budget spend due to the Clerk's salary increment and increase in working hours. Parish Council meeting 01/11/2022 minute 2022.106.2.4.
- £1,317.35 spend on Queen's Platinum Jubilee not budgeted for.
- £4,900.00 spend from Highways & Footpaths reserve for 2 x Vehicle Activated Speed Signs.
- £680 £ £340 spend from Nature Trail reserves for emergency tree felling work.

5. UPDATE FROM THE ENVIRONMENT AGENCY ON THE RIVER WITHAM

A member of the East Mercia Rivers Trust team and the Environment agency gave an interesting power point presentation on improving the River Witham with the Upper Witham a priority. The presentation has been uploaded to the CADPC website which can be found on the following link <https://colsterworth.parish.lincolnshire.gov.uk/downloads/file/796/environment-agency-east-mercia-rivers-trust-presentation-upper-witham>

6. UPDATE FROM COLSTERWORTH FESTIVAL OF REMEMBRANCE (CFoR)

David Heath French reported that CFoR are working in partnership with the Parish Council investigating restoration of the War Memorial. The project is picking up momentum with a working group consisting of: -

Sue Grant (Clerk to Parish Council)

Cllr Terry Neale

David Heath French (CFoR)

Caroline Hainsworth (CFoR)

Jackie Taylor (CFoR)

CFoR are looking at fund raising strategies to raise funds through Grant applications and working in partnership with the Parish Council and the local community.

The CFoR website can be found on the following link <https://www.cfor.org.uk/> and is updated regularly.

7. UPDATE FROM THE METHODIST CHURCH ACTIVITIES

Helen Scorrer reported : -

What do we do?

Services every Sunday at 10.30a.m but on 5th Sunday of the month we have a united service with St John's which alternates venues plus a couple of times a year we have a joint service at Skillington Methodist Church.

As our church is not open on a daily basis, we do not leave our flowers in the church but gift them to villagers who are unwell, celebrating a birthday, birth or anniversary, or mourning a loved one. We welcome information about anyone who would benefit from receiving our flowers.

Open Door – started in October 1989 and has changed format and frequency over the years but we still offer a warm welcoming place which is open to all ages, and faiths.

Currently on 2nd & 4th Wednesday from 12 Noon – 1.30. Offer a filled roll, slice of cake or a pudding plus drinks for a cost of £3.50. But welcome to just come for a cuppa.

Craft Group – started in 2017 and is held on the 1st & 3rd Wednesday from 2 – 3.30. People bring their own craft. Charge is £1 for a cuppa and biscuit but is open to all ages.

At both the Craft Group and Open Door, people are welcome to browse and borrow from our lending library of books and jigsaws.

Our Playgroup/Preschool ran from 1973 to 2017.

Our hall is used weekly for a yoga class, monthly for Parish Council meetings and HHH coffee mornings and annually for the Colsterworth Music Festival and is also available for hire for children's birthday parties, etc.

8. UPDATE FROM THE WOMEN'S INSTITUTE

Dot Williams reported that the Women's Institute is the largest Voluntary organisation in the nation. The Colsterworth Women's Institute was started in 1917 and has a membership of 26. Dot gave an interesting and humorous report of the activities of the Colsterworth Women's Institute. Guest speakers are regularly invited, and cake is very much part of the meetings. All are welcome to join a meeting.

9. UPDATE FROM THE COLSTERWORTH COMMUNITY YOUTH GROUP

No one was available from the Youth Group to speak.

10. ANY MOTIONS BY ELECTORS (must be proposed 10 days before the Annual Parish Meeting).

No motions were proposed.

11. AOB

None

The meeting closed at 8.35pm

Signed:

Chairman

Date

-End-