



GREAT HORKESLEY PARISH COUNCIL

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MINUTES

**Minutes of the meeting the Council held at
7:30pm on Monday 13th December 2021**

Members Present: Councillors Mead (Chairman)

Arnold, Baker, Duckworth, Ewing, Taverner and Williams.

No members of the public attended the meeting.

1. Chairman's Welcome and Announcements.

Cllr Mead welcomed councillors to the meeting. He explained that because the parish clerk had unexpectedly left the Council's service at the beginning of the month it had not been possible to prepare some of the reports for the meeting that members had come to expect.

2. Motion to appoint an unpaid acting Clerk to the Council

The Chairman proposed that Cllr Arnold be appointed to act as Clerk to the Council until such time as a replacement paid clerk could be appointed. Cllr Arnold explained that he would have to limit the role to using the powers delegated to the clerk to deal with urgent business between meetings. In particular, he would be able to authorise payments for which the Council had approved a budget but he would need to rely on Cllr Mead to make the payments through the online banking system. It was felt that because two members were involved, this would provide an appropriate level of security.

The motion to appoint Cllr Arnold to act as Clerk to the Council was agreed unanimously.

The Chairman reported that he had spoken to the Village Hall Booking Clerk who had agreed to take on more of the administrative work of running the Hall which had been carried out by the previous clerk. In due course there would need to be a formal review of her role and pay, which would be retrospective.

3. Apologies for absence

Cllr Wescomb Cross had apologised for being unable to attend the meeting for a reason which the Chairman advised was unavoidable. **It was agreed** that this be noted.

4. Declaration of interests

No member declared an interest in respect of any item on the agenda for the meeting.

5. Public open forum

No members of the public were present.

6. Minutes of the meeting held on 17th November 2021

The published draft minutes of the previous meeting were **agreed** to be an accurate record and were adopted without amendment.

7. Planning

No applications had been notified by CBC since the previous meeting.

8. Defibrillator

The lead member on this matter being absent, it was **agreed** to defer further consideration of installing a second defibrillator in the village to a future meeting.

9. Queen's Platinum Jubilee Celebrations

It was reported that despite the Council's willingness to support residents' proposals for marking Her Majesty's Platinum Jubilee in June 2022 having been publicised through various media, no proposals had been received. Cllr Arnold suggested that one of the Rural North Borough Councillors be asked to ensure that if non-commercial activities were proposed for the Jubilee Green, which was owned by CBC, there would be no charge for its use.

10. Financial matters

- a. The Finance Working Group had not met to consider the 2022-23 budget because reports on income and expenditure were not available.
- b. Five organisations had submitted applications for grants; these would be considered by a future meeting of the Finance Working Group.
- c. There were no invoices to hand which could not be authorised for payment under the powers delegated to the clerk.
- d. It was **agreed** that reports of receipts and routine payments made under delegated powers since the last meeting would be presented to a future meeting. The Chairman confirmed that he was continuing to monitor activity on the Council's bank accounts which was a normal part of his duties.

11. Highways

There were no urgent matters to consider.

12. Reports from members

Cllr Williams reported that he had located and taken possession of the **Speedwatch** equipment. The Chairman ask him to arrange recalibration of the gun. Cllr Arnold reported that some members of the team run by the late Cllr Robin Rennie were keen to return to duty but more members were needed. He would mention this in his next report for the *Village News*.

13. Village Warden

The Chairman reported that the warden was still at work but was now being managed by himself and Cllr Arnold; a report of his activities would be presented to a future meeting.

14. Future meetings

- a. It was confirmed that the next meeting of the Council would take place on Monday 17th January in the new village hall.
- b. It was noted that the remaining meetings of the municipal year were now scheduled to take place on Mondays 21st February, 21st March and 11th April 2022.
- c. It was further noted that should any urgent planning matters arise before the next scheduled meeting, the Chairman could exercise his power to call a special meeting.

15. Motion to exclude the public

The motion was not moved because no members of the public were present.

16. *[The minute of the reports, discussion and actions agreed at the meeting in consequence of the letter sent to all members under cover of an email on 2nd December 2021 is confidential because it relates to a contract of employment. Once approved by the Council it will form part of the Council's records but will not be published.]*