**Bradwell with Pattiswick Parish Council**

**Minutes of the Extraordinary Meeting of the Parish Council meeting held at 7.30pm on Monday 10 June 2024 at Bradwell Village Hall, Church Road, Bradwell**

**Present:**

Cllr. Glenn Lockey (Vice Chair)

Cllr. Adam Deighton

Cllr. Craig Evans

Cllr. Antony Harding

Cllr. Glenn Lockey

Cllr. Michael Turner

**In attendance:**

Mrs. Nicki Watkins, Clerk & RFO

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| **24-5/083** | **WELCOME AND APOLOGIES**  The Vice Chair declared the meeting open at 7.30pm and welcomed those present.  Apologies were received and accepted from the Chair, Cllr. Tony Dunn. |
| **24-5/084** | **DECLARATIONS OF INTERESTS**  Members of the Council are subject to the LGA Model Councillor Code of Conduct 2020 (The Revised Code), adopted at the Annual Parish Council Meeting on 13 May 2024. Appendix B requires Councillors to register and disclose pecuniary and non-pecuniary interests.  There were no declarations of interest. |
| **24-5/085** | **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST**  There were no members of the public in attendance. |
| **24-5/086** | **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023-24**   1. Members received and accepted the **Annual Governance and Accountability Return**   **2023/24**, including the **Internal Auditor’s Report**. The Clerk advised that the Internal Audit had been conducted by Mrs Lisa West ACA, on 15 June 2024, and that she had reported “all control objections have been met throughout the financial year to a standard adequate to meet the needs of the Council”. Mrs West also reported that in her opinion “based on the information supplied and the explanations received from the Clerk to the Parish Council, the accounts for the year ended 31 March 2024 give an accurate, true and fair view of the state of affairs of Bradwell with Pattiswick Parish Council to that date”.   Members received, considered, and approved Section 1 of the AGAR, the **Annual Governance** **Statement**. The Vice Chair and the Clerk & Responsible Financial Officer signed the Annual Governance Statement.  **Proposed: Cllr. Lockey; Seconded: Cllr. Turner; All in favour, RESOLVED.**   1. Members received, considered, and approved Section 2 of the AGAR, the **Accounting Statements 2023/24**. The Vice Chari and the Clerk & Responsible Financial Officer signed the Accounting Statements. **Proposed: Cllr. Lockey; Seconded: Cllr. Kinder; All in favour, RESOLVED.** 2. Members received, considered, and approved **the Certificate of Exemption** – AGAR 2023/24 Form 2.  Councillors noted that the annual gross expenditure for the authority showed above £25,000 and asked if the exemption would still apply. The Clerk explained that the S106 funds for the new playground equipment had been included in the figures but had not been offset has they had not been received from Braintree District Council until April 2024. Councillors agreed to approve the exemption but asked if the Internal Auditor could provide a form of words explaining this.  The Vice Chair and the Clerk & Responsible Financial Officer signed the Certificate of Exemption.  **Proposed: Cllr. Lockey; Seconded: Cllr. Kinder; All in favour, RESOLVED.**   **Addendum:**  ***Following the meeting, and as requested by Councillors, the Internal Auditor confirmed the following****:* ***“With regards to the Certificate of Exemption, this has been reviewed by the Internal Auditor and signed on the understanding that the exemption still applies to the Bradwell with Pattiswick Parish Council accounts for 2023/24, on the basis that income and expenditure are overstated by £6,351.15 for the S106 funds received for new play equipment, which was included but, once offset, brings both income and expenditure under the controls of £25,000”***   1. Members received, considered, and approved the **Notice of Public Rights** and **publication of the Annual Governance and Accountability Return (AGAR)** on the Parish Council website as suggested by the Clerk & Responsible Financial Officer.   **Proposed: Cllr. Lockey; Seconded: Cllr. Deighton; All in favour, RESOLVED.**   The Clerk noted that the Internal Auditor had advised that she would be retiring from undertaking future internal audits. Appointment of a new Internal Auditor for the 2024/25 AGAR would be added to the July agenda for discussion and decision.  The Vice Chair recorded his thanks to the Clerk on behalf of the Parish Council for assisting to produce a clear annual audit, her first since assuming the role. |
| **24-5/087** | **GRANT FOR THE NEIGHBOURHOOD PLAN REFRESH**  Councillors had previously agreed to undertake a refresh exercise of the Bradwell with Pattiswick Neighbourhood Plan (Min. ref **23-4/197**). The Chair had been advised that the Parish Council would be entitled to apply for a Neighbourhood Plan Grant of up to £10,000 to assist with meeting the costs of undertaking a review of the plan, printing, postage, and other associated costs. He proposed that Councillors approve for the Clerk to apply for the grant on behalf of the Parish Council to undertake the refresh once the election had taken place.  **Proposed: Cllr. Dunn; Seconded: Cllr. Evans; All in favour, RESOLVED** |
| **24-5/088** | **INFORMATION EXCHANGE & AGENDA ITEMS FOR THE NEXT MEETING** Cllr. Lockey advised that he and Cllr. Dunn would be meeting with EH Countryside, the grass cutting contractor, on Friday 28 June to undertake the annual performance review as outlined in the new two-year grass cutting contract signed on 19 June 2024.  Items to be included in the next agenda:   * Appointment of an Internal Auditor for 2024/25 * Fly Tipping update (installation of CCTV) * Links Solar Farm update * Neighbourhood Plan refresh * Great Barfield Neighbourhood Plan – possible comments from the Parish Council * White Gates * Grants/Funding * EH Countryside annual update. |
| **24-5/089** | **NEXT PARISH COUNCIL MEETING**   1. The next monthly **Parish Council** meeting will be held on **Monday 8 July 2024**, at 7.30pm in the Village Hall, Bradwell 2. Items for inclusion in the June agenda to be sent to the Clerk no later than **12 noon on Friday 28 June 2024.**   **The meeting closed at 8.03pm.** |