

## **Thornley with Wheatley Parish Council**

**Minutes of the Parish Council Meeting held on Monday 15 May 2023 at**

**7.30 pm at Thornley Old School, Thornley with Wheatley**

**Present:** Mr M Hayhurst (Chairman)  
Mrs C Ansbro (Vice-Chairman/Clerk)  
Mrs G Airey (Responsible Financial Officer)  
Mr P Hallett (Representative on Parish Councils' Liaison Ctte)  
Mr H Roper

There were no issues raised by Members of the Public

### **23.05.01 Appointment to Roles**

The following appointments were proposed and seconded

Chairman - Mr M Hayhurst  
Vice-Chairman - Mrs C Ansbro  
RFO - Mrs G Airey

Mr Hallett agreed to continue to represent the Parish Council on the Parish Councils' Liaison Committee.

Mr Roper was attending his first meeting as a Parish Councillor for Thornley with Wheatley Parish Council.

### **23.05.02 Apologies for Absence**

There were no apologies for absence.

### **23.05.03 Declarations of Interest**

There were no declarations of interest.

### **23.05.04 Minutes of the Parish Council meeting held on 27 February 2023**

The Minutes of the meeting held on 27 February 2023 were approved and signed by the Chairman.

### **23.05.05 Clerk's Report**

The information provided in the Clerk's Report was noted. With regard to the request from Bowland with Leagram PC, Councillors agreed to contribute £100 towards the cost of planting at the War Memorial.

**RESOLVED** to contribute £100 towards the cost of planting at the War Memorial.

**Action - Clerk/RFO**

The Clerk also advised Councillors about the use of personal email addresses and devices and reminded them of the necessity to ensure the security of emails/correspondence relating to PC work and to only retain relevant information.

**23.05.06 Accounts**

**a) Transaction Statements to end of March 2023 and from 1/4/2023 to 8/5/2023 and Excel Spreadsheets to end March 2023 and from April 2023 showing details**

The Transaction Statements and Spreadsheets were reviewed. The Clerk drew Councillors attention to an on-line debit card payment that had been made in error. The error had quickly been identified by the RFO/Clerk and repayment to the PC's account had been made. Steps had been put in place to ensure this would not happen again. The Statements and Spreadsheets were noted to reconcile and were accepted as correct. The Chairman signed the Spreadsheets. Mr Hallett checked the Statement from 1/4/2023 against the details provided in the Spreadsheet and signed the Statement as correct.

As the next meeting of the PC is scheduled to be held in August 2023 Councillors have an agreement to allow delegated powers to the RFO/Clerk to approve any urgent payments and to the Chairman to deal with any urgent items of business, all of which would be reported at the next meeting.

**b) Review of expenditure against Budget 2022/2023**

Mrs Airey presented the updated Budget Comparison Statement as at 31/3/2023 and explained the changes since the last meeting.

**c) End of Year Income and Expenditure Account 2022/2023**

Mrs Airey presented the End of Year Income and Expenditure Account which was considered and noted and duly signed by the Chairman and RFO.

**d) Invoices for signature**

The Chairman checked and signed off three invoices that had been paid prior to the meeting in accordance with the Council's agreement to allow delegated powers to the RFO/Clerk to approve any urgent payments.

**23.05.07 Annual Governance and Accountability Return 2022/2023**

**a) Certificate of Exemption**

As the PC's income or expenditure did not exceed £25,000 the PC wished to certify itself as exempt from a limited assurance review. The Certificate of Exemption form had duly been completed and was signed by the Chairman and RFO. The form would be emailed to the External Auditors and posted on the PC's website within the required timescale.

**Action - Clerk**

**b) Annual Internal Audit Report 2022/2023**

Councillors considered the completed Annual Internal Audit Report 2022/2023 and noted that no issues had been raised with the control objectives. The Audit Report would be posted on the PC's website within the required timescale.

**Action - Clerk**

**c) Annual Governance Statement 2022/2023**

Councillors approved responses to the Annual Governance Statement 2022/2023 which was signed by the Chairman and Clerk at the meeting. The Statement would be posted on the PC's website within the required timescale.

**Action - Clerk**

**d) Accounting Statements 2022/2023**

The completed Accounting Statements 2022/2023 were presented to the Council by the RFO. The Accounting Statements were approved and signed by the Chairman. The Accounting Statements would be posted on the PC's website within the required timescale.

**Action - Clerk**

**e) Notice of the period for the exercise of public rights**

Councillors were reminded of the requirement to advertise the period during which Electors and interested persons may exercise rights relating to the PC's Annual Accounts. The Notice form had been completed with the required details and would be posted on the PC's website and on the PC's noticeboard.

Relevant documents would be available on reasonable notice from Monday 5 June 2023 until Friday 14 July 2023.

**Action - Clerk**

**23.05.08 Brabins' Accounts**

Councillors noted the prepared Brabins' Accounts for the period ending 31 March 2022.

**23.05.09 Signage regarding Bridleway**

Councillors were pleased to note that signage had been installed on the Bridleway off Up Bedlam Road which should help to avoid traffic trying to use the route as a thoroughfare.

**23.05.10 Parish Council's Liaison Committee – Minutes of meeting held on 6 April 2023**

The Minutes of the PCLC were noted. The next meeting was scheduled for 22 June 2023 at 6.30 pm.

**23.05.11 Planning Applications**

There were no new applications to consider.

It was reported that the application for the proposed erection of a farm worker's dwelling (outline planning) and the creation of a new entrance off the public highway No 3/2022/0265 considered at the PC meeting in May 2022 had now received approval.

**23.05.12 Date and Time of next meeting**

It was agreed that the next meeting would be held on Monday 7 August 2023 at Thornley Old School.

The meeting closed at 8.30 pm.

Signed \_\_\_\_\_ Date \_\_\_\_\_