

**SURFLEET PARISH COUNCIL
MEETING MINUTES**

Minutes of the parish meeting held on 28th May 2024 at St Laurence church, Surfleet.
Present.

Councillors: Cllrs Alan Tokley (Chairman), Elizabeth Jones, James Lacey, and Philip Godderidge and Granville Hawkes (Clerk).

Minute	Item	Action
1.	Apologies for absence: Cllr Caulfield, Wright and District Cllr Sneath.(absent Cllr Stokes)	
2.	Public Forum: No public members present.	
3.	Appointment of Officers: On the proposition of Cllr Godderidge, seconded by Cllr Lacey and agreed by all the following appointments were agreed, Chairman Cllr Tokley Vice Chairman Cllr Wright Planning Cllrs Wright & Jones Highways Cllr Lacey (SID Cllr Godderidge) United Charities Cllr Tokley	
4.	Approve minutes of the previous meeting March 2024: These had been circulated, on the proposition of Cllr Lacey, seconded by Cllr Godderidge were agreed by all and signed by the Chairman as a true record.	
5.	Matters arising: The Clerk reported that planning application H17-1097-23 had not progressed and he will contact Naylor Farms for an update. Dist Cllr Sneath had been unable to progress the issue of household rubbish in Church Drive.	GJH
6.	Highway matters: Cllr Lacey reported that the hedge between the A16 and the farm shop needs cutting.	GJH
7.	Cemetery matters Cllr Godderidge reported that he will get quotes to remove the dead tree in the cemetery. Currently the mole and rabbit problems are not an issue. The Clerk reported that Dean Willcox had contacted him about the interment of ashes for David Williamson next to the grave of his relations which members agreed.	
8.	Finance report: The Clerk reported the following cheques for issue, 101157 Clerk salary £ 250.97 101158 Clerk salary £ 239.77 101160 HMRC £ 91.20 101161 Gallagher Insce broker £ 590.93 101162 Dai Lewis £ 875.00 101163 Cooper Rylatt £ 96.00 vat £16.00 The Bank reconciliation was circulated and was agreed by members. The Clerk reported that the 2022-2023 accounts had been completed. Members proposed and approved the Annual Governance Statement (section 1). Members then proposed and approved the Statement of Accounts (section 2). Members then proposed and agreed that the Chairman sign the annual return as approved. The Clerk will submit the audit and publish the relevant public notice.	
9.	Planning: The Clerk confirmed that planning applications had been circulated and actioned with comments reported to SHDC.	
10.	Members reports: PG/JL expressed concern at the state of the rubbish bin by the slipway in Park Lane – it was agreed that JL will remove the bin as it was attracting fly tipping.	

	AJ no report AT reminded the Clerk to add a synopsis of the minutes in the parish magazine.	GJH
11.	Correspondence: None.	
12.	Date of next meeting: Tuesday 18 th June 2024.	
13.	The Chairman closed the meeting 19.52	

Signed:.....

Date:.....