

CHITTERNE PARISH COUNCIL

Clerk: Nikki Spreadbury-Clews

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Extra Ordinary Meeting of Chitterne Parish Council to be held online on Monday 22nd April 2021 at 7.00pm

All Parish Council Meetings are open to the Public and Press

19th April 2021

To All Members of Chitterne Parish Council

Dear Councillor

You are summoned to the Extra Ordinary Meeting of Chitterne Parish Council being held online on Monday 22nd April 2021 via Zoom to transact the business set out below.



Nikki Spreadbury-Clews

Parish Clerk

Join Zoom Meeting via the internet by going to

<https://us02web.zoom.us/j/85350481973?pwd=eGlgSm8zaXNnem13bEdKRfG4ZDRKUT09>

Meeting ID: 853 5048 1973

Passcode: 999835

MEETING SCHEDULE

7.00pm Public Participation

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

COUNCIL MEETING AGENDA

1. **Acceptance of apologies for absence.**
2. **To approve** as a correct record, the minutes of the Council meeting held on 8th March 2021, copies of these minutes have been circulated.
3. **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.
4. **Planning applications for discussion and decision:**
(Please note: in planning matters the Parish Council acts as consultee of the Principal Authority, the Principal Authority being the deciding Body)
21/02189/LBC Replacement windows, installation of an oil tank and external boiler. Flint Cottage Junction at Abdon Close and Townsend South West to Brook Cottage Chitterne BA12 0LQ.

5. **Planning Decisions from Wiltshire Council for noting:**

21/01490/FUL Demolition of garage and construction of a two-storey extension. Re-application of lapsed consent 17/03027/FUL. 61 Shrewton Road, Chitterne, BA12 0LN.
Wiltshire Council decision – approved with conditions.

6. Disposal of The Kings Head, Chitterne, Warminster, BA12 0LJ as an Asset of Community Value
Wiltshire Council has been informed by the owner of The Kings Head, Chitterne that they intend to enter into a relevant disposal of the asset.

An interim moratorium on the sale of the asset is now in place until **28th April 2021**.

Community interest groups (the local parish council or an incorporated voluntary body with a local connection), have the opportunity in these six weeks to request to be treated as a potential bidder. Should Wiltshire Council receive such a request from a community interest group within these six weeks, then a six month ‘full moratorium’ period will be triggered, meaning that no sale can take place before **17th September 2021**. If no such request is received then the owner of the asset is free to dispose of the asset at the end of the six weeks and without any further moratoria until **17th September 2022**.

The full moratorium of six months, if triggered, is intended to allow Community Interest Groups time to raise funding to put together a credible bid to buy the asset. The owner is under no obligation to accept any such bid but the pause is intended to allow community groups time to organise themselves and increase the chance of a successful offer being made.

Members to discuss and make decision whether they wish to be treated as a potential bidder.

7. Chitterne sports field grass cutting. Cricket Club have given notice they no longer wish to be involved with St Mary’s Chancel graveyard. They propose a fixed term contract of £1500pa for 3 years for the sports field and strimming around play equipment, see attached letter (previously £1,884.50 inclusive of the Chancel). Cllr Murray suggests a reduced amount, see draft contract.

Members to discuss and make decision to award the contract.

8. St Mary’s Chancel graveyard grounds maintenance. Mark Potter has quoted to carry out the works at a cost of £1,050.00 per annum payable in two instalments of £525 at the end of June and the last Autumn cut (October/November), however for the first season only an upfront payment of £525.00 to be made as soon as the contract commences. The final payment to be paid as per normal. Draft contract attached.

Members to discuss and make decision to award the contract.

9. B390 traffic update.

10. Councils Insurance. Members to consider formally whether all assets should be included on the Council’s insurance schedule or be regarded as “self-insured” (i.e., the Council would underwrite any loss rather than claim on the insurer)?

11. Accounts for Payment LGA 1972 s150 (5) Members are asked to ratify three payments and authorise four payments listed.

Payments for ratifying

Brian Lee	100729	£30.00
Wiltshire Council	100730	£166.00
Chitterne New Village Hall	100732	£109.21

Payments for authorising

Dupliquick Ltd	100733	£84.00
WALC	100734	£131.84
Salary (April £261.51) & reimbursement of costs (£9.06)	100736	£270.57
Auditing Solutions Ltd	100737	£270.00

12. Approval and signing-off of parish accounts. The Clerk will present the parish accounts for the year ended to 31st March 2021 for approval.

13. Internal Audit Report 2020-2021.

Members to consider, adopt any recommended actions and approve the Internal Audit report from Auditing Solutions Ltd.

14. The Annual Governance and Accountability Return (AGAR) 2020/21. 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 14 June 2021 and will continue for a 30-day working period until Friday 23 July 2021.

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 2020/21**, page 4
- **Section 1 – Annual Governance Statement 2020/21**, page 5
- **Section 2 – Accounting Statements 2020/21**, page 6
- Analysis of variances, Bank reconciliation and List of Payments over £100
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
- Internal Audit Report 2020/21 completed by Auditing Solutions Ltd

15. The Annual Governance and Accountability Return 2020/21 Part 2. Section 1 – Annual Governance Statement 2020/21.

Members are requested to consider, approve and to authorise the Chairman of the meeting and the Clerk to sign the Annual Governance Statement 2020-2021, as per attached.

16. The Annual Governance and Accountability Return 2020/21 Part 2. Section 2 – Accounting Statements 2020/21.

Members are requested to consider, approve and to authorise the Chairman of the meeting to sign the Accounting Statement 2020-2021, as per attached.

17. Date of next meeting

Annual Parish Meeting of the Electorate Monday 17th May 2021 at 7.00pm, followed by Annual meeting of the Parish Council starting no later than 7.30pm, how and where to be confirmed nearer the time.

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.