

CHITTERNE PARISH COUNCIL

Minutes of the Annual Meeting of Chitterne Parish Council Held remotely via Zoom on Monday 18th May 2020 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, Cllr Christopher Newbury (Unitary Councillor) and two members of the public.

Public Participation

Two residents were concerned with the removal of trees and ground works taking place on land as it appears, they are preparing to undertake some kind of development without planning permission. The Clerk asked for the information to be sent to her to look into and report further if necessary.

Meeting commenced at 7.00 pm

20/1 Acceptance of apologies for absence. Resolved: Cllr Jo Booth.

20/2 Minutes. The minutes of the Full Council meeting held on 9th March 2020 were approved as a true record and will be signed by the Chairman at a future face-to-face meeting once restrictions have been lifted.

20/3 Dispensations and Declarations of interest. Resolved: None.

20/4 Roles and Responsibilities: To remain as per existing, except resident Barry Ricketts is now the village flood warden.

20/5 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)

20/02839/FUL Extension to the existing premises, retrospective perimeter fencing, hardstanding to parking area, and recycling area. Chitterne Dairy, Shrewton Road, Chitterne, BA12 0LJ.

Cllr Neal commented in the planning statement from the applicant it states: -

5. Access and Parking

5.1. Site Access and traffic generation

It is apparent, from the isolation of the site within a rural area, that it is not considered that public transport represents a practical choice of mode for employees. There are 45 employees and with the car sharing arrangements there are 30 employee cars. The car park has therefore been improved and can incorporate these 30 cars.

There is a dedicated parking area for these vehicles adjacent to the main building for ease of access with the goods. This is the existing traffic situation which has been operating at the site for over 10 years and there will be no increase in traffic as a result of these current proposals.

Cllr Neal proposed supporting the application subject to conditions 1. There will be no increase in traffic as result of these current proposals, as per the applicants planning statement. **2.** Chitterne Parish Council would like to be reassured that this development to the site will not result in any increase in traffic movements along the B390 and how will this be monitored? Seconded Cllr Lucas, voting unanimous in favour

20/6 Accounts for Payment

It was resolved the ten payments were ratified Cllr Wilkinson proposed, seconded by Cllr Emmerson, voting unanimous in favour.

Payments ratified

ADE Cameron	100686	£70.60
Wiltshire Council (Allotments)	100687	£332.00
Clerks salary (April)	100688	£255.01
Chitterne Cricket Club	100689	£942.25
Auditing Solutions Ltd	100690	£264.00
Information Commissioner	100691	£40.00
M Kent (reimbursement expenses)	100692	£102.50
Came & Company (see min ref 20/17)	100693	£421.38
Clerks salary (May)	100694	£255.01
WALC	100695	£128.63

Receipts

Wiltshire Council Precept	£9,800.00
Allotment fees	£317.50

20/7 Approval and signing-off of Parish Accounts for year ended 31st March 2020 and month ended 30th April 2020. As previously circulated, along with year-end spend for 31 March 2020 and year to date spend against budget for 30 April 2020. The clerk reported Bank balances as at 31st March 2020 and 30th April 2020 were respectively: -

Bank account	£ 7,637.77	£17,189.66
--------------	-------------------	-------------------

Resolved: The accounts were approved. Proposed Cllr Neal seconded Cllr Lucas, voting unanimous in favour. The Clerk signed the accounts and will be signed by the Chairman at a future face-to-face meeting once restrictions have been lifted.

20/8 Banking Payments. Cllr Kent suggested the Council look into a Bank account which allows payments to be made via internet banking. The Clerk advised most of the High Street Banks have accounts which allow for payments to be authenticated by two officials, she will make enquiries to the Councils existing Bank and draft amended financial regulations.

20/9 Members noted and adopted Chitterne Parish Council Code of Conduct, previously circulated. Proposed Cllr Lucas, seconded Cllr Wilkinson, voting unanimous in favour.

20/10 Standing Orders and Financial Regulations. Based on NALC model regulations circulated prior to Meeting, the documents were taken as read. Cllr Horsfall proposed the removal of 2.2 from the financial regulations, approval and adoption of the Standing Orders and Financial Regulations, seconded Cllr Neal, voting unanimous in favour.

20/11 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 Lucas proposed approval of both internal and external auditors, seconded Cllr Emmerson, voting unanimous in favour.

20/12 Internal Audit Report 2019-20 completed by Auditing Solutions Ltd. Previously circulated. **Members considered the internal audit report, approved and adopted the following recommendations, proposed Cllr Neal, seconded Cllr Horsfall, voting unanimous in favour.**

R1. Standing Orders, Financial Regulations, Code of Conduct to be published

R2. Amended

R3. Clerk to query with the auditor.

R4. Business Risk Register is a living document and will be reviewed annually. Clerk to prepare a financial procedures guide to enable business continuity in her absence.

R5. To be reviewed in November at budget setting and precept determination.

R6. Review of Income to be completed November annually. This is mainly a review of the allotment rents.

R7. Amended.

20/13 The Annual Governance and Accountability Return (AGAR) 2019/20. 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 3rd August 2020 and will continue for a 30-day working period until Monday 14th September 2020.

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 2019/20**, page 4
- **Section 1 – Annual Governance Statement 2019/20**, page 5
- **Section 2 – Accounting Statements 2019/20**, page 6
- Analysis of variances
- Bank reconciliation
- 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 2019/20 completed by Auditing Solutions Ltd

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

20/14 The Annual Governance and Accountability Return 2019/20 Part 2. Section 1 – Annual Governance Statement 2019/20. Previously circulated. **The Members agreed** to answer Yes to all questions with question 9 not applicable. Cllr Wilkinson proposed acceptance of the Governance statement, Cllr Neal seconded, voting unanimous in favour. The Clerk signed the statement and arranged to post to the Chairman for signature.

20/15 The Annual Governance and Accountability Return 2019/20 Part 2. Section 2 – Accounting Statements 2019/20. Previously circulated. **The Members approved** the Accounting Statement, Cllr Lucas proposed acceptance, Cllr Neal seconded, voting unanimous in favour. The Clerk had signed the statement prior to presenting to the Council and arranged to post to the Chairman for signature statement.

20/16 Asset register.

Members approved the inventory of assets as previously circulated. Cllr Emmerson proposed, seconded Cllr Horsfall, voting unanimous in favour

20/17 Council Insurance and its renewal.

- i) **Members noted** the Council is currently insured with Pen, via Came and Company Local Council Insurance, with a long-term agreement which expires 31 May 2021, annual renewal due 1 June 2020 with a premium of £421.38. Payment to be delayed pending response from insurers to letter sent 13 May 2020
- ii) **Members considered** the Insurance policy renewal and confirmed the cover is adequate for the Council and its assets.

Cllr Neal proposed, seconded Cllr Horsfall, voting unanimous in favour.

20/18 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. Any monies received from the disposal to be noted on the asset register.

20/19 Litter Bins and dog waste. Complaints had been received regarding the amount of dog fouling. Clerk advised Shrewton purchased and pay for their bins to be emptied, she had contacted Hurdcott Landscapes Ltd for costing to empty bins for Chitterne, two bins would cost £5 per bin twice a month, the more bins they empty the cost reduces (Shrewton have several bins and its £2.50 per bin twice a month). Clerk to cost the bins and enquire about the Wiltshire Council scheme advise at July meeting.

20/20 Grass area opposite Elm Farm. After discussion of the area being driven over and rutted, Cllrs Emmerson and Kent will use some old surplus compost and wild flowers to see if this improves the appearance of the area.

20/21 Programme to replace old play equipment. This should have read 'programme to purchase outdoor adult exercise equipment'. The Clerk and Cllr Kent will look into costs and sources of funding.

20/22 Updates on Items from previous meetings.

- (1) **Allotments.** Clerk has one person waiting for an allotment and an existing holder looking to switch allotments. Allotment 1 is unkept and has been for some time, as at 30 April payment had not been received. Clerk to look into terminating the tenancy agreement. Cllr Wilkinson proposed, seconded Cllr Emmerson, voting unanimous in favour.
- (2) **Cricket Club, Trees/grass cutting** - Cllr Horsfall reported the sports field is being maintained, however unlikely cricket will be played this year. Some trees require topping. Further to Cllr Kent's meeting earlier in the year with Bill Parkes from highways a tree survey of the trees along the cut has taken place and a programme of works scheduled.
- (3) **Change of Flood Warden.** The Parish Council are grateful and would like to thank resident Barry Ricketts who has volunteered to be the village flood warden.
- (4) **Parish Steward** – He has been called away on other duties of late. Pot holes on Abdon Close, as this is a private road, he cannot repair them, the Clerk is to write to Selwood Housing.
- (5) **Playground.** The new play equipment would benefit from being treated with oil, if any villagers would like to volunteer to carry this out it would be appreciated. The oil will be provided.
- (6) **Other updates.** Cllr Neal to report the blocked drains on B390 Valley Farm to village on My Wiltshire.

20/23 Correspondence. None

20/24 Date of next meeting.

Members noted the next meeting of Chitterne Parish Council will be held on Monday 13th July 2020 at 7.00pm, this will possibly be remotely via Zoom.

The meeting closed at 8.08pm. 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.