

SWALLOWCLIFFE PARISH COUNCIL

Minutes of the Annual Council Meeting
held in the Village Hall, Swallowcliffe
on **Thursday 13th May 2021** at 7:00pm

Present: Cllr. Stephen Banas (Chairman)
Cllr. Gerald Blundell
Cllr. Nigel Cooke
Cllr. Patrick Willis

In Attendance: Simon Pritchard (Parish Clerk)

Number of Members of the Public in Attendance: Zero

Public Participation: (None)



Item no:	
ACM1	<u>Election of Parish Council Chairman for the Municipal Year 2021/22:</u> Cllr Blundell proposed that Cllr Banas be the Council Chairman, seconded by Cllr Cooke. There were no other nominations. It was resolved unanimously that Cllr Banas be elected at Chairman for the municipal year 2021/22.
ACM2	<u>Declaration of Acceptance of Office:</u> Cllr Banas signed the declaration.
ACM3	<u>Apologies for Absence:</u> None.
ACM4	<u>Declarations of Pecuniary Interests & Dispensations:</u> None
ACM5	<u>Adoption of Minutes:</u> The minutes of the 18 th of March 2021 had been presented for adoption. It was proposed by the Chairman to adopt the minutes, seconded by Cllr Cooke and resolved unanimously
ACM6	<u>Members Portfolios 2021/22:</u> a) The Village Hall Committee Representative: Cllr Blundell b) SW Wiltshire Council Area Board: Cllr Banas

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Swallowcliffe Parish Council: 13th May 2021
Parish Clerk: Simon Pritchard
Website: www.swallowcliffeparishcouncil.org.uk
Email: swallowcliffepc1@gmail.com

Signed: _____ Date: _____

	<p>c) Footpaths / Rights of Way: Cllr Willis</p> <p>d) Highway Matters: Cllr Banas</p> <p>e) South West Wiltshire Community Safety Group: Cllr Cooke</p> <p>f) Local Planning & Development: Cllr Blundell</p> <p>g) Financial Policy - Discontinue</p> <p>h) Flood Warden / Civil Contingencies - Recruit new Member to cover</p> <p>i) Litter Management - Discontinue</p>
ACM7	<u>HR Panel Membership 2021/22:</u> Agreed as Councillors; Cooke & Banas
ACM8	<u>Delegated Power - Planning Applications:</u> It was proposed by Cllr Blundell to give the Parish Clerk delegated authority to respond to planning applications on behalf of the Council, in line with the agreed protocol, seconded by the Chairman and resolved unanimously.
ACM9	<u>Assets Register 2021/22:</u> It was proposed by the Chairman to adopt the assets register, seconded by Cllr Cooke and resolved unanimously.
ACM10	<u>Risk Assessment 2021/22:</u> It was proposed by the Chairman to adopt the risk assessment, seconded by Cllr Cooke and resolved unanimously.
ACM11	<u>Insurance Renewal 2021/22:</u> It was confirmed by the Clerk that both noticeboards were now insured at a value of £1,000 each. The total premium cost now being £268.43 It was proposed by the Chairman to accept the cost, seconded by Cllr Willis and resolved unanimously.
ACM12	<u>Annual Membership Renewal 2021/22:</u> It was proposed by the Chairman to renew the Council's membership at a cost of £80.42, seconded by Cllr Willis and resolved unanimously.
ACM13	<u>FINANCE:</u> A. <u>End of Year Outturn 2020/21:</u> The end of year outturn was received and noted. B. <u>To Appoint Bank Signatories 2020/21:</u> It was agreed to appoint the Chairman, Cllr Blundell & Cllr Willis C. <u>Payments:</u>

	<p>1. Cllr S. Banas - Newsletters - £30.00 2. Mrs N. Phillips - Internal Audit - £40.00</p> <p>It was proposed by Cllr Blundell to make both payments, seconded by Cllr Cooke and resolved unanimously.</p>
ACM14	<p><u>Internal Audit Report 2020/21:</u> The report had been circulated to Members ahead of the meeting. The only item raised was that the bank reconciliation should be signed to show it had been checked by a Member. It was agreed the Clerk will add a signatory line onto the bank reconciliation and get it checked against the bank statement and signed at each meeting. The clean Internal Audit report was noted by Members.</p>
ACM15	<p><u>Annual Governance Statement 2020/21:</u> It was proposed by the Chairman that the Council give a 'Yes' response to every question, seconded by Cllr Cooke and resolved unanimously.</p>
ACM16	<p><u>Accounting Statements 2020/21:</u> The accounting statement had been presented to Members by the RFO. It was proposed by Cllr Blundell to approve the accounting statement, seconded by Cllr Willis and resolved unanimously.</p>
ACM17	<p><u>Declaration of Council Being Exempt from External Audit:</u> The Clerk reported that the Council was able to declare itself as being exempt. Its was proposed by Chairman to declare the council as exempt for external audit, seconded by Cllr Cooke and resolved unanimously.</p> <p>The Clerk confirmed the dates for the public rights as being:</p> <ul style="list-style-type: none"> o Monday 14th June 2021 to Friday 23rd July 2021
ACM18	<p><u>Footpath Gates Grant Request to Area Board:</u> The chairman had circulated to Members ahead of the meeting details of a project to install six pedestrian gates to improve access over to the down. Total cost of the project will be £720 for the six gates The chairman proposed that the Council apply for a grant from Wiltshire Council Area Board for £360 and that the Parish Council pay the other £360, seconded by Cllr Willis and resolved unanimously.</p>

Meeting Closed at 19:30
Next Meeting: Thursday 22nd July @7pm

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Signed: _____ Date: _____