

CHITTERNE PARISH COUNCIL

Clerk: Nikki Spreadbury-Clews

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**The Annual Meeting of the Parish Council will be held on
Monday 13th May 2018 after Annual Parish meeting or at 7.00pm at the latest**

All Parish Council Meetings are open to the Public and Press

6th May 2018

To All Members of Chitterne Parish Council

Dear Councillor

You are summoned to the Annual Meeting of Chitterne Parish Council at Chitterne Village Hall, on Monday 13th May 2019 to transact the business set out below.



Nikki Spreadbury-Clews

Parish Clerk

MEETING SCHEDULE

7.30pm

Public Participation

To enable members of the public to address the Council regarding matters relating to the village.

COUNCIL MEETING AGENDA

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Acceptance of apologies for absence.**
- 4. To approve** as a correct record, the minutes of the Full Council meeting held on 11th March 2019, copies of these minutes have been circulated.
- 5. Dispensations and declarations of interest** Council is asked to discuss any written requests for dispensation the Clerk may have received from councillors. Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities.
- 6. Casual Vacancies for Councillor.** The Parish Council currently have two vacancies available for Co-option **Anyone interested in supporting the community of Chitterne by joining the Parish Council please contact the Parish Clerk.**

A further resignation has been received from Cllr Ricketts; this vacancy will be advertised in line with Electoral Services regulations.

7. Roles and Responsibilities. Members to make decision on roles and responsibilities for the next 12 months.

8. Update on Items from previous meetings.

- (1) **Allotments.** Cllr Wilkinson
- (2) **Cricket Club, Trees/grass cutting.** Cllr Horsfall
- (3) **Flood Warden.** Cllr Kent
- (4) **Parish Steward.** Cllr Emmerson
- (5) **Playground.** Cllr Kent
- (6) **Other updates**

9. Planning applications for Decision and decision:

(Please note: in planning matters the Parish Council acts as consultee of the Principal Authority, the Principal Authority being the deciding Body)

19/03575/FUL Resubmission of 18/03167/FUL – Erection of Solar panel. Clay Pit Hill, Codford Down, East Farm, Codford, Wilts, BA12 0PJ

10. Planning Decisions from Wiltshire Council for noting:

19/01896/FUL Conversion of former stable, currently used as workshop with office over, into granny annexe The Round House, 109 Chitterne, Chitterne, Warminster, Wiltshire, BA12 0LH.
& 19/02212/LBC Wiltshire Council decision- Approved with conditions.

11. Accounts for Payment LGA 1972 s150 (5)

Members are asked to ratify two payments and approve the current payments listed below.

Ratification

Wiltshire Council (Allotments)	£166.00
Duplicquik Ltd	£84.00

Payments due

WALC subscription	£123.46
Duplicquik Ltd	£84.00
Auditing Solutions Ltd	£252.00
Information Commissioner	£40.00
Came and Company (Insurance)	£366.51

Receipts

Wiltshire Council Precept	£9,800.00
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12. Approval and signing-off of parish accounts. The Clerk will present the parish accounts for year ended 31st March 2019 and for the month to 30th April 2019 for approval.

13. Chitterne Parish Council Code of Conduct attached for members to note.

14. Standing Orders and Financial Regulations. Based on NALC model regulations circulated prior to meeting for members perusal. The documents will be taken as read.

Members to approve and adopt the Standing Orders and Financial Regulations.

15. Appointment of Internal and External Auditors.

Members to approve that the Internal Auditor, Auditing Solutions Ltd of Clackerbrook Farm, 46 The Common, Bromham, Chippenham are to continue to carry out the Council's internal audit.

Members to approve that the external auditors will be PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD. Members to note PKF Littlejohn have been allocated as external auditors to all Wiltshire local Councils under the audit regulations.

16. Internal Audit Report 2018-19. Members to consider, adopt any recommended actions and approve the Internal Audit report from Auditing Solutions Ltd, forwarded 1 May 2019.

17. The Annual Governance and Accountability Return (AGAR) 2018/19. Certificate of Exemption.

Members to approve that the authority meets the qualifying criteria, as per page 3 of the return and wish to certify themselves as exempt from a limited assurance review and for the Clerk to submit to PKF Littlejohn LLP.

Members to note the commencement for the exercise of public rights will commence on Monday 24 June 2019 and will continue for a 30-day working period.

Publication Requirements - The Clerk will publish the following documents on the Council's website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2018/19**, page 4
- **Section 1 – Annual Governance Statement 2018/19**, page 5
- **Section 2 – Accounting Statements 2018/19**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

18. The Annual Governance and Accountability Return 2018/19 Part 3. Section 1 – Annual Governance Statement 2018/19. Members are requested to consider, approve and to authorise the Chairman of the meeting and the Clerk to sign the Annual Governance Statement 2018-2019, as per attached.

19. The Annual Governance and Accountability Return 2018/19 Part 3. Section 2 – Accounting Statements 2018/19. Members are requested to consider, approve and to authorise the Chairman of the meeting to sign the Accounting Statement 2018-2019, as per attached.

20. Insurance and Assets.

- i) The Council is currently insured with Axa, via Came and Company Local Council Insurance, with a long-term agreement which expires 31 May 2021. **Members to** consider the Insurance policy renewal, £366.51, and if the cover is adequate for the Council and its assets and advise the Clerk accordingly. As forwarded 1 May 2019.
- ii) **Members to approve** the inventory of assets as attached.
- iii) **Members to discuss** and confirm the minimum value of assets to be recorded on the inventory of assets register.

21. Members to note when assets are disposed of the reason and method of disposal is to be approved and minuted at a meeting of the Council.

22. Correspondence. Clerk to advise

23. Future Partnership meetings:

- **Local Highway Town and Parish Council Meetings** – 7.00pm to 9.00pm – Chippenham 1 May, Salisbury 8 May, Trowbridge 15 May and Devizes 13 June.
- **Town and Parish Council Training and Networking Day** – Thursday 9 May 9.30am to 3.45pm – Guildhall, Salisbury.
- **Warminster Area Board** – 23 May 6.30pm- Civic Centre, Warminster
- **CATG** – 6 June 10.00am – Fire Station, Warminster
- **Operational Flood Group meeting** – Wednesday 12 June – 9.30am – Bulford Village Hall - Highways England will be attending to give an update of the A303 tunnel scheme. Please advise if any other members of the Parish wish to attend.

24. Date of next meeting

Members are asked to note that the next meeting of the Full Council will be held on Monday 8th July 2019 at 7.00pm.

In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw

25. Clerks hours of work. The clerk is paid four hours per week, she is finding it challenging to complete the required work within this timeframe. With the additional actions from the internal report it is likely more hours are required. **Members to discuss and make decision** to either: -

- i) Permanently increase the clerks paid hours
- ii) Pay additional hours worked as and when required.

The internal auditor mentioned, although not documented, that the Clerk should be paid monthly and not quarterly. **Members to discuss and make decision.**

The minutes of this meeting will be available to all members of the public from the village website www.chitterne.com or by contacting the Parish Clerk.