

CHITTERNE PARISH COUNCIL

DRAFT

Minutes of the Extra Ordinary Meeting of Chitterne Parish Council held remotely via Zoom on Thursday 22nd 2021 at 7.00 p.m.

Present: Councillors

Murray Kent (Chairman), Peter Emmerson, Charles Horsfall, Mike Lucas, Virginia Neal and Rachel Wilkinson.

In attendance: Parish Clerk Nikki Spreadbury-Clews and one member of the public.

Public Participation

None

20/140 Acceptance of apologies for absence. Resolved: Cllr Emmerson would be late, Cllr Wilkinson joined later.

20/141 Minutes. The minutes of the Council meeting held on 8th March 2021 were approved as a true record and will be signed by the Chairman at a future date.

20/142 Dispensations and Declarations of interest. Resolved: Cllr Horsfall item 20/146 Chitterne Sports Field.

**20/143 Planning applications discussed and decisions made:
(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.
Resolved: Cllr Neal proposed supporting the application, seconded Cllr Lucas, voting unanimous in favour.

20/144 Planning Decisions from Wiltshire Council noted:

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.

20/145 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.

CLlr Kent advised the Chitterne Community Pub Group (CCPG) are seeking to trigger the full moratorium.

CLlr Emmerson joined the meeting at 7.11pm

20/146 Chitterne sports field grass cutting. Cricket Club (CC) had given notice they no longer wish to be involved with St Mary's Chancel graveyard. They proposed a fixed term contract of £1500pa for 3 years for the sports field and strimming around play equipment. Previously £1,884.50 which included an amount £950 being paid to another person to cut the Chancel, the CC received £934.50.

Resolved: After discussion and considering the current Council budget, the amount of £1200 was suggested excluding the strimming of play equipment, this being an increase of 28%.

CLlr Emmerson proposed, seconded CLlr Lucas, voting unanimous in favour, with CLlr Horsfall ineligible to vote.

20/147 St Mary's Chancel graveyard grounds maintenance. Quote from Mark Potter at a cost of £1,050.00 per annum, inclusive of strimming play equipment, 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.

Resolved: CLlr Lucas proposed accepting the quote and draft contract, seconded CLlr Horsfall, voting unanimous in favour.

CLlr Wilkinson joined the meeting at 7.27pm

20/148 B390 traffic update. CLlr Neal had liaised with a representative from the Environment agency regarding Earthline Landfill Site at Valley Farm concerning the excessive lorries through the village and an end to the site, unfortunately they say it is a Wiltshire Council issue and there is no maximum tonnage.

CLlr Neal had drafted a reply to CLlr Whitehead's email 3 March, which the Clerk sent on 15 April. After a recent call for help with traffic, a couple of residents have come forward. CLlr Kent to write and take up their offer and advising they will not be acting on behalf of the Parish Council.

20/149 Councils Insurance. Members were 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)?

Members requested the Clerk obtains insurance quotes with and without the assets, with a decision being made at the next meeting.

20/150 Accounts for Payment Approved LGA 1972 s150 (5)

Resolved: Cllr Kent proposed ratifying three payments and approving four payments listed, seconded Cllr Neal, voting unanimous in favour.

Payments ratified

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

Payments authorised

Duplicquick 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

20/151 Approval and signing-off of Parish Accounts for the year ended 31st March 2021.

Previously circulated, along with the yearend spend against budget. The clerk reported Bank balances as at 31 March 2021

Bank account **£8,143.63**

Less outstanding payments **£ 463.51**

Balance **£7,671.12**

Resolved: The accounts were approved. Proposed Cllr Kent, seconded Cllr Horsfall, voting unanimous in favour. The Clerk signed the accounts and will be signed by the Chairman at a future date.

20/152 Internal Audit Report 2020-2021 from Auditing Solutions Ltd.

Resolved: Members considered the internal audit report, approved and adopted the only recommendation as below, proposed Cllr Emmerson, seconded Cllr Neal, voting unanimous in favour.

R1. (Corporate Governance) The Council should review, and ideally withdraw, its previous decision to delete FR2.2, which is an important internal control.

20/153 The Annual Governance and Accountability Return (AGAR) 2020/21. Certificate of Exemption.

Members approved 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 noted 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

Resolved: Cllr Lucas proposed approval of Certification of Exemption, exercise of public rights and publication requirements, seconded Cllr Kent, voting unanimous in favour.

20/154 The Annual Governance and Accountability Return 2020/21 Part 2. Section 1 – Annual Governance Statement 2020/21. Previously circulated.

Resolved: Members agreed to answer Yes to questions 1 to 8, with 9 not applicable. Cllr Neal proposed acceptance of the Governance statement, Cllr Horsfall seconded, voting unanimous in favour. The Clerk signed the statement, with the Chairman to sign in due course.

20/155 The Annual Governance and Accountability Return 2020/21 Part 2. Section 2 – Accounting Statements 2020/21. Previously circulated.

Resolved: Members approved the Accounting Statement, Cllr Lucas proposed acceptance, Cllr Neal seconded, voting unanimous in favour. The Chairman will sign the statement in due course (the Clerk had signed the statement prior to presenting to the Council)

20/156 As this will be the last meeting for Cllr Lucas and Cllr Wilkinson, Cllr Kent wished to thank them both for their help and support during their time with the Parish Council.

20/157 Next meeting Noted:

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, it is hoped to be held in the village hall.

The meeting closed at 7.58 pm.

Approved by the Council as a true record

Signed.....Chairman Date.....

Minutes are on the Website www.chitterne.com or available from the Clerk on request.