

LYMM PARISH COUNCIL

Clerk to the Council: Kerry Duffin
Telephone: 07741 877870
Email: clerk@lymmparishcouncil.gov.uk
Address: The Village Hall, Pepper Street
Lymm WA13 0JB



5th June 2024

Dear Councillor

You are hereby summoned to attend LYMM PARISH COUNCIL's Full Council Meeting on Tuesday 11th June 2024 at 7.30pm in Lymm Village Hall for the purpose of transacting the business set out in the agenda below.

Yours sincerely

KDuffin

Kerry Duffin
Clerk to the Council and Responsible Financial Officer

AGENDA

***denotes associated documents*

- 1. Welcome, introductions and housekeeping**
- 2. To receive and accept apologies for absence**
- 3. Declaration of Interests**
 - 3.1.** Councillors to submit an up-to-date Register of Member's Interests
 - 3.2.** Members are required to declare any personal or prejudicial interest that they may have in any item of business on the agenda no later than when the item is reached.
- 4. Code of Conduct**

To agree to observe the Code of Conduct throughout the year
Council to review the Parish Council Asset Register.
- 5. Public Open Forum**

An opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to 5 minutes per person.
- 6. Report from PCSO ****

To receive the recent report from the Police Community Support Officer.
- 7. Minutes of the Previous Meeting ****

To approve the minutes of the meeting held on 14th May 2024.

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8. Update on Actions from Previous Meeting

Agenda item	Action point	Lead	Update
99	Draft Defibrillator Policy to be tabled at the next available meeting	Clerk	
195	Follow up tree work visit at the Sunken Gardens	Clerk	
43	Set next Business Liaison meeting	Clerk	
71.4	Open CCLA account and transfer £85k	Clerk	
24/26	Accept the quote for ill health insurance Add insurance to the Staffing Committee agenda	Clerk Clerk	Completed. Remove.
24/27	Add staffing matters to Staffing Committee agenda – Admin Assistant’s job title, Job Descriptions and hours for Assistant Clerk and Admin Assistant, Recruitment of new Assistant Clerk	Clerk	Completed. Remove.
24/28	Arrange for the summer decorations to be installed and removed	Clerk	Completed. Remove.
24/29	Arrange for a flagpole location and installation	Clerk	
24/31	Arrange for VAT consultant to resolve the VAT issue from the capital work	Clerk	Completed. Remove.
24/33	Order the new Environment Team mower	Clerk	In process. Remove.
24/34	Arrange for more stones for Star Lane track	Clerk	Completed. Remove.
24/35	Purchase new laptop	Clerk	Completed. Remove.
24/27	Respond to Baroness Lea of Lymm	Clerk and Cllr Rurlander	Completed. On the agenda. Remove.

(Committee Minutes are approved at the relevant Committee)

8.1. Planning Committee

To receive updates from the Borough Councillors on planning issues

8.2. Staffing Committee

8.2.1. To receive draft minutes from the latest meeting

8.2.2. To receive an update from the Chair or other Councillors

8.3. Environment Committee

To receive an update from the Chair or other Councillors

8.4. Resources Committee

8.4.1. To receive draft minutes from the latest meeting

8.4.2. To receive an update from the Chair or other Councillors

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8.5. Events Committee

To receive an update from the Chair or other Councillors.

9. Finance

9.1. Schedule of Accounts

April and May's accounts will be presented for approval at the July meeting.

9.2. Approval of Payment of Invoices **

Council to consider payment of invoices and receive the latest direct debits.

Recommendations from Resources Committee:

10. Update on Lymm May Queen grant

Committee received an update on the paperwork and payment of the grant. **RECOMMENDATION:** Set a time scale of 28th June for the updated application form and bank statement to be received by the Clerk. After this time, the grant offer will be withdrawn and the funds made available for Round 2 applications.

11. Lymm in Bloom

Lymm in Bloom volunteers have requested an additional grant payment of £150 toward the cost of the annual activities. **RECOMMENDATION:** Committee recommends a payment or purchase of items up to £150 from the Environment Projects budget, not as a grant. This funding would be a one-off payment and Lymm in Bloom will agree to meet with the Parish Council and other environmental groups to plan winter and 2025 projects and planting going forwards.

12. Village Hall 5 year electrical inspection**

The 5 yearly electrical inspection has been completed. **RECOMMENDATION:** Approve the payment of the invoice at a cost of £680. **RECOMMENDATION:** Acceptance of the quote for the remedial works to the hall at a cost of £1685 + VAT.

13. AGAR documents including internal audit update**

Committee received and reviewed the Annual Governance and Accountability Review (AGAR) forms and figures for the financial year 2023-24 and **RECOMMENDED** them for approval.

The internal audit report was also tabled and discussed, with the Clerk to complete the three recommendations and to table this at the June Full Council meeting.

14. Village hall capital project update **

Committee received an update on phase 2 of the capital project, the Community Ownership Fund deadline and purdah, making the **RECOMMENDATION** for the Clerk to proceed with the application by the deadline of June 26th.

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15. Insurance Policy renewal**

RECOMMENDATION: Council to accept the insurance renewal at a cost of £2,573.03 for year 1 and to sign up to a 3 year policy. The previous 3 year policy has just come to an end.

New agenda items to consider:

16. Neighbourhood Plan working group update**

The Locality grant funding has now reopened and an application will be submitted.

Council to consider whether to pay for 5 days of consultancy from the Parish funds whilst the application is being completed and considered. This will be at a cost of £1,620.

17. Staffing and recruitment

A member of the Environment Team has submitted their resignation with effect from the end of June. Council to consider delegating the recruitment of a replacement officer to the Staffing Committee.

18. Twin Towns update

Lymm's Twin Towns group has recently returned from a trip to France and has brought some gifts for the Parish Council from the French counterparts. **RECOMMENDATION:** That the jug is used by the Parish Council when appropriate, that thanks are made on social media to the Meung-sur-Loire group, and that the other items are distributed amongst the Lymm Twin Towns Committee.

19. Business Liaison update

The Business Liaison group met on 3rd June, with apologies from 3 businesses and none in attendance. **RECOMMENDATION:** That the group is communicated with about specific projects (such as the water refill and toilet use schemes) however the physical meetings will not take place routinely going forwards.

20. Pepper Street car park during resurfacing**

The resurfacing of Pepper Street car park begins on 17th June and will impact access to Pepper Street car park for much of the 20 week project period, therefore reducing access to the hall. Hall hirers will be updated throughout the process.

21. Village hall – purchase of tables

Council to consider the purchase of 5 new folding tables at a cost of £567.72 + VAT with free delivery. The tables measure 5 by 2 feet, the same as the current tables. These will replace the dangerous trestle tables which were disposed of recently.

22. NALC open letter**

An open letter from NALC to political party leaders is tabled for interest.

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Update on previous items:

23. Plants and flowers budget**

Council to receive an updated budget detailing how the funding has been apportioned between summer and winter planting and the various areas of the village.

24. Baroness Lea of Lymm

The Clerk has received another reply stating *“Thank you for your reply. Suffice to say, the Climate & Nature Bill “fell awaiting 1st reading” (to use parliamentary terminology) on the dissolution of Parliament.”* Council to consider a further response.

25. Chair’s Communications

26. Clerk’s Communications

27. Date of Next Meeting and Items for the Next Agenda

All meetings will take place in the village hall.

Staffing Committee	Monday 10 th June 2024 at 6.15pm
Events Committee	Monday 17 th June 2024 at 7pm
Environment Committee	Tuesday 18 th June 2024 at 7pm
Full Council	Tuesday 9 th July 2024 at 7.30pm
Planning Committee	TBC