

# Snitterby Parish Council

**Minutes of the Annual Meeting of the Parish Council held on Thursday 15<sup>th</sup> May 2025 at Village Hall**

**Present:** Cllr's Tom Gundry, G Kettle-Gundry, S Kapil, R Lawrence, and T Faulkner (Late arrival)

**In Attendance:** Cllr.S Bunney LCC

**Clerk:** M Coote

Members of the Public – none

Minute Number	Item
01/2526	<b>Election for the Chair of the Parish Council</b> Proposed Cllr S Kapil Seconded Cllr R Lawrence All in Favour <b>RESLOVED:</b> Elect that Cllr T. Gundry Chair for the 2025/26 municipal year
02/2526	<b>Election for the Vice-Chair of the Parish Council</b> Proposed Cllr T Gundry Seconded Cllr G Kettle-Gundry All in Favour <b>RESLOVED:</b> Elect that Cllr S Kapil Vice-Chair for the 2025/26 municipal year
03/2526	<b>Councillors</b> All those in attendance wished to continue for the coming year, declarations of acceptance and interest already on file
04/2526	<b>Welcome and Public Questions</b> Chair welcome given to those in attendance, no members of public were present
05/2526	<b>Apologies</b> Cllr G Spires and Cllr T Faulkner apologised for lateness dur to another meeting, accepted
06/2526	<b>Declarations of Interest</b> None received
07/2526	<b>Minutes of the Parish Council Meeting held on Thursday 20<sup>th</sup> March 2025</b> Proposed: Cllr.S.Kapil Seconded: Cllr.R.Lawrence Those who attended all in favour
08/2526	<b>District and County Councillor reports and feedback</b> Cllr.S.Bunney, re-elected LCC on 1 <sup>st</sup> May 2025, in attendance, nothing to report
09/2526	<b>Chairman's/Parish Councillor updates</b> Cllr.S.Kapil:- Fly tipping, large concrete blocks in lay-by reported, now removed Cllr.R.Lawrence:- Disposal of garden waste high possibility of blocking drains
10/2526	<b>Clerk's report</b> Public Footpath:- Create and Extinguish notice confirmation completed 04/05/25 Telephone Box:- BHT will start work May 2025 CIL:- 24/25 Report submitted Village Hall Internet:- WLDC only funded via grant, don't have anything to do with provider
11/2526	<b>Police and Crime update</b> NC06 area, report circulated prior to meeting, no items raised
12/2526	<b>Parish Matters</b> Village Benches Cost of repair and maintenance, ongoing
13/2526	<b>Planning applications</b> To consider any planning applications or decisions WL 2024 00802, refused
	<b><u>Business Items - Motions Requiring Written Notice</u></b>

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	Finance & Budget 2024/25																																																																																
14/2526	<p><b>To receive the year end finance reports</b></p> <p>a) Payments Report 2024/25</p> <p>b) Bank Reconciliations 2024/25</p> <p>c) Variance Report 2024/25</p> <p><b>RESOLVED:</b></p> <p>All reports received and approved</p>																																																																																
15/2526	<p><b>To approve the year end governance</b></p> <p>a) Certificate of Exemption 2024/25</p> <p>b) Annual Governance Statement 2024/25</p> <p>c) Accounting Statement 2024/25</p> <p>d) Internal Auditors Report 2024/25</p> <p><b>RESOLVED:</b></p> <p>Council considered year end governance, all were agreed Certificate of Exemption, Section 1 and Section 2 signed by Chair and Clerk</p> <p>The agreed Notice of Public inspection rights to be published at the latest by Monday 2<sup>nd</sup> June 2025 to start Tuesday 3<sup>rd</sup> June 2025 until Monday 14<sup>th</sup> July 2025</p>																																																																																
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16/2526	<p><b>The Council to review and agree the following policies and procedures:</b></p> <p><b>RESOLVED:</b></p> <p>Council reviewed and accepted the following policies and procedures for 2025-26</p> <p>Standing Orders</p> <p>Financial Regulations</p> <p>Code of Conduct</p> <p>Records Retention</p> <p>Freedom of Information Policy</p> <p>Freedom of Information Requests</p> <p>Publication Scheme</p>																																																																																
17/2526	<p><b>Insurance Renewal</b></p> <p><b>RESOLVED:</b></p> <p>Insurance renewal quotation £319.59 was approved for payment (£362.33 last year)</p>																																																																																
18/2526	<p><b>Payments for Approval</b></p> <p>To approve payments from 01/04/2025 – 15/05/2025</p> <p>Proposed: Cllr.S.Kapil    Seconded: Cllr.R.Lawrence    All in favour</p> <p><b>RESOLVED:</b></p> <p>To make the following payments and accept bank reconciliations</p> <table><tr><th colspan="5">Expenditure</th></tr><tr><th>Reference</th><th>Description</th><th>Amount</th><th>VAT</th><th>Total</th></tr><tr><td>Salary MC</td><td>Clerk Salary April/May 25</td><td>334.10</td><td></td><td></td></tr><tr><td></td><td>Less Tax 20%</td><td>-66.82</td><td></td><td><b>£267.28</b></td></tr><tr><td>HMRC</td><td>Tax MC</td><td>66.82</td><td></td><td><b>£66.82</b></td></tr><tr><td>Cloud Next</td><td>Home hosting .gov email</td><td>49.99</td><td>9.99</td><td><b>£59.98</b></td></tr><tr><td>Green Grass</td><td>Grass Cutting</td><td>78.00</td><td>15.60</td><td><b>£93.60</b></td></tr><tr><td>Zurich Insurance</td><td>Annual Insurance Premium</td><td>319.59</td><td></td><td><b>£319.59</b></td></tr><tr><td>Royal British Legion</td><td>Large Poppies</td><td>67.29</td><td>13.46</td><td><b>£80.75</b></td></tr><tr><td>Internal Auditor</td><td>Internal Audit</td><td>50.00</td><td></td><td><b>£50.00</b></td></tr><tr><td>Green Grass</td><td>Grass Cutting</td><td>78.00</td><td>15.60</td><td><b>£93.60</b></td></tr><tr><td><b>Totals</b></td><td></td><td><b>£1,068.64</b></td><td><b>£72.98</b></td><td><b>£1,141.62</b></td></tr><tr><td><b>Invoices</b></td><td><b>Current Ac to Open Space</b></td><td></td><td></td><td><b>£1,141.62</b></td></tr><tr><th colspan="5">Income</th></tr><tr><th>Reference</th><th>Description</th><th colspan="3">Amount</th></tr><tr><td>Interest Reserve Account</td><td>Interest March 25</td><td colspan="3">5.09</td></tr></table>	Expenditure					Reference	Description	Amount	VAT	Total	Salary MC	Clerk Salary April/May 25	334.10				Less Tax 20%	-66.82		<b>£267.28</b>	HMRC	Tax MC	66.82		<b>£66.82</b>	Cloud Next	Home hosting .gov email	49.99	9.99	<b>£59.98</b>	Green Grass	Grass Cutting	78.00	15.60	<b>£93.60</b>	Zurich Insurance	Annual Insurance Premium	319.59		<b>£319.59</b>	Royal British Legion	Large Poppies	67.29	13.46	<b>£80.75</b>	Internal Auditor	Internal Audit	50.00		<b>£50.00</b>	Green Grass	Grass Cutting	78.00	15.60	<b>£93.60</b>	<b>Totals</b>		<b>£1,068.64</b>	<b>£72.98</b>	<b>£1,141.62</b>	<b>Invoices</b>	<b>Current Ac to Open Space</b>			<b>£1,141.62</b>	Income					Reference	Description	Amount			Interest Reserve Account	Interest March 25	5.09		
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	Current Account	Precept	3,828.00
	Current Account	Pit Rent	90.00
	Interest Reserve Account	Interest April 25	4.81
<b>Bank Balances:</b> Current £8,253.32 @ 30/04/25 expenditure due £1,141.62 Reserves £4,804.06 @ 30/04/25, Open Space £6,307.67 @ 30/04/25			
<b>19/2526</b>	<b>Budget 2025/26</b> To agree the budget monitoring position and bank reconciliation Proposed: Cllr.S.Kapil Seconded: Cllr.R.Lawrence All in favour <b>RESOLVED:</b> To accept budget report and bank reconciliations		
<b>20/2526</b>	<b>NatWest Banking</b> Authorisation signed by Cllr S Kapil and Cllr R Lawrence to allow Clerk to have telephone access to request statements, cheque books and balances on all 3 accounts		
	<b>Next Meeting</b>		
<b>21/2526</b>	<b>Items for inclusion on the next Meeting agenda</b> Review Banking arrangements Repairs for benches		
<b>22/2526</b>	<b>Date and time of the next Meeting</b> The date and time of the next Parish Council Meeting was confirmed as Thursday 17 <sup>th</sup> July 2025, starting at 7:30pm at the Village Hall		

**Meeting started at 7.45pm and closed at 8.34pm**

**Signed:** .....

**Print Name:** .....

**Date:** .....

Minutes Verification. Signature: ..... Date: .....