

HURST GREEN PARISH COUNCIL

Minutes of the Extraordinary meeting held on Friday 20th June 2025 in Hurst Green Village Hall starting at 7.10pm.

Present:- Councillor Browne (Chair), Councillor Brown, Councillor Johnson-Cloves, Councillor Levine and Councillor Ralph.

The Clerk was in attendance along with the RFO, Anita Maxwell (from 7.20pm) and four members of the public.

1.0 APOLOGIES FOR ABSENCE: -

Councillor Daly. Councillor French, Councillor Pakenham, Councillor Price, District Councillor Barnes and County Councillor Kirby-Green. Absences approved.

2.0 DECLARATION OF INTERESTS, *in accordance with the Members' Code of Conduct: to receive any disclosure by Members of personal interests in matters on the agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct.*

None received.

2.1 APPLICATIONS FOR DISPENSATION – *to consider written requests from Members for Dispensation and to consider the length of time the dispensation should be granted for i.e. as a one-off relating to a matter on this agenda, or ongoing for a set period and relating to any agenda within that period.*

None received.

3.0 FINANCE/RFO REPORT

The RFO had mistaken the start time and therefore the Chair moved agenda items, 3.7, 3.9, 3.10 and 3.11 up the agenda as these could be dealt with in the RFO's absence.

3.7 To approve the fixed asset register

Seven benches, 3 in Drewetts, 1 at the end of Ridgeway, 1 Stage Field, 1 Coopers Corner and 1 behind the bus shelter not down on the register and need to be added. Councillor Pakenham to be asked if he wished the memorial bench on his drive entrance to be added.

With the addition of the benches asset register proposed for approval by Councillor Johnson-Cloves and seconded by Councillor Ralph. **Unanimously supported.**

It was noted that the Council was currently trying to get other authorities to take on some of the streetlights currently listed as belonging to the parish council.

3.9 Resolution to support the grant application from Hurst Green Cricket Club for £400.

Proposed by Councillor Johnson-Cloves and seconded by Councillor Ralph. **Unanimously supported.**

3.10 To approve additional signatories on the parish account

Councillor Johnson-Cloves and Councillor Ralph agreed to be signatories on the parish account.

Unanimously supported.

3.11 To approve payment of the Clerk's SLCC annual subscription

Proposed by Councillor Brown and seconded by Councillor Levine. **Unanimously supported.**

The RFO, Anita Maxwell joined the meeting.

The Chair moved back to agenda item 3.1

3.1 To approve the Annual Governance Statement for 2024-2025

Proposed by Councillor Levine and seconded by Councillor Johnson-Cloves. **Unanimously approved.**

3.2 To approve the Annual Accounting Statement for 2024-2025

Proposed by Councillor Ralph and seconded by Councillor Johnson-Cloves. **Unanimously supported.**

3.3 To note the internal audit report and note any actions

Internal audit report noted. Actions to publish draft minutes on the website, councillors to draw up RFO's Contract of Employment and to move towards all having a .gov email address.

3.4 To approve bank reconciliation and corresponding bank statements

To be postponed to July meeting as RFO has had an issue with the accounting software.

Councillor Brown noted that one payment was to him as a reimbursement of invoice he had paid..

3.5 To approve June expenses and payments as itemised on the schedule

Proposed by Councillor Johnson-Cloves and seconded by Councillor Ralph. **Unanimously approved.**

3.6 To note year to date accounts

To be postponed to July meeting as RFO has had an issue with the accounting software.

3.7 To approve the fixed asset register

See above.

3.8 To agree to the updating of current Financial Regulations to the new NALC Model Financial regulations 2024

The RFO will prepare a new draft set of Financial Regulations based on the latest NALC model for Councillors to consider at the July meeting. **Unanimously agreed.**

4.0 DATE AND TIME OF NEXT MEETING

The next Council meeting is due to be held on Tuesday 24th June 2025 in Hurst Green Village Hall starting at 7.45pm with public consultation from 7.30pm.

The Chair declared the meeting closed at 7.45pm.

Distribution of Minutes: -

Signed

Cllr. Derek French, Vice-Chair

All Parish Councillors
Parish Council Noticeboard
Parish Council Website
ESCC Councillor Eleanor Kirby-Green
RDC Councillor Barnes.
RDC Councillor Killeen

Dated

29th July 2025