

# **CHITTERNE PARISH COUNCIL**

## **DRAFT**

### **Minutes of the Annual Meeting of Chitterne Parish Council Held at the Village Hall on Monday 13<sup>th</sup> May 2019 at 7.00 p.m.**

#### **Present: Councillors**

Murray Kent (temporary Chairman), Charles Horsfall, Peter Emmerson and Rachel Wilkinson.

**In attendance:** Parish Clerk Nikki Spreadbury-Clews and four members of the public.

#### **Public Participation**

None

**Meeting commenced at 7.30 pm** (following the Parish Meeting of the Electorate)

**19/1 Election of Chairman.** As per meeting of 11 March 2019 minute ref 18/98 the members wish to continue to rotate the Chairmanship, in alphabetical order, until a permanent Chairman is appointed. Cllr Emmerson to Chair the next meeting.

**19/2 Election of Vice Chairman.** no vice-chairman appointed at this time.

**19/3 Acceptance of apologies for absence. Resolved:** Cllr Newbury – Unitary member.

**19/4 Minutes.** The minutes of the Full Council meeting held on 11<sup>th</sup> March 2019 were approved as a true record and signed by the chairman.

**19/5 Dispensations and Declarations of interest. Resolved:** None.

**19/6 Casual Vacancies for Councillor.** The Parish Council currently have two vacancies available for Co-option. Jo Booth is applying to be co-opted at the next meeting. A further resignation had been received from Cllr Ricketts; this vacancy will be advertised in line with Electoral Services regulations.

Cllr Kent suggested each member to come to the July meeting with two names of residents who could join. The Clerk will advertise the vacancies on Noticeboard, Petenet, Chit Chat, Social Media and Chitterne.com **Anyone interested in supporting the community of Chitterne by joining the Parish Council please contact the Parish Clerk.**

**19/7 Roles and Responsibilities:** Postponed until next meeting.

**19/8 Update on Items from previous meetings.**

- a) **Allotments.** Cllr Wilkinson's husband is looking into the supply of water to the allotments. When notification of water supply is sent to tenancy owners, a reminder regarding the maintenance of the plot will be included. Clerk will prepare an advert for Chit Chat regarding a waiting list.
- b) **Cricket Club, Trees/grass cutting.** Cllr Horsfall reported a full list of fixtures; the field is in good condition and trees had been attended to with further work required in due course.
- c) **Flood Warden.** Cllr Kent advised no recordings due to the water works, however the levels are low.
- d) **Parish Steward.** Cllr Emmerson reported next visit is June, pot holes had been done, although more to do now. Report all issues to MyWiltshire or to Cllr Emmerson.

- e) **Playground.** Cllr Kent reported the revised quote from Active garden was £9,745.66 (net of VAT), although this had increased from initial quote in June 2018 of £7,346.67, it included a covering to the area, which would allow for existing items cut off at ground level and the site not to be completely dug up, no budget had previously been made for the removal of equipment and site clearance and this option would save on these costs. An estimate of removal costs was in the region of £500. Cllr Emmerson proposed acceptance of the revised Active Gardens quote at £9,745.66 (net of VAT) and the removal cost of approx. £500.00, seconded by Cllr Wilkinson, voting unanimous in favour.

Cllr Horsfall raised concerns over the acceptance of a donation of £2,000 from Earthline towards the play equipment, as this may be detrimental should the Council incur any future issues with the site. The donation was made following a letter from the Parish Council enquiring about grants that might be available through the landfill tax for assisting in community projects in areas close to landfill sites. Earthline responded 'they do not incur Landfill Tax at Chitterne and therefore cannot offer grants via this method, however would like to help by offering a donation of £2,000'. A vote was taken on acceptance the donation, two voted in favour of acceptance and two voted against, the Chairman gave his casting vote in favour, therefore the motion was carried to accept the donation.

- f) **Other Updates.** The broken SID was replaced at a cost to the Council of £306 as the insurance excess and refund of VAT, meant the claim would have been for £6. Chitterne was not entered into Best Kept Village competition due to time constraints and the Clerk not having the information readily available to complete the application. The Clerk contacted the Councils bankers to check the current position of the new signatories being added to find Cllr Wilkinson's application was received but not complete, Cllr Horsfall's was not listed, only one current member of the Council was listed and one past member. A letter was signed to be sent to the bank for confirmation of current signatories.

#### 19/9 Planning applications. Resolved:

**(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. Cllr Horsfall proposed no comment, seconded Cllr Emmerson, voting unanimous in favour.

#### 19/10 Planning Decisions from Wiltshire Council noted:

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, & 19/02212/LBC BA12 0LH. Wiltshire Council decision- Approved with conditions.

#### 19/11 Accounts for Payment

It was resolved that the two payments were ratified and six cheques be approved, Cllr Horsfall proposed, seconded by Cllr Wilkinson, voting unanimous in favour.

##### Ratification

Wiltshire Council (Allotments)	chq 100633	£166.00
Duplicquik Ltd	chq 100634	£84.00

##### Payments due

WALC subscription	chq 100635	£123.46
Duplicquik Ltd	chq 100636	£84.00
Auditing Solutions Ltd	chq 100637	£252.00
Information Commissioner	chq 100638	£40.00
Came and Company (Insurance)	chq 100639	£366.51
N Spreadbury-Clews (reimbursement of laptop purchased.)	chq 100640	£479.99

##### Receipts

Wiltshire Council Precept		£9,800.00
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**19/12 Approval and signing-off of Parish Accounts for year ended 31<sup>st</sup> March 2019 and month ended 30<sup>th</sup> April 2019.** As previously circulated, along with yearend spend for 31 March 2019 and year to date spend against budget for 30 April 2019. The clerk reported Bank balances as at 31<sup>st</sup> March 2019 and 30<sup>th</sup> April 2019 were respectively: -

Bank account	<b>£ 12,748.61</b>	<b>£24,216.78</b>
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**Resolved:** The accounts were approved. Proposed Cllr Emmerson, seconded Cllr Horsfall, voting unanimous in favour. The Chairman and Clerk signed the accounts.

**19/13 Members noted Chitterne Parish Council Code of Conduct,** previously circulated.

**19/14 Standing Orders and Financial Regulations.** Based on NALC model regulations circulated prior to Meeting, the documents were taken as read. Cllr Horsfall proposed approval and adoption of the Standing Orders and Financial Regulations, seconded Cllr Emmerson, voting unanimous in favour.

**19/15 Appointment of Internal and External Auditors.**

**Members approved** 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 approved** the external auditors will be PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD. Members noted PKF Littlejohn have been allocated as external auditors to all Wiltshire local Councils under the audit regulations. Cllr Horsfall proposed approval of both internal and external auditors, seconded Cllr Emmerson, voting unanimous in favour.

**19/16 Internal Audit Report 2018-19 completed by Auditing Solutions Ltd.** Previously circulated.

**Members postponed approval** of the report and adoption of the recommended actions until next meeting.

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

**Members approved** 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 24 June 2019 and will continue for a 30-day working period.

**Publication Requirements noted-** 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.

Cllr Horsfall proposed approval of Certification of Exemption, exercise of public rights and publication requirements, seconded Cllr Emmerson, voting unanimous in favour.

**19/18 The Annual Governance and Accountability Return 2018/19 Part 2. Section 1 – Annual**

**Governance Statement 2018/19.** Previously circulated. **The Members agreed** to answer Yes to questions 1 to 8, except question 5 would be a negative response and question 9 was not applicable. Cllr Horsfall proposed acceptance of the Governance statement, Cllr Emmerson seconded, voting unanimous in favour. The Chairman and Clerk signed the statement.

**19/19 The Annual Governance and Accountability Return 2018/19 Part 2. Section 2 – Accounting Statements 2018/19.** Previously circulated. **The Members agreed** the Accounting Statement, Cllr Wilkinson proposed acceptance, Cllr Horsfall seconded, voting unanimous in favour. The Chairman signed the statement. (the Clerk had signed the statement prior to presenting to the Council)

**19/20 Insurance and Assets.**

- i) **Members Noted** the Council is currently insured with Axa, via Came and Company Local Council Insurance, with a long-term agreement which expires 31 May 2021. Clerk to add the replacement laptop and seat on the village green now and the multiplay and seesaw when installed.
- ii) **Members approved** the inventory of assets as previously circulated, with the addition of the village green, seat and memorial tree on the village green. Cllr Horsfall proposed, seconded Cllr Wilkinson, voting unanimous in favour.
- iii) **Members approved** the minimum value of assets to be recorded on the inventory of assets register would be £50.00. Cllr Horsfall proposed, seconded Cllr Wilkinson, voting unanimous in favour.

**19/21 Members noted** when assets are disposed of the reason and method of disposal is to be approved and minuted at a meeting of the Council.

**19/22 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.
- **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.

**19/23 Date of next meeting.**

Members noted that the next meeting of the Full Council will be held on Monday 8<sup>th</sup> July 2019 at 7.00pm.

***Due to the confidential nature of the next item of business transacted, members of the public were requested to leave. Members of the public left the meeting at 8.39pm***

**19/24 Clerks contracted hours of work.** Noted in confidential minutes.

The meeting closed at 8.54pm.

Approved by the Council as a true record

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

Minutes are on the Website [www.chitterne.com](http://www.chitterne.com) or available from the Clerk on request.