

THORPE MALSOR PARISH COUNCIL

Minutes of the Annual Meeting of Thorpe Malsor Parish Council held on 12th May 2025.

Present: Cllr C Holborow (Chair), Cllr J Harrison, Cllr H Sharp (acting Clerk).
One member of the public attended.

1. Election of Chair

It was proposed that Cllr Holborow be elected as Chair for 2025/26. All were in favour and Cllr Holborow was duly elected and signed the Declaration of Acceptance of Office.

2. To confirm receipt of completed Declarations of Acceptance of Office for all councillors.

All councillors completed their Declaration of Acceptance of Office at the meeting.

3. Apologies for absence

None.

4. To fill vacancies on the council by co-option.

One resident of the village attended the meeting to observe and discuss the role before considering joining the council. Cllr Sharp reported that she had not yet been able to contact another resident.

5. To receive declarations of interest relating to business on the agenda.

None.

6. To confirm parish representatives:

- a) **Internal Controls Officer** – Mrs Frances Pope
- b) **Footpaths Warden** – Cllr Sharp
- c) **Police Liaison Representative** – Cllr Holborow
- d) **Health & Safety Officer** – Cllr Sharp (interim)
- e) **Defibrillator Officer** – Cllr Harrison
- f) **Any other representatives that might be considered necessary** – none required.

7. Approval and signature of minutes of the Ordinary meeting of 31st March 2025.

The minutes were approved without amendment and signed by the Chair.

8. Matters arising from the minutes not covered below on the agenda.

None.

9. Open Forum (public participation session).

The issue of fly-tipping was raised following the dumping of a large amount of household waste on Eagle Lane the previous week.

10. Annual Governance and Accountability Return (AGAR) for 2024-25 Financial Year

- a) **Receive and note any recommendations for the Internal Auditor's Report dated 22/04/25**

The report from the Internal Auditor had been circulated prior to the meeting. The advice regarding general reserves was discussed and noted.

b) Approval of Annual Governance Statement (Section 1)

The Annual Governance Statement was considered. All responses were in the affirmative with the final trust funds statement marked as not applicable; it was resolved to approve the Statement and Cllr Holborow and Cllr Sharp (as acting Clerk and Responsible Finance Officer) signed Section 1.

c) Approval of Accounting Statements (Section 2)

It was resolved to approve the Statement of Accounts and Cllr Holborow signed Section 2.

d) Approval of Certificate of Exemption

It was agreed that the Certificate of Exemption be approved. It was noted that the commencement date for the excise of public rights will be Tuesday 3rd June 2025. The certificate was signed by Cllr Sharp (as acting RFO) and Cllr Holborow.

11. Finance

a) To receive the Finance Report and approve the Schedule of Payments.

The Clerk presented the latest financial statement, which had been circulated prior to the meeting. It was resolved to approve payment of the invoice detailed on the schedule (copy attached).

b) To consider the quotation for renewal of the Council's insurance.

The clerk advised that the current insurer, Zurich, had not increased their price from the previous year, based on the same level of cover. This was more than adequate for the requirements of the council and it was resolved to accept the quotation from Zurich.

12. To review and approve the following policies/procedures: Financial Regulations, Complaints Procedure.

Following a review of the new model Financial Regulations it was agreed that further consideration of the council's current banking arrangements was required prior to adoption. This to be included on the agenda of the next meeting.

13. To receive a report following inspection of the Council's assets.

The report, which had been circulated prior to the meeting, was noted (copy attached).

14. To consider planning application NK/2025/0171 Listed Building Consent: Insert window to ground floor rear elevation. Location: The Old Bakery, 24 Church Way, Thorpe Malsor.

The plans were reviewed and it was resolved to make no objection to the application.

15. Date of next meeting.

The date of the next meeting was agreed: Monday, 7th July 2025.

The meeting closed at 8.20 pm.

Signed:(Chair)

Date:

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SCHEDULE OF PAYMENTS

Accounts to be passed for payment 12th May 2025:

* Denotes paid in advance of meeting.

Payee	Details	Amount	Power
Northants CALC	Annual Membership, Audit Service & DPO fees.	293.04	LGA 1972, s143, AC Act 1998 s7 (3)
Total		£293.04	

RECEIPTS SINCE: 31st March 2025:

Date	Particulars	Amount	Account Credited
22/04/25	Precept 2025-26	£2000.00	Community
Total		£2000.00	

FINANCIAL STATEMENT

Balances B/F 31/03/25		Receipts	Payments	Current Balances (after payment of invoices)
Premium Acc	£650.31	£0	£0.00	£650.31
Community Acc	£8442.49	£2000.00	£293.04	£10,149.45
Total	£9092.80	£2000.00	£293.04	£10,799.76

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REPORT: HEALTH & SAFETY AND MAINTENANCE INSPECTION OF COUNCIL ASSETS

ITEM	INSPECTION OBSERVATIONS	H & S RISK	MAINTENANCE REQUIREMENT
Ancient Village Well & Water Trough	Structurally in reasonable condition: some mould/fungi present, advised corner stones may need replacing.	None	Quote accepted for repairs & cleaning. Still awaiting completion.
Bus Shelter	Very good condition. (Repair/renovation completed 2023)	None	None
Bus Shelter Bench Seat	Good condition.	None	None
Bus Shelter Litter Bin	Good condition.	None	None
Picnic Bench Play Area	Very good condition. (Purchased in 2017)	None	None
Public Bench Church Way	Good condition. (Slats repaired & repainted 2017)	None	None
Public Bench Short Lane	Good condition. (Repainted in 2017)	None	None
Tree Bench by Hall Gates *	Removed during 2023.	None	Replace
Memorial Seat Church Yard	Reasonable condition.	None	None
Red Phone Box	Good condition. (Repainted in 2018)	None	None
Table Tennis Table	Good condition.	None	None
Noticeboard	Poor condition.	Low	Repair agreed, still awaiting completion.
Laptop & Printer	Good condition. (Laptop not currently used, RAM upgrade required.)	None	Upgrade RAM

* Seat was originally erected by a resident of the village and not owned by the Parish Council.

Date of inspection: 7th May 2025

Inspected by: Cllr Sharp Signature:

Date of next scheduled inspection: March 2026