

## Minutes of the Annual Meeting of Ightfield Parish Council held on 2<sup>nd</sup> June 2021 at Calverhall Village Hall

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**Chairman:** Cllr M Astley

**Councillors:** Cllr H Hitchman, Cllr W Heywood-Lonsdale, Cllr M Procter; Cllr E Rich, Cllr D Price

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### **43/21 Welcome and Present/Absent/Apologies & Public Session**

The Chairman declared the Meeting open at 7:05pm. Apologies were received from Unitary Cllr P Wynn. Cllr L Roberts was absent. Cllr Astley took the Minutes.

### **44/21 Requests for Disclosable Pecuniary Interest Dispensations**

None received.

### **45/21 Staff Vacancy**

The Parish Council discussed and agreed to accept Mrs Melanie Joyce's resignation as Ightfield Parish Clerk. The notice period ends 23<sup>rd</sup> June 21. All PC equipment and documentation have already been received by the PC – except for a hard drive pertaining to an HMRC issue.

The PC wish to place on record its thanks and appreciation to Mrs Joyce for the last 10 years work as Ightfield Parish Clerk.

### **46/21 Staff Recruitment**

The meeting discussed and accepted the SALC material for the job specification, recruitment notice, 5 hours per week of employment, salary scale commensurate with official rates. Action Cllr Astley to present a small edit to the job description for PC consideration by email. The PC decided to form a Staff Recruitment Team with Cllr Procter, Cllr Rich and Cllr Astley.

Cllr Astley expressed his thanks to SALC for their help and support during this vacancy period.

### **47/21 Outstanding Issues**

The Meeting distributed responsibility for the following outstanding actions:

VAS Grant and installation – Cllr Heywood Lonsdale

Speed sign at Ightfield Pathway entrance move – Cllr Procter

Memorial Cross Cleaning – Cllr Astley

Church St drainage issues – Cllr Heywood Lonsdale

Other drainage/road issues – Cllr D.Price

Website Admin – Cllr Astley

Calverhall Playground Fence – Cllr Hitchman and Cllr Heywood Lonsdale

**48/21 Locum Clerk**

SALC have already provided identified a temporary replacement PC Clerk. Cllr Astley to meet on Tuesday 8<sup>th</sup> June to confirm arrangements during this vacancy period.

**49/21 To accept the Internal Auditor's report and any findings**

Proposed by Cllr Astley  
Seconded by Cllr Hitchman  
Agreed by PC

**50/21 To approve the Year End Accounts 2020-21**

Proposed by Cllr Rich  
Seconded by Cllr Astley  
Agreed by PC

**51/21 To complete and approve the Annual Governance Statement for the AGAR 2020-21**

Proposed by Cllr Heywood Lonsdale  
Seconded by Cllr Price  
Agreed by PC

**52/21 To complete and approve the Accounting Statements for the AGAR 2020-21**

Proposed by Cllr Hitchman  
Seconded by Cllr Astley  
Agreed by PC

**53/21 To confirm the dates of the period for the exercise of public rights.**

**July 26<sup>th</sup> 21 to 10<sup>th</sup> September 21**

Proposed by Cllr Astley  
Seconded by Cllr Hitchman  
Agreed by PC

**54/21 Financial Matters**

The following cheques were signed by Cllr Hitchman and Cllr Price

<b>Date</b>	<b>Name</b>	<b>Purpose</b>	<b>Amount to pay</b>	<b>Cheque No</b>	<b>Power of expenditure</b>
05/05/21	HMRC	PAYE	£55.61	100571	LGA 1972 s112
01/06/21	Zurich	Insurance	VOID	100572	LGA 1972 s111 LGA 2000 s101
01/06/21	Zurich	Insurance	£640.24	100575	LGA 1972 s111 LGA 2000 s101
12/04/19	SALC	Affiliation	£253.89	100573	LGA 1972 s111
01/03/21	Ray Parry	Playground refurbishment	29145.60	100572	PHA 1875 s164/Open Spaces Act 1906 ss9&10

**55/21 Parish Matters/Agenda Items for inclusion on the next Meeting Agenda**

Cllr Price - Collection Fund

There being no further business for consideration the Chairman declared the Meeting closed at 20:20.

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APPROVED