

Bengeo Rural Parish Council Meeting 16th September 2024

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DRAFT MINUTES

<u>Present:</u>		<u>In Attendance:</u>
Cllr Tony Ellis (Chair)	Cllr Matthew Clutterbuck	Victoria Preuss – Clerk
Cllr Jayne Abery	Cllr Neil Blackaller	

24/25 – 034	Apologies None
24/25 – 035	Declarations of Councillors’ interests pertaining to agenda items. None
24/25 – 036	Minutes from 17 th June 2024 were approved
24/25 – 037	Public Participation None
24/25 – 038	Internal Audit Report a – Publication Scheme. The Parish Clerk presented the publication scheme for review and approval. The proposed scheme was approved and will be published on the website. This action on the internal audit tracker will be closed. b – Invoice authorisation and payment process. The Parish Clerk presented a flow chart setting out the invoice payment process for review and approval. The process was approved and deemed reasonable. c – Internal audit action – tracker. The audit action tracker was presented with the request to close a number of actions. This request was approved, and the tracker will be updated and circulated at the next meeting.
24/25 – 039	Planning Applications a – The Council noted the decision of the planning application for 3 Staff Houses at Crouchfields.
24/25 – 040	Finance a – The latest financial position was presented and noted. The Council were also informed that going forward the Power to Spend will be included against each item on the finance sheet for review and transparency. The Council were informed that a VAT refund claim had been made and these funds were expected next month. The Parish Council noted the invoices have been paid since the last meeting. These were for ground maintenance and payroll. The invoices were both within the budget for 2024/2025. b – Review of bank statements. The Parish Clerk informed the Council of the requirement to review and wet sign the bank statements against the cashbook. A regular meeting will take place between the Chair and the Parish Clerk to review the paper bank statements, online bank account and cash book. c – Review the budget vs Spend for 2024/25. The Council reviewed the spend against the budget for 2024/25. This will be a standing item for future meetings.

	<p>d – Financial Regulations 2024. Following the release of updated Financial Regulations for 2024, the Clerk presented the updated draft financial regulations 2024 for Bengeo Rural parish Council approval. The regulations were approved.</p> <p>e – Approval to spend £25 per month plus VAT for ongoing support to the website by ShyStudios. The support includes back-up of the site, security patches and content updates.</p>
24/25 – 041	<p>Parish Updates</p> <p><u>Chapmore End</u></p> <p>The hedges on the way into the village are in need to cutting, but these are privately owned. Cllr Abery also informed the Council of some fly tipping they had spotted in the village. This was being report to the Council.</p> <p><u>Tonwell</u></p> <p>The gates into the field currently won't shut and there are issues with the latches. A quote has been requested for the gates to be replace the latches. Also, it was reported that the "Please shut the gate" signs have been vandalised and need replacing. The Parish Clerk will order replacement signs.</p> <p>The issue of the vandalism of the dog bin on Ware Road by the field entrance was raised. In the last few months, it had been glued shut which has led to people using the little bin in the field instead. Following a discussion, it was agreed that the Parish Clerk would contact East Herts about the possibility of moving the dog bin onto the field.</p> <p>All residents in the village had received notification of the consultation concerning future use of the Tonwell School site. The proposal is for the site to be used as a satellite site for Amwell View School which is a specialist SEN school. Following a discussion, all Cllrs were supportive of the proposal, and it was agreed that the Parish Council would make a submission in support for the proposal.</p> <p>Cllr Clutterbuck provided an update on the grant for the new play area in Tonwell field. The grant submission has been made, and it is supported in principle, but the submission needed to be updated to ensure the proposed area fulfils the needs of 11year old children. Quotes will be required for both the ground works and for the equipment. The Parish Council confirmed their commitment to contribute to the project along with funding the ongoing maintenance for the new site. The Parish Council are awaiting the final decision and the terms of the grant.</p> <p>Two picnic benches from Tonwell School have been relocated onto the field to provide additional seating.</p> <p><u>Crouchfields</u></p> <p>No issues were raised.</p>
24/25 – 042	<p>Items to note</p> <p>None</p>
<p>Date of Next Meeting</p> <p>The date of the meeting has been changed to accommodate availability. The new date is 25 November 2024</p>	