

## Preston Bissett Parish Council

Parish Councillors attended the Parish Council Meeting held on Thursday 7<sup>th</sup> July 2022 at The Old School, Preston Bissett. The meeting commenced at 7.30pm.

---

### MINUTES

- Jul 0722/01 Apologies were received and accepted from JW, NW & GG.
- Jul 0722/02 Declaration of Interests none.
- Jul 0722/03 Approval of Minutes from 8<sup>th</sup> June 2022 Meeting  
The minutes were unanimously **agreed** as a correct record and were signed by the chairman.
- Jul 0722/04 Payments and Finances for Approval by the Parish Council
- Jul 0722/04-1 Bank Balances were **noted**:  
Treasurers Account - £5,501.15  
Business Account - £3,613.20
- Jul 0722/04-2 £151.20 payable to K Proffitt for Clerks Salary (Jun 22) was **approved**.
- Jul 0722/04-3 £37.80 payable to HMRC for Tax Contributions (Jun 22) was **approved**.
- Jul 0722/04-4 £38.40 payable to K Proffitt for Clerks Salary underpayment in April and May 2022 due to tax calculation changes was **approved**.
- Jul 0722/04-5 £32.00 was paid via BACS to Forde & McHugh as VAT component which was missed from their original invoice. Payment **noted** by councillors.
- Jul 0722/04-6 £52.17 payable to BMKALC for annual subscription fee was **approved**.
- Jul 0722/04-7 £302.95 was paid via BACS to Business Services at CAS Limited for insurance policy. Payment **noted** by councillors.
- Jul 0722/04-8 The following income and expenditure was **noted**: bank interest received (9 May 2022) £0.03 and £34.79 paid to Npower (via DD on 23 May 2022).
- Jul 0722/05 Planning Applications received prior to the meeting
- Planning updates were **noted** by councillors:
- Jul 0722/05-1 Erection of a Tipi for use as a Cafe (Retrospective) - The

Nursery Bushey Lane Preston Bissett Buckinghamshire  
MK18 4ND. Ref: 22/00931/APP is **pending consideration**.

Jul 0722/05-2 Householder application for single storey rear extension with associated alterations. Mastings, North End, Preston Bissett Buckinghamshire MK18 4JR. Ref. No: 22/01175/APP is **pending decision**.

Jul 0722/06 Yearly Planner Actions for July and c/f prior meetings

Jul 0722/06-1 Quarterly Finance Update  
The RFO was absent from the meeting therefore an update will be given in September. **Action - NW**

Jul 0722/06-2 Asset Register Update  
The Asset Register was updated as of 31 March 2022 for the end of year financial review and it has also been updated as of the end of May 2022 as a number of items were removed at this date.

Jul 0722/06-3 Standing Orders Update  
The Chairman reviewed the Standing orders and sent his updates via email prior to the meeting for councillors to consider. His updated copy was **approved**. Clerk to update the copy held on file and on the website. **Action – Clerk**

Jul 0722/06-5 Financial Regulations Policy Annual Review  
RFO was absent therefore this will be reviewed in September. **Action – NW**

Jul 0722/06-6 Policy Declaration Signed by all Councillors  
Chairman to research what the policy declaration is and any action needed will take place in September. **Action - GW**

Jul 0722/07 Correspondence or previously circulated items for review, note or approval

Jul 0722/07-1 Play Area Repairs  
The clerk reported that she has sent emails requesting quotes for the repair works and is awaiting responses.

Jul 0722/07-2 Payments via Internet Banking  
Councilors considered the use of internet banking to make payments and **agreed** that electronic payments should be made where possible. The clerk had sought advice from the

internal auditor as most businesses she deals with no longer pay via cheque. She advised that a double sign off on all payments is the safest and preferred method therefore the RFO is to explore whether a double approval system can be set up through the internet banking app and if not, to contact the bank in order to put this in place. **Action – NW.**

Jul 0722/08 Meetings and Training

Nothing to report

Jul 0722/09 Action List - Completed/Closed since last meeting  
- Open and to be updated

Jul 0722/10 Items for the next Agenda

Jul 0722/11 Date of next meeting  
8<sup>th</sup> September 2022 (second Thursday of the month)

Close of Meeting

Open Forum

Meeting end

Preston Bissett Website [www.prestonbissett.co.uk](http://www.prestonbissett.co.uk)