

DRAFT

Minutes of Hopton Castle Parish Meeting 15th May 2023 held at Bedstone & Hopton Castle Village Hall 7.00pm

Present: Jon Allen (JA - Chair), Duncan Price (DP - Clerk), Katie Rollason, Neville Rollason, Chris Gad, Peter Marquis, Charles Jackson, Ann Jackson and Jan Jones, Gareth Jones, Gill Allen, Steve Waterhouse and Meadie Waterhouse.

1. **Apologies:** Jenny Marquis, Jane Price.
2. **Minutes:** The minutes of the meeting of 9th January 2023 were **agreed**
3. **Matters arising:**
 - a. **Stream retaining wall** – JA has spoken to the Highways Officer and has been invited to a meeting between the highways officer and the contractor which will be held by 19th May, to agree the programme of works and obtain a price. This will take 2 weeks and then work should start within 12 weeks. This has the potential to run beyond the deadline of the end of September, after which work will not be permitted until next spring. **Noted.**
 - b. **Bedstone and Hopton Castle Village Hall kitchen refurbishment** – DP led this discussion as JA recused himself on the grounds of a vested interest, being a member of the village hall committee. DP reported that the results of the survey carried out by JA in response to a request at the January meeting, was as follows: all households (28) had been consulted and there were 8 responses – 5 in favour of a contribution, 2 in favour but with reservations and 1 against. On the basis of this the meeting agreed to set aside £500 immediately from existing funds, and a further £500 funded by the precept for next year. **Agreed.**
 - c. **Community Energy Scheme.** JA reported that the results of the survey carried out in response to a request at the January meeting, was as follows: all households (28) had been consulted and there were 10 responses – 8 respondents were interested in having an energy assessment, 4 respondents volunteered to be trained as assessors and 7 were interested in an oil purchasing scheme. **JA will contact the assessor training company and arrange the training. Chris Gad has carried out some research into oil purchasing schemes which is available on the website and will report back at the next meeting.**
 - d. **Notice Board Replacement.** It was agreed that thanks were in order to Chris Gad for doing a really excellent job of refurbishing the notice board which had now been re-erected. Chris had also agreed to provide his work and all the materials used for free, which was very generous and has saved a considerable sum. **Noted.**

4. **Chair's Annual Report** – JA presented his annual report and this was accepted.
5. **Election of Chair** – JA agreed to stand for re-election. There were no other candidates. Peter Marquis proposed JA be re-elected and Neville Rollason seconded the proposal which was duly passed.
6. **Election of Vice-Chair** – There were no candidates at the meeting. Neville Rollason proposed John Williams, the current incumbent, be asked to stand again and Katie Rollason seconded the proposal. It was agreed that JA would ask John Williams and if he agreed, the proposal would be passed.
7. **Finance Report for the year to 31 March, 2023** – DP ran through the Finance Report and the accounts for the year, reporting a surplus for the year of £224.41, of which it was agreed £165.00 should be transferred to the defibrillator replacement fund. DP noted total reserves now stood at £2,037.67 including £660.00 for the defibrillator, which was 50% of the expected replacement cost. **The Finance Report and Accounts were approved.**
8. **Budget for 2023/24** - It was agreed that the budget be amended to reflect the decision made at the meeting to make a donation to the village hall kitchen refurbishment.
9. **Annual Governance and Accountability Report** – DP explained the need to complete the AGAR which is effectively a certificate of exemption from an external audit due to the small size of the parish. DP thanked Peter Marquis for taking over the role of internal auditor from Ted Laidlar. **The papers were approved by the meeting and the Chair signed them accordingly.**
10. **Castle Trust matters of interest** – the proposal for hosting a Civil War re-enactment in 2024 was ongoing. There were no further matters of interest.
11. **Date of future meetings** – JA proposed that the next three meetings would be on Monday evenings and suggested the following dates:
 - 25 September 2023
 - 22 January 2024
 - 20 May 2024**These were agreed.**
12. **Any other urgent business:** There were no issues raised.

The meeting concluded at 7.30pm

Signed.....15th May 2023

Jon Allen