

Swilland and Witnesham grouped Parish Council

Clerk: Alison Burrows

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Extraordinary Parish Council Meeting

Wednesday 25th June 2025 at Witnesham Baptist Church 7:30 p.m.

Minutes

Cllrs present – , Paul Sharples (Chair), Chris Collings, David Roots, Jerry Hindle, Tim Burrows, Richard Nicol, Susan Ross, Andy Dungey

54. **Chair's Welcome and Introduction** – meeting called to comply with requirements of external audit and statutory regulations.

55. **To receive apologies from Councillors not attending.** Apologies from Kim Shaw and Faye Ellis

56. **Annual policy reviews** –

I. **Review the Council's Standing Orders** – following discussion Council agreed and adopted Standing Orders as recommended by NALC and SALC – to be published on Parish Council website.

II. **Review Financial Regulations** – following discussion Council agreed and adopted the new model Financial Regulations of 2025 – to be published on Parish Council Website.
(Documents circulated prior to meeting).

57. **Annual Financial Statements** -

a – **To approve the Annual Governance Statement 2024-2025**

– after consideration, Council agreed to approve the Annual Governance Statement 2024-2025. Signed by Chair and Clerk.

b – **To approve the Annual Accounts statement 2024-2025**

– after consideration Council agreed to approve the Annual Accounts Statement 2024-2025. Signed by Chair and Clerk.

c - **CIL report for 2024-2025**

Following confirmation of CIL figures report signed by Chair and Clerk.

To report that Annual Internal Audit Report has been received. Circulated to all Cllrs on 30th May 2025 by email.

Clerk to publish on PC website along with:



- Notice of Exercise of Public Rights for year ended 31st March 2025 – date of announcement will be Friday 27th June 2025, documents available for inspection by any person interested between 30th June 2025 and 9th August 2025.
- Explanation of any significant variances
- Bank Reconciliation as at 31st March 2025
- Items of expenditure over £100 excluding VAT 2024-2025

58. Councillor issues to be brought to the attention of the Parish Council
Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. **Councillors are respectfully reminded that this is not an opportunity for debate or decision-making**

Matters to be added to July agenda:

Car parking at school

Overgrowth of footpaths – outgrowth from recreation ground and opposite Barley Mow

Still problem with Juby Hill, hedges overgrown and footpath overgrown. – clerk to circulate email.

Meeting closed at 8.05pm

