



Please note these are the draft minutes until confirmed as a true record by the Parish Council.
Minutes of the meeting of Hundleby Parish Council held on 12 May 2025 in the Parish Rooms Hundleby.

Present:

Cllr Corten - Miller
Cllr Philip Maddison
Cllr Natalie Tilsley - Acting Clerk
Cllr Christine Parker
Cllr Robert Bell
Cllr Ruth Birkin

Also Present: District Cllr Will Grover and County Cllr Philip Roberts

377. Election of Chair

Lynette Corten-Miller was duly elected as Chair and the declaration of acceptance in office was signed and witnessed by County Councillor Philip Roberts.

378. Election of Vice - Chair

Philip Maddison was duly elected as Vice Chair and the declaration of acceptance in office was signed and witnessed by District Councillor Will Grover.

Public Session

Cllr Grover advised that the community grant has increased by double so our allocation is £800 for this financial year. ELDC have purchased 27 new vehicles to support food waste with the aim that from April 2026 there will be weekly collections planned.

Cllr Roberts advised he is settling into his role and hoping to attend as many meetings as possible and provide the support we need.

It was **resolved** to commence the meeting.

379. Apologies for absence received from Cllr Malcolm Dales

380. No declarations of interest under the Localism Act 2011 were declared.

381. Draft minutes from Full Council Meeting held on 07 April 2025

It was **resolved** to accept the minutes from the previous meeting held on 07 April

2025. 382. Chair's Report.

Nothing to report as all covered within AGM chair's report



383. Parish Clerk's Report.

1. It was noted that an internal auditor appointed by LALC has already begun the audit and this is presently being worked through.
2. An annual leave policy and a pay policy do not appear to be in place, Cllr Tilsley will prepare these for consideration and approval at a future full council meeting.

384. PRWP Report and any recommendations for approval

Planning submitted to ELDC for alterations and a lottery bid. Various factors are required in order for a bid to be submitted to Grassroots at ELDC

385. The appointment of a consultant for a short term contract was moved into a closed session

386. It was **resolved** to approve the signing of a form of authority from Sills and Betteridge for future correspondence and instructions from the parish council that Cllr Tilsley would be the named person.

387. The recommendations for a parish clerk from the HR committee was moved into a closed session.

388. Cllr Bell advised that VE day was received well by the local community and the village spirit was evident.

389. It was **resolved** to adopt the latest standing orders as per the LALC websites

390. Members of the finance committee were appointed and it was **resolved** that the members remain the same as existing.

391. Members of the HR committee were appointed and it was **resolved** that the members remain the same as existing.

392. It was **resolved** that the full council will take responsibility as a collective for all areas.

393. Cllr Parker and Cllr Bell produced the asset register and these will be uploaded to scribe including photographs as soon as possible. It was **resolved** to approve the asset register as at 31/03/25.

394. The meeting dates were agreed as these remain the same each year, so this was **resolved** by council. Dates to be displayed on notice boards and website.

395. It was **resolved** that as the renewal date for the YMCA membership has passed and is of no direct benefit to the village it would not be renewed.

396. It was **resolved** to approve the list of regular payments for the 2025/26 financial year.



397. It was **resolved** that the chair of finance sign the signing of orders for payments and receipts. Scribe bank reconciliations were not available due to year end. The balance on the treasurer's (current) account was £2825.54 as at 30 April 2025. On the instant access (Savers Account) £11870.48. 32 day deposit account is £13800.81 all verified by bank statements.

398. It was **resolved** to go into a closed session to discuss the appointment of a consultant for a short term contract for overseeing year end 2024/2025 and other duties and to discuss recommendations from the HR committee in relation to the appointment of a new Clerk/RFO.

The meeting closed at 9pm.