

**SURFLEET PARISH COUNCIL
MEETING MINUTES**

Minutes of the annual parish meeting held on 17th May 2022 at Lady Fraiser meeting room, Surfleet.

Present.

Councillors: Cllr Glynn Waltham (Chairman), Patrick Caulfield, Alan Tokley and James Lacey.

In attendance: Granville Hawkes (Clerk).

Minute	Item	Action												
1	Apologies for absence: Cllrs Slade, Sneath, Godderidge and Wright.													
2	Public Forum: No public members present.													
3	Election of Chairman and officers of the Council: The following officers were proposed by Cllr Tokley and seconded by Cllr Caulfield and agreed unanimously, Chairman Cllr Waltham Highways Cllr Tokley Planning Cllrs Lacey & Wright Cemetery Cllrs Godderidge & caulfield													
4	Approve minutes of the previous meeting March 2022: These had been circulated, were agreed and signed by the Chairman as a true record.													
5.	Matters arising: The Clerk had received a request from Surfleet village hall for the payment of £1,000 following refurbishment of the ladies toilet as agreed in January 2021, which members agreed													
6.	Police matters: There were no new issues raised – confirmed item can be removed from agenda.													
7	Highway matters: Cllrs reported no new issues.													
8.	Cemetery matters: No new issues.													
9	Finance report: The Clerk reported the following cheques for issue, <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">101082 Clerk salary</td> <td style="text-align: right;">£ 227.49</td> </tr> <tr> <td>101083 Clerk salary</td> <td style="text-align: right;">£ 221.91</td> </tr> <tr> <td>101884 HMRC</td> <td style="text-align: right;">£ 83.20</td> </tr> <tr> <td>101085 Cooper Rylatt</td> <td style="text-align: right;">£ 72.00 vat £12.00</td> </tr> <tr> <td>101086 LALC</td> <td style="text-align: right;">£ 336.91</td> </tr> <tr> <td>101087 Surfleet Village Hall</td> <td style="text-align: right;">£ 1,000.00</td> </tr> </table> Balances: Interest a/c £10,993 Current a/c £ 9,134 Cheques £ 1,966 Total £18,161 The Bank reconciliation was circulated and was agreed by members. 2021-2022 Audit, The Clerk reported that the internal auditor had completed their review of the accounts and members proposed and agreed to approve the internal audit report. Members proposed and approved the Annual Governance Statement Section 1. Members then proposed and	101082 Clerk salary	£ 227.49	101083 Clerk salary	£ 221.91	101884 HMRC	£ 83.20	101085 Cooper Rylatt	£ 72.00 vat £12.00	101086 LALC	£ 336.91	101087 Surfleet Village Hall	£ 1,000.00	
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	approved the Statement of Accounts section 2. Members then proposed and agreed that the Chairman sign the annual return.	
10.	Planning: Applications have been circulated and actioned. Members discussed issues around the number of retrospective applications being made and the Clerk will contact SHDC planning.	GJH
11.	Playpark: The Clerk has received an email from Mr Whyles advising that the repairs are in hand and will be done by the end of June.	
12.	Queens jubilee: Cllr Wright reported by email that Celebrate Surfleet with local community groups have organised a number of events during the four days, the Clerk will deliver the beacon so that it can be checked prior to lighting.	GJH
13.	Members reports: The Chairman reported that the platforms on the river Glen near to the Mermaid were currently redundant while the business was closed and members agreed for the Clerk to contact the Environment Agency to move them to a more appropriate location.	GJH
14.	Correspondence: The Clerk reported an email relating to children playing in the wetland area, it is believed the owner of the land resides in Sheffield.	
15.	Date of next meeting: Tuesday 14 th June 2022.	
16.	The Chairman closed the meeting at 20.24	

Signed:.....

Date:.....