

SAXBY ALL SAINTS PARISH COUNCIL

Minutes of the annual meeting of Saxby All Saints Parish Council held at 6.45pm on Wednesday 8th May 2024, at the Village Hall, Saxby All Saints.

Present: Chair – Cllr Andrew Simpson.
Cllr Davina Pressler-Saether, Cllr Charlie Barton, Cllr Charles Szabo
Clerk – Holly Hanson

No Ward Councillors attended

Public Participation

No members of the public attended.

APCM25/26– 0501 Election of Chairman

- a) Cllr Andrew Simpson was unanimously elected as Chairman, and Declaration of Acceptance of Office was received by the Clerk

APCM25/26 –0502 Apologies

- a) Reasons for apologies were accepted from Cllr Pauline Leitch and Cllr Chris Rodgers.

APCM25/26 –0503 Declarations of Interest

- a) No declarations of interest were made by any member of the council in respect of the agenda items

APCM25/26 - 0504 Election of Vice-Chairman

- a) It was unanimously agreed to leave the position of Vice-Chairman unfilled

APCM25/26 – 0505 Internal Audit Report 2024/25

- a) Members received the Internal Audit Report for the 2024/25 year and noted the recommendations

APCM25/26– 0506 Annual Accounting Statement 2024/25

- a) Members considered the Accounting Statement and Summary of Accounts.
- b) Members unanimously approved the Accounting Statement and Summary of Accounts.
- c) The Chair signed and dated the Accounting Statement and Summary of Accounts

APCM25/26 – 0507 Annual Governance Statement 2024/25

- a) Members considered the Annual Governance Statement.
- b) Members unanimously approved the Governance Statement.
- c) The Governance Statement was signed and dated by the Chair and Clerk.

APCM25/26 – 0508 Annual Accounting Statement 2024/25

- a) Members considered the Accounting Statement and Summary of Accounts.
- b) Members unanimously approved the Accounting Statement and Summary of Accounts.
- c) The Chair signed and dated the Accounting Statement and Summary of Accounts

APCM25/26 – 0509 To approve and sign the Certificate of Exemption for Smaller Authorities 2024/25

The exemption certificate was unanimously approved and signed.

APCM25/26 – 0510 Election of Officers

- a) The following were unanimously elected represent the Parish Council at outside meetings and events:
 - i) Low Villages Forum representative – Cllr Andrew Simpson
 - ii) Police NATS committee representative – Cllr Charles Szabo
 - iii) ERNLLCA District Committee Representatives(two) - Cllrs Pauline Leitch and Andrew Simpson.
- b) To agree to formation/continuation of any committees and to further agree their functions and Terms and Reference.

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- i) Cllrs Rogers, Leitch and Pressler-Saether will form the Personnel Committee
- 1) Councillors reviewed and approved the Personnel Committee Terms of Reference

APCM25/26 – 0511 Delegation of Responsibilities

- a) Councillors discussed devolution of responsibility for responding to planning applications to the Clerk due to the shortened timeframes for responses.

Resolved – To devolve responsibility for responding to planning applications to the Clerk in consultation with Councillors, arranging Extraordinary Meetings for further discussion as necessary.

APCM25/26 – 0512 Responsibilities for Asset Inspections

- a) The following Councillors will be responsible for inspecting the following assets::
 - i) The Monument – Cllr Chris Rodgers
 - ii) Bus Shelters – Cllr Chris Rodgers
 - iii) Telephone Box – Cllr Chris Rodgers
 - iv) Noticeboard – Cllr Andrew Simpson
 - v) Dog Waste Bins – Cllr Chris Rodgers
 - vi) Village Planters – Cllr Chris Rodgers
 - vii) Village Benches – Cllr Chris Rodgers

APCM25/26 – 0513 Re-adoption of Code of Conduct and reminder of Register of Interests

Councillors unanimously agreed the re-adoption of the Code of Conduct and confirmed that they had completed their Register of Interests

APCM25/26 – 0514 To approve the Internal Auditor for 2025/26

Councillors unanimously approved Brian Brooks as Internal Auditor for 2025/26

APCM25/26 – 0515 Policies and Procedures

- a) The Standing Orders were reviewed and approved.
- b) The Financial Regulations were reviewed and approved.
- c) The Member/Officer protocol was reviewed and approved.
- d) The Equal Opportunities policy was reviewed and approved.
- e) The Grievance policy was reviewed and approved.
- f) The Freedom of Information Policy was reviewed and approved.
- g) The Risk Assessments was reviewed and approved.
- h) The Data Protection policy was reviewed and approved.
- i) The Health & Safety policy was reviewed and approved.
- j) The Financial Reserves policy was reviewed and approved.
- k) The GDPR policies/procedures were reviewed and approved
- l) The Asset Register was reviewed and approved.
- m) The Insurance Provision was reviewed and approved.
- n) The IT Policy was reviewed and approved

APCM25/26 – 0516 To review and renew Parish Insurance

- a) Councillors reviewed the current insurance provision in line with the Asset Register and resolved to pay the renewal premium

APCM25/26 – 0517 Public Comment

No members of the public attended.