

# LUTTON PARISH COUNCIL

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APPROVED MINUTES OF THE ANNUAL MEETING OF THE COUNCIL, HELD ON MONDAY 13TH MAY 2024 COMMENCING 7.40 PM IN LUTTON VILLAGE HALL, MAIN STREET, LUTTON PE8 5EF

**PRESENT:** Councillors Chris Cowdery, Jill Eaton, Julie Lane, Mike Smurthwaite, Carrie Walsh

**IN ATTENDANCE:** Kerry Rew, Clerk

24.22	<p>ELECTIONS AND DECLARATIONS OF OFFICE</p> <ul style="list-style-type: none"><li>I. It was RESOLVED to appoint Chris Cowdery as Chair for the year 2024/25</li><li>II. There were no nominations as Vice-Chair for the year 2024/25</li><li>III. Cllr Cowdery signed the Declaration of Acceptance of Office of Chair witnessed by the Clerk.</li></ul>
24.23	<p>APOLOGIES: none</p>
24.24	<p>DECLARATIONS OF INTEREST: There were no declarations of interest in items on the agenda or written requests for dispensations for disclosable pecuniary interests.</p>
24.25	<p>MINUTES OF THE PREVIOUS ANNUAL MEETING OF THE COUNCIL 22ND MAY 2023: APPROVED by all and signed by Chair.</p>
24.26	<p>SCHEDULE OF COUNCIL MEETINGS: Dates and venue of scheduled council meetings confirmed as first Monday of every second month, starting at 7:00 pm in Lutton Village Hall. RESOLVED</p>
24.27	<p>REGULATORY DOCUMENTS: To adopt or re-adopt the following:</p> <ul style="list-style-type: none"><li>I. Standing Orders - RESOLVED</li><li>II. Financial Regulations – to be carried over to July meeting due to comprehensive update issued by NALC</li><li>III. Code of Conduct/Civility &amp; Respect Pledge – RESOLVED Clerk to submit declaration of Civility &amp; Respect Pledge</li><li>IV. Model Publication Scheme – RESOLVED</li><li>V. Contact details for councillors – .gov.uk generic email addresses to be added to PC website and NNC website under Parish Councils Register</li></ul>
24.28	<p>REVIEW OF ASSET REGISTER &amp; INSURANCE COVER:</p> <ul style="list-style-type: none"><li>I. Insurance policy renewal date noted as 1st June 2024. Cover to be reviewed prior to renewal in 2025.</li><li>II. Items noted on Asset Register. Ownership of bench to be confirmed. Defibrillator and goal posts to be added.</li></ul>
24.29	<p>FINANCE:</p> <ul style="list-style-type: none"><li>I. To open an online bank account with Unity Trust Bank, at a monthly service charge of £6. Proposed Cllr Cowdery, seconded Cllr Walsh RESOLVED</li></ul>

	<p>II. To approve the payment of Clerk's salary by monthly standing order with effect from 1st June. Proposed Cllr Cowdery, seconded Cllr Eaton RESOLVED</p> <p>III. To review and approve the annual accounts, bank reconciliation, and NCALC internal audit for publication on the PC website. RESOLVED</p> <p>IV. To review, approve, and sign the Annual Governance &amp; Accountability Return (AGAR) Certificate of Exemption for submission to external auditors PKF Littlejohn and publication on the PC website. RESOLVED</p> <p>V. 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>
24.30	<p>COUNCILLORS' PORTFOLIOS To agree responsibility for:</p> <ul style="list-style-type: none"> <li>- Footpaths - Cllr Cowdery</li> <li>- Highways – Cllr Walsh</li> <li>- Biodiversity – Cllr Walsh</li> </ul>
24.31	<p>OUTSIDE BODIES To agree Parish Council representation on:</p> <ul style="list-style-type: none"> <li>- Lutton Relief in Need Charity – Cllr Cowdery</li> </ul>

The Annual Meeting of the Council closed at 8:17 pm

*Cowdery* 12 MAY 2025