

FLAGG PARISH COUNCIL

Acting Clerk: Lesley Brown. Holly Cottage, Well Street Brassington, DE4 4HJ

Email: clerk.flaggparishcouncil@gmail.

**Minutes of the meeting of Flagg Parish Council, held in the Village Hall on
Monday 11th September 2023.**

Present: Cllr Morgan (Chair), Cllr Mycock (Vice Chair), Cllrs Westwood, Capper

Lesley Brown (Acting Clerk). 1 member of the public.

09/23/1	Apologies for Absence Received from Cllr Paul Harris												
09/23/2	Declaration of Interests Cllr Mycock declared an interest in item 9/23/6												
09/23/3	Approval of Terms of Contract for Clerk's Appointment Cllr Morgan reported the details advertised by DALC when the Clerk vacancy was first posted. The offer of 5 hours per month at a rate of £11.73 per hour was not accepted by the current acting Clerk. Cllr Mycock suggested that the Clerk be self employed. The Clerk asked for £14.00 per hour and said she would consult with DALC and with a colleague who operates payroll for other parish councils.												
09/23/4	Public Speaking No comments												
09/23/5	Approval and Ratification of the Minutes of the previous meeting The Council resolved to accept the Minutes of the last meeting, held on 27 th July 2023, as a true record of that meeting.												
09/23/6	<p>Finance & Administration</p> <p>a) Banking & Signatories Following some confusion over Cllr Mycock being added to the list of bank signatories and Nat. West having requested that Cllr Mycock start the registration process again, it was agreed that Cllrs Morgan and Capper should remain as the 2 authorised signatories for payments. The balance in Nat West Bank as at 4th August 2023 was £4,735.26, including £1,500.00 Precept.</p> <p>b) Approval of Payments Due The following payments were agreed</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Final Salary Steven Mansfield</td> <td style="text-align: right;">£ 174.00</td> </tr> <tr> <td>HMRC (up to 10th Feb. 2023)</td> <td style="text-align: right;">£ 83.60</td> </tr> <tr> <td>Annual Payroll (reimburse Cllr Morgan)</td> <td style="text-align: right;">£ 120.00</td> </tr> <tr> <td>DDDC Election Charge</td> <td style="text-align: right;">£ 226.00</td> </tr> <tr> <td>Locum Clerk April – August 2023</td> <td style="text-align: right;">£ 365.85</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">£ 969.45</td> </tr> </table> <p>c) High Priority Issues Resulting from Internal Audit Several documents need review. It was agreed that Financial Regulations and Code of Conduct should be updated and presented for approval at the next PC meeting. VAT reclaim has not been recorded recently. The Clerk will look into this.</p> <p>d) Councillor Training Opportunities None to be taken up at the moment.</p>	Final Salary Steven Mansfield	£ 174.00	HMRC (up to 10 th Feb. 2023)	£ 83.60	Annual Payroll (reimburse Cllr Morgan)	£ 120.00	DDDC Election Charge	£ 226.00	Locum Clerk April – August 2023	£ 365.85	TOTAL	£ 969.45
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09/23/7	Planning NP/DDD/0823/0911 – Agricultural building at Edge Close Farm, Main Road, Flagg												

	After some discussion, it was agreed that no viable objection could be raised.
09/23/7	Parish Matters & Maintenance a) Land Registry Issues Cllr Westwood is continuing to make enquiries regarding land owned by Flagg Parish Council and historic rents owed. Cllr Morgan has compiled a list of all land identified so far. Cllr Westwood agreed to forward details regarding PC land at the Duke of York Pub.
09/23/8	Date of next meeting This will be held on Monday November 13 th 2023, starting at 6.30pm in Flagg Village Hall.