

**MINUTES**  
of the  
**Bradford & Cookbury Parish Council**  
held on  
**Wednesday 10th April 2024 at 7.30 pm**

**Present:** Cllrs: Mark Smale (Chairman), Ann Richmond, David Higgins,  
Terri Higgins, Karen Osborne.d

**Also present:** Parish Clerk/RFO Sandra Holland & one member of the public.

- 1) **Apologies of absence:** Nick Langley, Donna Bowman, Andrew Oke, Nicola Why.  
Absent: Elizabeth Chandler, Rebekah Allan.
- 2) **Declarations of Interest and dispensations. - None**
  - a) **To receive declarations of interest from councillors on items on the agenda.**
  - b) **To receive written requests for dispensations for disclosable pecuniary interests (if any). None**
  - c) **To grant any dispensations as appropriate. None**
- 3) **Draft minutes of the meeting of the Council held on the 13<sup>th</sup> March 2024 having been circulated, approved & signed as a correct record.**
- 4) **Items for discussion:**
  - a) D-Day Commemorations 2024 – ideas presented thus far discussed.  
Cllr T. Higgins will host an interim meeting to progress, to finalise for next PC meeting in May. Cllrs agreed suitable events up to £600.00 to be supported, and to apply to Dunsland CBF to fund. Individuals to present their invoices following approval by PC to the PC. Clerk will source suitable pictures for potential school colouring competition.
  - b) **Parishioner Defibrillator/First Aid training event**, to be held at the Village Hall , 7.00pm on Monday April 15<sup>th</sup>.
- 5) **FINANCE:**
  - a) **2023/24 End of Year Accounts** were reviewed and approved & signed.  
**Audit 2023/24: Annual Governance and Accountability Return (AGAR)**
  - b) **Resolution on declaration as an exempt authority as defined in the Local Audit (Smaller Authorities) Regulations 2015: a Certificate of Exemption** signed by the chair. RFO advised that it is likely that next year we will not be exempt.
  - c) **Internal Audit report** received & reviewed.
  - d) **Annual Governance Statement 2023/24**, agreed, and signed by the chair.
  - e) **Bank Reconciliation to 31/3/2024**, agreed, and signed by the chair.
  - f) **Approval of Accounting Statements 2023/24**, agreed and signed by the chair.
  - g) **Notice of public rights commencement dates:** Monday 3 June- Friday 12 July

**Other Finance:**

  - h) **Confirmation of earlier payments by BACS:**
    - 1) clerk re-imburement paper: 19.97
    - 2) clerk re-imburement ink: 17.86
  - i) **Insurance renewal 2024/25 : (Last year £421.10)** Agreed to renew at £431.26. with AJG, Hiscox .
  - j) **DALC 2024/25 membership renewal : (Last year £157.08)** Agreed to renew at £222.09 (including applicable VAT.)
  - k) **Nifty Enterprises** have now presented their invoices for
    - 1) Domain renewal 16/01/24-15/01/25 at £8.99 - payment agreed
    - 2) website hosting 01/09/23-31/08/24 at £144.0 – payment agreed

**6) CORRESPONDENCE :**

Enquiry received from homeowner re vehicles crashing into their wall.

Homeowner to be advised on any further actions they may take to mitigate.

**Date of next meeting: 15 May 2024**

**Close of meeting: 9.00pm**