
Potterspurvy Parish Council

Chairman of the Council: Dr Steve Parkin

Clerk: Mrs Jane Spence

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Minutes of the Annual Meeting of Potterspurvy Parish Council held on 19 May 2021 at 7:00pm in the Village Hall, Potterspurvy

Present: Cllrs Dr S Parkin, Mr G Lucas, Mrs B Silvester, Mrs J Blunden, Mr R Capps, Mrs A Ruck, Mrs T Holland, Mr F Giblin, Mr S Norris.
Mrs J Spence Clerk & RFO.

Joined remotely via Teams to witness proceedings only: Cllr J Millidge, Cllr R Armstrong, Mr S Dring.

Apologies: Cllr Millidge and Cllr Armstrong.

Also present: Two members of the public.

A/4447 Election of Chairman: *It was resolved to appoint Cllr Parkin as Chairman. There being no other nominations and being willing to accept, Cllr Parkin was duly appointed as Chairman.* Cllr Parkin signed the Declaration of Acceptance of Office, witnessed by Mrs J Spence, Proper Officer of the Council.

A/4448 Election of Vice-Chair: *It was resolved to appoint Cllr Millidge as Vice-Chair.*

A/4449 Apologies: It was resolved to approve the apologies from Cllr Millidge and Cllr Armstrong.

A/4450 Declaration of Acceptance of Office forms were duly signed by those Councillors present.

A/4451 Minutes of the Annual Meeting held on 8 May 2019 were approved at the Parish Council meeting on 12 June 2019 and signed by the Chairman, Cllr S Parkin.

No Annual Meeting was held in 2020 due to Coronavirus pandemic. (The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020). These regulations expired on 7 May 2021 and in-person meetings resumed.

A/4452 Parish Council Documents and Policies:

- (i) Risk Assessment 2020-2021
- (ii) Asset Register 2020-2021

It was resolved to approve the above Documents and Policies:

A/4453 Election of Committees and Working Groups

- (i) **Village Improvements Working Group:**
Cllrs Capps, Blunden and Silvester. Mr S Dring.
- (ii) **Finance Working Group:**
Cllrs Norris, Parkin, Millidge, Armstrong and Capps.
- (iii) **Personnel Committee:**
Cllrs Millidge, Parkin, Capps and Ruck.
- (iv) **Conservation Area Working Group:**
Cllrs Parkin, Lucas, Millidge, Blunden and Holland. Mr S Dring.
- (v) **Parish Plan Working Group:**
Cllrs Parkin, Millidge, Capps, Armstrong, Ruck, Holland, Giblin. Ms S Hersant.
- (vi) **Emergency Plans Working Group:**
Cllrs Parkin, Capps and Armstrong.

It was resolved to appoint the above Committee and Working Groups.

A/4454 Election of Representatives and Coordinators

- (i) **Consultations Coordinator:** No longer required.
- (ii) **Planning Coordinators:** Cllr G Lucas and Cllr R Capps.
- (iii) **Village Hall Representative:** Cllr B Silvester.
- (iv) **Sports and Social Club Representative:** Cllr F Giblin
- (v) **Public Transport Coordinator:** Vacant – nobody elected.
- (vi) **Tree Wardens:** Cllr G Lucas and Cllr J Millidge
- (vii) **Highways and Snow Coordinator:** Mr S Dring.
- (viii) **Charity Coordinator:** No longer required.
- (ix) **Allotments Coordinator:** Cllr B Silvester.
- (x) **Streetlight Coordinator:** Cllr R Armstrong.
- (xi) **Conservation Area Warden:** Cllr G Lucas
- (xii) **Parish Path Co-ordinator:** Mr Geoff Emmins.
- (xiii) **Environmental Co-ordinators:** Mr Andrew Stockton and Mr Jon Millidge.
- (xiv) **Old Mail Reporter:** Cllr J Blunden.

It was resolved to appoint the above Representatives and Coordinators.

A/4455 Rents for 2021/2022

- (i) **Playing Field pitch hire:** £80 per annum per team x 2 (Potterspurty Football Team and Potterspurty Reserves).
- (ii) **Allotments:** £7.50 per plot per annum plus allotment insurance.
- (iii) **Sports and Social Club Rent:** £500 per annum.

It was resolved to approve the above rents.

A/4456 Payments for 2021/2022

- (i) **Church clock winding:** £25.00 per year.
- (ii) **Church porch light:** £25.00 per year.
- (iii) **Litter picking contract:** £100.00 per month.
- (iv) **Clerk's salary:** SCP 21, £13.78 per hour (effective 1 April 2020).
- (vi) **Insurance:** £1,228.09 including taxes. Year four of five-year contract.
- (vii) **Dog Bins:** £2.69 per empty.
- (viii) **Quarterly Play Area Inspections: CPM Playgrounds Ltd.**
£215.00 per visit.
- (ix) **Annual Play Area Inspections: The Play Inspection Company Ltd.**
£323.00 per annum.
- (x) **Grants (including Section 137):** Total budget £1,050.00.
- (xi) **Subscriptions:**
Society of Local Council Clerks - £166.00.
Northants CALC - £555.00.
Northants ACRE - £35.00.
SNAST - £20.00.
Parish Online - £60,00
- (xi) **Audit Fees:** £745.00
- (xii) **Payments to PSSC:** £430 (contributions to CCTV electricity, broadband and waste collection)
- (xiii) **Grounds Contract:** £11,850.00
- (xiv) **Payroll Services:** £265.00

It was resolved to approve the above payments and actions.

A/4457 Next Annual Meeting of Parish Council - 11 May 2022 at 7:00pm.

The Chairman closed the meeting at 7:28 pm.

Signed _____ Date _____