

SWALLOWCLIFFE PARISH COUNCIL

Minutes of the **Annual Council Meeting**
held via online videoconferencing
on **Thursday 21st May 2020** at 7:00pm

Present: Cllr. S Banas (Chairman)
Cllr. L Boothman
Cllr. G Blundell
Cllr. N Cooke
Cllr. P Willis



In Attendance: Simon Pritchard (Parish Clerk)

Members of the Public: 1

Public Participation:

The Member of the Public stated that he was attending the meeting to contribute towards agenda item: ACM18

Item no:	
ACM1	<u>Election of Parish Council Chairman for the Municipal Year 2020/21:</u> Cllr Willis proposed that Cllr Banas be re-elected as Chairman, seconded by Cllr Boothman. There were no other nominations. It was therefore resolved unanimously to elect Cllr Banas as the Parish Council Chairman for 2020/21.
ACM2	<u>Declaration of Acceptance of Office:</u> The Chairman duly signed the declaration.
ACM3	<u>Apologies for Absence:</u> None
ACM4	<u>Declaration of Pecuniary Interests & Dispensations:</u> None
ACM5	<u>Adoption of Minutes:</u> <ul style="list-style-type: none">Annual Council Meeting 16th May 2019 <p>The minutes were confirmed as an accurate record of the meeting. NB: The minutes had already been adopted by the Council on 10th October 2019</p>
ACM6	<u>Members Portfolios:</u> <ul style="list-style-type: none">A) The Village Hall committee representative: Cllr. G BlundellB) SW Wiltshire Council Area Board: Cllr. S BanasC) Footpaths, rights of way & transport: Cllr. P WillisD) Highways (Inc Parish Steward): Cllr. S BanasE) Local planning & development: Cllr. G BlundellF) Financial Policy: Cllr. G BlundellG) South-west Wiltshire Community Safety Group: Cllr. N CookeH) Emergency planning / Flood Warden: Cllr. L Boothman & Mr. B FitzpatrickI) Litter Management: Cllr Boothman

ACM7	<u>HR Panel Membership 2020/21:</u> Councillors Boothman & Banas appointed with, Cllr Cooke as a reserve member.
ACM8	<u>Delegated Power – Planning Applications:</u> It was proposed by the Chairman that the same arrangements stay in place, seconded by Cllr Willis and resolved unanimously
ACM9	<u>Assets Register 2020/21:</u> It was agreed to value the noticeboards at £1000 each for insurance purposes. It was confirmed that the wooden bench is the one by the bus stop, not the round one belonging to the Church in the old cemetery. The asset register was duly adopted.
ACM10	<u>Risk Assessment 2020/21:</u> A question was raised, given the current circumstances of a global pandemic, as to what would happen if the council become incapacitated and unable to hold a quorate meeting or if the Clerk become incapacitated. The Clerk suggested that he could look at putting a policy in place that would deal with both eventualities. The risk assessment was duly adopted.
ACM11	<u>Insurance Renewal 2020/21:</u> The Clerk had sent the insurance broker the asset register on April 23 rd well in advance of the renewal date and had asked for a quote based on the current estimated value as recorded in the register. As nothing had been received by May 13 th the Clerk had to chase the broker who supplied the insurance premium the same day. Since then it is been spotted that the details within the policy do not reflect the asset register that was supplied to them. The Clerk has asked for this to be corrected and for the insurance vale to reflect what was asked for. Members approved payment of the premium for £231.03
ACM12	<u>Annual Membership Renewal: 2020/21</u> Members resolved to remain in the membership of WALC and approved the payment of £83.56.
ACM13	<u>FINANCE:</u> A. End of Year Outturn 2019/20: Members received and approved the bank reconciliation to March 31 st including the listing of all payments and the budget outturn. B. Earmarked Funds Review: He Council had received £643.87 from the now defunct Swallowcliffe Society to be put towards a project for the Village. A vote of thanks was proposed by Cllr Blundell for the Swallowcliffe Society, seconded by Cllr Willis and resolved unanimously. Members agreed that the money would be put into the General Reserve until a suitable project comes up. All other earmarked funds were left as they were.

	<p>C. To Appoint Bank Signatories 2020/21: Members agreed to keep the signatories the same as last year (Councillors Banas, Boothman & Blundell)</p>
ACM14	<p><u>Internal Audit Report 2019/20:</u> The internal audit had been carried out by the council's internal auditor. The auditor was about to give a positive response to all the statements on the internal audit report but noted a few sets of minutes that had not been signed. She also noted the need of one member to be checking the bank reconciliation against the bank statements and to sign to say they had done so. The clerk reported that this was quite simple to implement and that he would do so as soon as the council was able to have in-person meetings again. Members approved the internal audit report and thanked the Clerk for his efforts in getting it done.</p>
ACM15	<p><u>Annual Governance Statement 2019/20:</u> Members read thorough the statements and considered that yes could be ticked in every box. It was resolved to give a yes response to every statement.</p>
ACM16	<p><u>Accounting Statements 2019/20:</u> The Clerk had drafted this, and it had been circulated. Members resolved that the assets value should be updated to read £2,688 in line with the current asset register. The accounting statement was approved.</p>
ACM17	<p><u>Declaration of the Council being Exempt from External Audit:</u> It was proposed by the Chairman that the Council declare itself as being exempt from External Audit, seconded by Cllr Cooke and resolved unanimously.</p>
ACM18	<p><u>Ultrafast Broadband Opportunities for the Village:</u> After much discussion it was agreed that the Parish Council should make residents aware of the benefits of Ultrafast (full fibre) for the village. Cllr Willis agreed to draft a communication on the topic.</p> <p style="text-align: right;">Action – Cllr Willis</p>

Meeting Closed at 20:43

Signed Chairman: _____ Date: _____

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Next Meeting: Thursday 23rd July 2020 @ 7:00pm