

**FARNHAM WITH STRATFORD ST ANDREW PARISH COUNCIL**

**Minutes of the Annual Meeting of the Parish Council held on Monday 13 May 2024 at the Riverside Centre**

**Councillors present:** Richard Ayres, Rosemary Conibeer, Ian Norman, Jill Pass, Tim Plant, Richard Sayer, Annabel Warne, and Jeremy Williams

**In attendance:** Katherine Abbott (Parish Clerk)

There were four members of the public present.

**1 Election of a Chairman**

Councillor Ian Norman was proposed, seconded and by unanimous vote elected as Chairman for the 2024/5 Municipal Year. There were no other nominees.

**2 Appointment of a Vice Chairman**

Councillor Rosemary Conibeer was proposed, seconded and by unanimous vote appointed as Vice Chairman for the 2024/5 Municipal Year. There were no other nominees.

**3 Apologies for absence**

There were no apologies for absence.

**4 Declarations of Interest for items on the agenda**

There were no Declarations of Interest

**5 Minutes of the previous Meetings**

The Minutes of the Annual Meeting of the Parish Council held on 15 May 2023 and of the last meeting of the Parish Council held on 8 April 2024 were both approved as a true record without amendment.

**6 Matters arising from the last meeting**

There were no matters arising from the April meeting which required an update.

**7 Reports from the County and District Councillors**

Councillor Reid had sent apologies due to other commitments. Councillor Noble was present. Both Councillors had submitted written reports which were received and noted.

The Acting Chairman thanked the County and District Councillors for their reports.

Signed .....(Chair)

Date.....

**8 Questions from members of the public**

No questions had been received from the public.

**9 Clerk's report and correspondence**

The Clerk reported that, due to a family bereavement, she had agreed with SALC that the internal audit be deferred by approximately one month. The Parish Council endorsed this action. The correspondence log had been circulated to Councillors for information.

**10 Report of the Responsible Finance Officer, including balances and invoices**

The Parish Council was informed that the Precept of £5000 had been received.

The following invoices were submitted for consideration and approved. Councillors reconciled the bank statement with invoices approved at the April meeting.

<b>Item</b>	<b>Payee</b>	<b>Amount</b>	<b>Legal power</b>
Clerk's salary	K Abbott	£369.55	Local Government Act (LGA) 1972 s.112
PAYE	HMRC	£92	LGA 1972 s.112
Spare keys for noticeboards	Timpsons	£15	LGA 1972 s.111
Gate post for church path	Nelson Potter	£117.78	Community Infrastructure Levy (CIL) funds

The balance, after the above invoices were paid, was £7524.34.

**11 Certificate of Exemption 2023/4**

This document had been prepared for the internal audit. The Parish Council reviewed and agreed the Certificate.

**12 Annual Governance Statement 2023/4**

This document had been prepared for the internal audit. The Parish Council reviewed and approved the Statement.

**13 Appointment of a Property Management Company**

The Clerk had obtained quotes from several local companies to undertake the maintenance of the Stratford St Andrew bus shelter, both noticeboards and five benches during the summer. The Parish Council agreed that Royle Maintenance be appointed.

Signed .....(Chair)

Date.....

**14 Reports from external meetings**

The Parish Council received verbal updates from Councillor Ian Norman who had attended the Siewell C Annual Forum on 9 April, Councillor Tim Plant who had attended the Air Quality Management Steering Committee on 29 April and Councillor Richard Ayres who had attended the meeting with Councillor Andrew Reid and the Technical Development Manager, both of SCC, regarding landscaping and noise mitigation measures for the by-pass.

**15. Urgent items of business**

There were no urgent items of business.

The Meeting closed at 9.45pm

Signed .....(Chair)

Date.....