

SWALLOWCLIFFE PARISH COUNCIL

Minutes of the **Annual Council Meeting**
held at
Swallowcliffe Village Hall
on
Thursday 16th May 2019 at 7:00pm

Present: Cllr. S Banas (Chairman)
Cllr. N Cooke
Cllr. P Willis

In Attendance: Mr. S Pritchard (Parish Clerk),

Members of the Public: 0



ITEM	
ACM1	<u>Election of Chairman for the Municipal Year 2019/20:</u> Cllr Willis proposed Cllr Banas, seconded by Cllr Cooke. There were no other nominations. It was therefore resolved, unanimously, to appoint Cllr Banas as the Council's Chairman for 2019/20
ACM2	<u>Declaration of Acceptance of Office:</u> The Chairman signed the declaration of office, this was witnessed by the Clerk.
ACM3	<u>Apologies for Absence:</u> Apologies had been received from Cllr Boothman, due to being on holiday Cllr Blundell, due to work commitments & Cllr Green (Wiltshire Councillor).
ACM4	<u>Declaration of Pecuniary Interests & Dispensations:</u>
A	None
B	Members were reminded to keep their register of interests up to date with Wiltshire Council.
ACM5	<u>Adoption of Minutes:</u> <ul style="list-style-type: none">▪ Annual Council Meeting – 10th May 2018 The minutes of the Annual Council meeting on 10 th May 2018 were confirmed as accurate. It was proposed by the Chairman to adopt them, seconded by Cllr Willis and resolved unanimously.
ACM6	<u>Code of Conduct:</u> It was proposed by Cllr Willis to re-adopt the Council's code of Conduct, seconded by Cllr Cooke and resolved unanimously.
ACM7	<u>Standing Orders:</u> It was proposed by Cllr Willis to re-adopt the Council's standing orders, seconded by Cllr Cooke and resolved unanimously.
ACM8	<u>Financial Regulations Policy:</u> It was proposed by Cllr Cooke to re-adopt the policy, seconded by Cllr Willis and resolved unanimously.

<p>ACM9</p>	<p><u>Members Portfolios:</u></p> <ul style="list-style-type: none"> A. The Village Hall Committee – Cllr Blundell B. SW Wiltshire Area Board – Cllr Banas C. Footpaths / Rights of Way – Cllr Willis D. Highway Matters – Cllr Banas E. SWWCSG – Cllr Cooke F. Local Planning and Development – Cllr Blundell G. Fiscal Policy – Cllr Blundell H. Flood Warden / Emergency Planning – Mr Fitzpatrick & Cllr Boothman I. Council Website – Cllr Banas & the Clerk J. Litter Management - Cllr Boothman <p>The above was proposed by Cllr Cooke, seconded by the Chairman and resolved unanimously.</p>
<p>ACM10</p>	<p><u>HR Panel Membership:</u> Members agreed this would remain as the Chairman and Cllr Blundell, with Cllr Boothman becoming the reserve.</p>
<p>ACM11</p>	<p><u>Delegated power – Planning applications:</u> It was proposed by the Chairman to give delegated authority to the Clerk to respond to all tree and planning applications on behalf of the Council, if no normal meeting of the Council was planned in time, in consultation with all Members, seconded by Cllr Cooke and resolved unanimously.</p>
<p>ACM12</p>	<p><u>Additional Meetings Cost:</u> The Clerk had circulated a report to Members outlining the costs of calling an extra Parish Council meeting, the Clerk felt it was important that Member be aware that calling an extra meeting comes at a cost to the public purse. The report was noted.</p>
<p>ACM13</p>	<p><u>Assets Register:</u> The Chairman suggested two adjustments to the register, the B&W finger post on the triangle be recorded as a three-finger post and the replacement value set at £910. The B&W finger post on the A30 be recorded as a two-finger post and the replacement value set at £710. It was proposed by the Chairman to adopt the register with two changes, seconded by Cllr Cooke and resolved unanimously.</p>
<p>ACM14</p>	<p><u>Risk Assessment:</u> Members considered the risk assessment. The Chairman suggested that since last year some of the risks had changed and so some things needed re-evaluating. The Chairman and Clerk will work on the changes and bring back the July meeting for adoption.</p> <p style="text-align: right;">Action – The Clerk and Chairman</p>
<p>ACM15</p>	<p><u>Insurance Renewal:</u> The renewal cost was £243.20 the policy had been circulated to members ahead of the meeting. The budget for 2019/20 is £260. It was proposed by the Chairman to pay the insurance renewal cost of £243.20, seconded by Cllr Cooke and resolved unanimously.</p>
<p>ACM16</p>	<p><u>Annual Membership Renewal:</u> The Clerk recommended to Members that the Council renews its membership of the Wiltshire Association of Local Councils.</p>

	<p>It was proposed by Cllr Cooke to renew the WALC membership at a cost of £78.10, this was seconded by Cllr Willis and resolved unanimously.</p>
<p>ACM17</p> <p>A</p>	<p><u>Finance:</u> End of year outturn 2018/19: This was received and noted by Members.</p>
<p>B</p>	<p>Earmarked funds review: Members reviewed the earmarked funds. It was agreed by Members make 'Website Provision' and Earmarked Fund for 2019/20, carrying forward the £260 not spent in 2018/19.</p>
<p>C</p>	<p>To confirm bank signatories: It was proposed by Cllr Cooke to keep the signatories the same as last year (Cllrs Blundell, Banas and Boothman), seconded by Cllr Willis and resolved unanimously.</p>
<p>ACM18</p>	<p><u>Internal Audit 2018/19:</u> Members had been circulated the report ahead of the meeting. The internal auditor had passed the Council on all 11 tests but had noted in her report that she had a concern about the council dropping the precept for 2019/20. Members considered the report and agreed on this statement: <i>The precept amounts for 2018/19 and 2019/20 were increased considerably for special road safety projects. Once these are complete in 2019, the precept will not need to take these large expenses into account and may be reviewed with respect to routine council expenditures, contingency planning and best practices.</i> The report contained no recommendations for improvement. It was proposed by the Chairman to accept the report and make the payment of £40, seconded by Cllr Willis and resolved unanimously.</p>
<p>ACM19</p>	<p><u>Annual Governance Statement:</u> Members considered the governance statement. Members agreed that the Council was able to answer 'Yes' to all the statements. The Chairman duly signed by the Annual Governance Statement.</p>
<p>ACM20</p>	<p><u>Accounting Statement:</u> This was received and approved by Members. The notice for the public right to inspect the accounts was approved as being from 17th June to 29th July. The Chairman duly signed the 2018/19 accounting statement.</p>
<p>ACM21</p> <p>A</p>	<p><u>External Audit 2018/19:</u> The income of the Council was £8,552.38 the expenditure was £5,772.81. As both are less than £25,000 and the Council meet all the other criteria, the Responsible Finance Officer confirmed that the Council could declare itself as being exempt from external audit.</p>
<p>B</p>	<p>It was Proposed by the Chairman that the Council declare itself as being exempt from external audit, seconded by Cllr Willis and resolved unanimously. The Chairman duly signed the certificate of exemption.</p>

Meeting Closed at 7:45 pm

Signed Chairman: _____ Date: _____

Email: Swallowcliffepc1@gmail.com

Website: <http://www.southwilts.com/site/swallowcliffe-parish-council-news>

Next Parish Council Meeting: **Thursday 4th July 2019**

Thursday 10th October 2019

Thursday 9th January 2020

Thursday 12th March 2020

Annual Parish Meeting:

Thursday 2nd April 2020

Annual Council Meeting:

Thursday 14th May 2020