## MYNDTOWN COMBINED PARISH COUNCIL

## **ANNUAL PARISH MEETINGS**

## **AGENDAS**

To be held on Tuesday 18<sup>th</sup> April 2023 at the Village Hall, Norbury. Beginning with Myndtown at 7.pm

MYNDTOWN	
Present:	
• Apologies:	
•	
Minutes of: 12 <sup>th</sup> April 2022	
• Matters Arising:	
Audit 2022 - No Fee	
• A Financial Risk Assessment is in place.	
• E.On Pole Rent- x1 payment received & banked.	
• Water Plus: Payments are now by monthly billing	
payable in arrears. Total payments £94.31. S&M N	
• Email of Thanks received from Norbury School re	Donation
Election of Butts Wardens:  • Gordon Fewtrell & Alan Jones P)	C)
<ul> <li>Gordon Fewtrell &amp; Alan Jones P)</li> <li>Accounts for 22/23:</li> </ul>	S)
Previously circulated.	
• Submittance of Exemption Certificate P)	S)
Tenders for Parish Lands:	,
1. Allotments (CL55) 3.024 acres- £	
2. Camp Ground (CL54) 2.133 acres-£	
3. School Ground (CL56) 2.091 acres-£	
Licences to be signed & copies emailed to Tenants. Cheques for Approval/Signature: As IT Banking is in open	ration, these payments can be made
by Bacs to reduce service charges?	ration, these payments can be made
• Mrs L Thomas - £90 (clerk)	
Norbury School -	
Other Matters:	
•	
NORBURY	
Present:	
Apologies:	
•	
Minutes of 12 <sup>th</sup> April 2022:	

Matters Arising: Other Matters: **RATLINGHOPE** Present: Apologies: Minutes of 12th April 2022: Matters Arising: • The Notice board has been replaced. Other Matters: **WENTNOR** Present: Apologies: Minutes of 12th April 2022: Matters Arising: Other Matters: • A Reminder that the Parish Land is now let on a rolling tenancy for a fixed rent. **MINUTES** MYNDTOWN COMBINED PARISH COUNCIL **MYNDTOWN PARISH MEETING** Minutes of the above meeting held on Tuesday 12<sup>h</sup> April 2022 at The Green Meeting Room at 7.30pm. Present: Mr S. Edwards # Mr P Owen # Mr P Rogers-Coltman Mr T Betton # Mr T Jones Mrs L Thomas (clerk) Apologies: • Mr M Unwin, Mr N Pritchard (both away working) (Apologies Accepted) In Attendance: M Mellor, T Collis Minutes: 17th May 2021 • Minutes Previously Circulated. Agreed & Signed Matters Arising: • PK Littlejohn Auditors-No Fee

- A Financial Risk Assessment is in place.
- E.On Pole Rent Received & Banked
- HSBC Bank Account Management Charges are set at £8 p/m. IT Banking is now operating.
- P Howell & K Miller left the area, so S & M Mellor took over the tenancy on all 3 fields. The rental balance for School Ground of £49.12 was paid by Bacs.
- Waterplus: Four payments by D/D for water usage of £21.61 (E), £28.94 (A) £24.28 (E) & £24.28 (E) have been made. As part of the Tenancy Agreement the total cost to date of £99.11 is payable in arrears by S & M Mellor.
- Letter of Thanks Received from Norbury CP re £200 donation.

#### Election of Butts Wardens:

Proposed by TJ and Seconded by SE, that Mr Gordon Fewtrell and Mr Alan Jones be re-elected as wardens for the coming year.
 Agreed & Resolved

#### Accounts for 21/22:

• A statement of Accounts to 31<sup>st</sup> March 2022 was previously circulated. **Agreed & Signed** by the Chairman and RFO. **Agreed** To submit the Certificate of Exemption. The accounts will be audited in April 22 by the Internal Auditor.

#### Tenders for Parish Lands:

Bids were received from S & M Mellor and Richard Davies. It was Agreed to let the School Ground for Grazing instead of for Horses for the coming year. The following were confirmed & accepted:

- 1. Allotments (CL55) 3.024 acres -£170 S & M Mellor (PL Cert produced)
- 2. Camp Ground (CL54) 2.133 acres -£135 S & M Mellor
- 3. School Ground (CL56) 2.091 acres -£130 Richard Davies Grazing Licences will be completed, signed and copies emailed to the successful tenants.

#### Donations & Cheques for Approval:

PR-C proposed the usual donation be made to Norbury CP School Library Fund. AIF After Discussion, it was Agreed to raise the clerks salary to £90 p/y. P) PR-C S) PO AIF **Agreed & Resolved** 

- Mrs L Thomas (clerk)-£90. c/n: 100204
- Norbury CP School-£200. c/n: 100205

#### Other Matters:

- Notice Board, Asterton As it is used very little, it was **Agreed** not to replace.
- PR-C Proposed to allocate money to improve the parish lands by drainage and fencing. He will inspect
  the land and provide a report.

Meeting closed at 7.55pm

# MYNDTOWN COMBINED PARISH COUNCIL NORBURY PARISH MEETING

Minutes of the meeting held on Tuesday 12th April 2022 at The Green Meeting Room, 7.55pm

#### Present:

• Mr S Edwards # Mr P Owen # Mr P Rogers Coltman

• Mr T Betton # Mr T Jones

• Mrs L Thomas (clerk)

#### Apologies

• Mr M Unwin, Mr N Pritchard (both away working)

(Apologies Accepted)

#### In Attendance:

• Terry Collis

Minutes of 17th May 2021:

- Previously circulated. Agreed & Signed
- Matters Arising:
  - A working party is being formed to renovate the BT kiosk.

#### Other Matters:

• Notice Board: Agreed to re-site & replace.

Meeting closed at 8pm

# MYNDTOWN COMBINED PARISH COUNCIL RATLINGHOPE PARISH MEETING

Minutes of the meeting held on Tuesday 12th April 2022 at The Green Meeting Room. 8.05pm

#### Present:

• Mr S Edwards # Mr P Owen # Mr P Rogers Coltman

• Mr T Betton # Mr T Jones

• Mrs L Thomas (clerk)

#### Apologies:

• Mr M Unwin, Mr N Pritchard (both away working)

(Apologies Accepted)

#### In attendance:

• Terry Collis

Minutes of 17<sup>th</sup> May 2021:

• Previously circulated. Agreed & Signed

#### Matters Arising:

• The Notice Board has yet to be installed.

#### Other Matters:

- 22/01072/F-Permanent Retention of dwelling for occupation by fishery manager @ TC Fisheries, Land to south of Nr Gatten Fm. Mr Terry Collis told the meeting that the need for the permanent dwelling was still the same. He has owned The Catch & Release business for 12 yrs. It has proved that it is viable and can support the need for him to live on site; for security reasons and to protect the 'Trophy' fish. The site has been sympathetically landscaped, improved at cost and is attractive to visitors who support other local businesses. An Otter-proof fence has been installed around the pool. Mr Collis then left the meeting. After Discussion, it was **Agreed:** To submit No Objection to the application.
- LT had received an expression of interest by email from Mr Matt Sankey to the Cllr Vacancy. After Discussion, it was **Agreed Unanimously:** Not to co-opt Mr Sankey for the position due to his not meeting all the Criteria as set out in the Combined Council's Statement of Procedure for determining a councillor co-option (as briefed by NALC, amended as necessary & Adopted by this council). **Action:** SE to contact Mr Sankey with the council's decision.

Meeting closed at 8.15pm.

# MYNDTOWN COMBINED PARISH COUNCIL WENTNOR PARISH MEETING

Minutes of the meeting held on Tuesday 12th April 2022 at The Green Meeting Room. 8.20pm

#### Present:

• Mr S Edwards # Mr P Owen # Mr P Rogers Coltman

• Mr T Betton # Mr T Jones

• Mrs L Thomas (clerk)

## Apologies:

Mr M Unwin, Mr N Pritchard (both away working)

(Apologies Accepted)

### In Attendance:

None

Minutes of 17<sup>th</sup> May 2021:

• Previously circulated. Agreed & Signed

#### Matters Arising:

• None

#### Other Matters:

- A reminder that the Parish Land continues to be let on a rolling tenancy for a fixed rent of £750. Invoice Sent 9.4.22
- Wentnor Woods planning application. There were 38 letters of objection including the parish council.
   No Update as yet

Meeting closed at 8.30pm

# MYNDTOWN PARISH MEETING

# RECEIPTS & PAYMENTS ACCOUNT

# FOR THE YEAR ENDED 31st MARCH 2023

£ 389.99 7.61 0.00 .12 55.88 453.60	RECEIPTS  Grass Keep Rent  MEB Pole Rent  VAT Reclaimed  Bank Interest  Water Usage Repaid in arrears:	£ 435.00 7.61 0.00 4.11 198.22 644.95
£ 00.00 99.11 75.00 24.00 200.00 398.11	PAYMENTS  Common Land & Maintenance Severn Trent Water Usage General Admin' Bank Charges Donations	£ 00.00 94.31 90.00 100.00 200.00 484.31
£3434.19 £3489.68	OPENING BALANCES CLOSING BALANCES	£3489.68 £3650.31
£2379.93 £1091.75 £3489.68	Treasurer Acc Deposit Acc	£2554.45 £1095.86 £3650.31

Chairman	Responsible Finance Officer

# **MYNDTOWN PARISH MEETING**

## Bank Reconciliation

Financial Year Ending: 31st March 2023.

Prepared by: Mrs Lesley Thomas Clerk/RFO

Dated: 4<sup>th</sup> April 2023.

Balances as per bank statements at: 19th March 2023.

	£	£
Community Account	2,554.45	
Business Saver Account	<u>1,095.86</u>	

3,650.31

## Cash Book

Opening Balance 1 <sup>st</sup> April 2022	3,489.68
Receipts in the year	_ 644.94
	4,134.62
Less Payments	484.31
•	3,650.31

Showing an income of £160.63 over expenditure for the year. This does however include an overpayment of £99.11 for water usage which will be credited to Mr & Mrs M Mellor.

The actual income is therefore £61.52 for the year.