BREINTON PARISH COUNCIL

PARISH COUNCILLORS are summoned to attend a meeting of the parish council on **Wednesday 12th June 2024** at **BREINTON VILLAGE HALL** at **7.00pm** for the purpose of transacting the business identified on the agenda below.

Yours sincerely,

Miss Lisa Law

Clerk/RFO Breinton Parish Council

7th June 2024.

AGENDA

Items 24.21-24.36

24.21 Apologies for absence.
To receive apologies for absence.

24.22 Declarations of interest and written requests for dispensation.
Members are invited to declare disclosable pecuniary interests (DPI) and any other registerable interests in items on the agenda. Requests for dispensation must be in writing to the Clerk as soon as possible before the meeting.

24.23 To approve the minutes of the Council.
To confirm as a correct record and sign the minutes of the meeting held on 15th May 2024.

24.24 Public Open session: To receive comments from the public on parish matters.

24.25 Ward Cllr Bob Matthews: To receive a report and consider necessary actions.

24.26 Planning. For members to consider the following planning applications to be decided by Herefordshire Council.

1. **P241310/FH Kingfishers, Breinton, Hereford, Herefordshire HR4 7PP**

Proposed detached double garage with hobby room at first floor. Comments by 19th June 2024.

24.27 For members to note planning applications that have been determined by Herefordshire Council.

1. **P240822/PA4 Agricultural buildings north east of Little Breinton, Breinton, Hereford HR4 7PH.** Prior approval for the change of use with

associated building operations of agricultural buildings to 5 dwellings. **Prior Approval not required.**

24.28 End of Year Accounts. For members to consider and approve the end of year accounts for 2023-24.

24.29 Internal Audit. For members to receive the internal audit for the financial year 2022-23 and discuss any actions needed.

24.30 Annual Governance and Accountability Return (AGAR) 2023-24.

1.To receive and note the Annual Internal Audit Report.

2.To consider and approve Section 1- Annual Governance Statement 2023-24. Members must complete section 1 by answering 'Yes' or 'No' to assertions 1-9. Following approval the Annual Governance Statement will be signed by the chairman and the clerk.

3.To consider and approve Section 2- Accounting Statements 2023-24. Following approval, the Accounting Statements will be signed by the chair.

4.To consider and approve The Certificate of Exemption 2023-24 form 2. Following approval, the Certificate of Exemption will be signed by the chair and the clerk.

5. To note the following key dates:

- Submission deadline for signed and approved AGAR and supporting documents is Monday 1st July 2024.
- Dates for the 30-working day period for the exercise of public rights will be Monday 17th June to Friday 26th July 2024, inclusive.

24.31 Parish Footpath Officer: **To receive a report from the Footpaths Officer and consider any actions needed.**

24.32 Lengthsman:

1.To receive any updates on Lengthsman works and consider any actions needed.

2. Flooding. To receive any updates regarding flooding and consider any works needed.

24.33 To consider a request for a donation for the Teamtalk magazine.

24.34 Finance:

1. To consider the below payments:

Supplier/ Invoice	**Description**	**Net**	**Vat**	**Gross**	**Payment**
Breinton Village Hall Inv 321	Hall Hire			£18.00	BACS
Ionos	Email	£6.50	£1.30	£7.80	DD
FMS Hereford 2537	Payroll	£36.50	£7.30	£43.80	DD

Clerk's Salary	May			£537.03	BACS
HALC H2222	Internal Audit	£250.00	£50.00	£300.00	BACS

For members to note that the payment of invoice LCO01375 of £353.15 for council insurance was made between meetings as agreed minute Reference 24.19.

2. To approve the cash books and bank reconciliation 13-28th May 2024.

Bank Reconciliation 13-28th May

Date	Chq no	Transaction Description	Debit	Credit	Balance
13.05.24		Bought Forward			£ 36,177.78
16.05.24	BACS	Breinton Village Hall	£ 36.00		£ 36,141.78
16.05.24	BACS	Herefordshire CC	£ 386.62		£ 35,755.16
16.05.24	BACS	Tree Warden	£ 30.00		£ 35,725.16
16.05.24	BACS	Lisa Law	£ 536.83		£ 35,188.33
17.05.24	BACS	Lisa Law	£ 59.99		£ 35,128.34
17.05.24	BACS	Herefordshire CC	£ 153.46		£ 34,974.88
17.05.24	BACS	Clear Insurance	£ 353.15		£ 34,621.73
21.05.24	BACS	FMS Hereford	£ 43.80		£ 34,577.93
28.05.24	1	Richard Mills	£ 244.50		**£ 34,333.43**

Treasurers Account 28.05.24 **£34,333.43**

Unpresented Cheques £ -

Upcoming Payments

FMS Hereford	£	43.26
Ionos 1&1	£	7.80
Lisa Law Salary May	£	536.83
Breinton Village Hall	£	18.00
HALC	£	300.00
	£	**905.89**
Total Cashbook	**£**	**33,427.54**

3. To note that bank reconciliation for dates 15th April-13th May is currently unavailable due to missing statement from Natwest. Clerk has requested a replacement.

24.35 To receive an update from the Village Hall Committee representative, if available.

24.36 To consider items for the next agenda.