



LUTTON Parish Council



www.lutton-pc.gov.uk

DRAFT MINUTES OF THE ANNUAL MEETING OF THE COUNCIL, HELD ON MONDAY 12TH MAY 2025 COMMENCING 7.00 PM IN LUTTON VILLAGE HALL, MAIN STREET, LUTTON PE8 5EF

PRESENT: Councillors Chris Cowdery, Jill Eaton, Julie Lane, Terry Waites

IN ATTENDANCE: Kerry Rew, Clerk; one member of the public

25.23	<p>ELECTIONS AND DECLARATIONS OF OFFICE</p> <ul style="list-style-type: none">I. It was RESOLVED to appoint Chris Cowdery as Chair for the year 2025/26II. Cllr Cowdery signed the Declaration of Acceptance of Office of Chair witnessed by the Clerk.III. Cllrs Cowdery, Eaton, Lane, and Waites signed Declarations of Acceptance of Office witnessed by the Clerk.IV. A vacancy exists for a fifth councillor due to insufficient candidates standing for election on 1st May 2025. This vacancy is to be advertised for filling by co-option. Cllr Cowdery to circulate advertisement.
25.24	<p>APOLOGIES: none</p>
25.25	<p>DECLARATIONS OF INTEREST:</p> <ul style="list-style-type: none">I. ALL councillors are required to submit a <i>Declaration of Member's Interest</i> form within 28 days of taking office (deadline 9th June 2025). This is a legal obligation.II. There were no declarations of interest in items on the agenda or written requests for dispensations for disclosable pecuniary interests.
25.26	<p>MINUTES OF THE PREVIOUS ANNUAL MEETING OF THE COUNCIL 13TH MAY 2024: APPROVED by all and signed by Chair.</p>
25.27	<p>SCHEDULE OF COUNCIL MEETINGS: Dates and venue of scheduled council meetings confirmed as first Monday of every second month, (unless otherwise stated) starting at 7:00 pm in Lutton Village Hall. RESOLVED. Dates for the rest of the council year AGREED: <u>Wednesday</u> 9th July, 1st September, 3rd November, 5th January 2026, 2nd March 2026.</p>
25.28	<p>REGULATORY DOCUMENTS: To adopt or re-adopt the following:</p> <ul style="list-style-type: none">I. Standing Orders - updated April 2025 - RESOLVEDII. Financial Regulations – updated April 2025 (Procurement Act 2023) - RESOLVED

	<p>III. Code of Conduct/Civility & Respect Pledge – RESOLVED</p> <p>IV. Model Publication Scheme – RESOLVED</p> <p>V. Contact details for councillors – website to be updated to remove former Cllrs Smurthwaite and Walsh, and to add Cllr Waites</p>
25.29	<p>REVIEW OF ASSET REGISTER & INSURANCE COVER:</p> <p>I. Insurance policy renewal date noted as 1st June 2025. Cover reviewed by Clerk and renewal recommended with existing provider.</p> <p>II. Additional items noted on Asset Register (May 2025) to reflect expenditure in 2024/25 and for publication on the PC website</p>
25.30	<p>FINANCE:</p> <p>I. To review and approve the annual accounts, bank reconciliation, and NCALC internal audit for publication on the PC website. RESOLVED</p> <p>II. To review, approve, and sign the Annual Governance & Accountability Return (AGAR) Certificate of Exemption for submission to external auditors PKF Littlejohn and publication on the PC website. RESOLVED</p> <p>III. To review, approve, and sign AGAR Governance Statement and Accounting Statement, and review AGAR Internal Audit Report for publication on the PC website. Notice of public rights to be prepared by Clerk for publication. RESOLVED</p>
25.31	<p>COUNCILLORS' PORTFOLIOS To agree responsibility for:</p> <ul style="list-style-type: none"> - Footpaths - Cllr Cowdery - Highways – Cllr Cowdery - Biodiversity – Cllr Lane
25.32	<p>OUTSIDE BODIES:</p> <p>To agree Parish Council appointments to Lutton Relief in Need Charity: Cllr Cowdery and Mr Ivan Head</p>

The Annual Meeting of the Council closed at 7:34 pm