

# SWALLOWCLIFFE PARISH COUNCIL

## Minutes of the Annual Council Meeting

held in the Village Hall, Swallowcliffe.

on **Thursday 23<sup>rd</sup> May 2024** at 7:00pm

**Present:** Cllr. Stephen Banas (Chairman)  
Cllr. Amanda Brockway  
Cllr. Nigel Cooke  
Cllr. Nick Osborne



**In Attendance:** Simon Pritchard (Locum Parish Clerk)

**Number of Members of the Public in Attendance:** Zero

**Public Participation:** (None)

Item no:	
1 ACM	<b><u>Election of Parish Council Chairperson for the Municipal Year 2024/25:</u></b> Cllr Brockway proposed that Cllr Banas be the Council Chairman, seconded by Cllr Osborne. There were no other nominations. It was resolved unanimously that Cllr Banas be elected at Chairperson for the municipal year 2024/25. Cllr Banas signed the declaration of office.
2 ACM	<b><u>Apologies for Absence:</u></b> Received from Mr Fitzpatrick (Flood Warden)
3 ACM	<b><u>Declarations of Pecuniary Interests:</u></b> None.
4 ACM	<b><u>Dispensations to Participate:</u></b> None
5 ACM	<b><u>Adoption of Minutes:</u></b> The minutes of the meeting held on Thursday 29 <sup>th</sup> February 2024 had been presented for adoption. It was proposed by the Cllr Banas to adopt the minutes, seconded by Cllr Brockway and resolved unanimously
6 ACM	<b><u>Members Portfolios 2024/25:</u></b> It was agreed that all portfolio holders would remain the same.  a) <b>The Village Hall Committee Representative</b> - Cllr N. Osborne b) <b>SW Wiltshire Council Area Board</b> – Cllr Banas

- 1 -

Swallowcliffe Parish Council: 23<sup>rd</sup> May 2024  
Locum Parish Clerk: Simon Pritchard  
Website: [www.swallowcliffeparishcouncil.org.uk](http://www.swallowcliffeparishcouncil.org.uk)  
Email: [swallowcliffepc1@gmail.com](mailto:swallowcliffepc1@gmail.com)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

	<p>c) <b>Environmental Initiatives</b> – Ms Boothman  d) <b>Footpaths / Rights of Way</b> - Cllr A. Brockway  e) <b>Highway Matters (inc LHFIF)</b> – Cllr Banas  f) <b>Village Maintenance</b> – Cllr N. Cooke  g) <b>Flood Warden</b> – Mr Fitzpatrick  h) <b>Environmental Initiatives</b> - Ms Boothman</p> <p>It was agreed that Cllr Osborne would take up an additional role of financial oversight, this includes checking and signing the bank recs.</p>
7 ACM	<p><b><u>HR Panel Membership 2024/25:</u></b>  Agreed as Councillors; Cooke &amp; Banas</p>
8 ACM	<p><b><u>Delegated Power – Planning Applications:</u></b>  It was proposed by Cllr Banas to continue with the current method of managing planning applications when there is no formal Council scheduled, as outlined on the Council’s website and to delegate power to the Locum Parish Clerk to respond on behalf of the Council to any planning application received, seconded by Cllr Osborne and resolved unanimously.</p>
9 ACM	<p><b><u>Assets Register 2024:</u></b>  It was proposed by the Chairman to adopt the assets register, seconded by Cllr Brockway and resolved unanimously.</p>
10 ACM	<p><b><u>Risk Assessment 2024/25:</u></b>  It was noted by the Chair that the check carried out when he receives the bank statement in the post is to check for any unusual activity. The risks assessment to be updated accordingly.  <b>It was proposed by Cllr Osborne to adopt the risk assessment, seconded by Cllr Cooke and resolved unanimously.</b></p>
11 ACM	<p><b><u>Insurance Renewal 2024/25:</u></b>  The documents received had been emailed out to members.  It was noted that it should be confirmed with the insurance company that the 3-finger post is just one post, not 3.  <b>It was proposed by Cllr Banas to accept the insurance renewal and pay the £285.77 premium, seconded by Cllr Cooke and resolved unanimously.</b></p>
12 ACM	<p><b><u>Annual Membership Renewal 2024/25:</u></b>  <b>It was proposed by Cllr Cooke to renew the Council’s membership at a cost of £87.53, seconded by Cllr Banas and resolved unanimously.</b></p>
13 ACM	<p><b><u>ADPION OF COUNCIL POLICY DOCUMENTS:</u></b></p> <p style="padding-left: 40px;"> <b>A. <u>The Code of Conduct</u></b>  <b>B. <u>Standing Orders</u></b>  <b>C. <u>Financial Regulations</u></b> </p> <p>The council’s policies had been circulated to members ahead of the meeting.</p>

	<p><b>It was proposed by Cllr Banas to re-adopt the policies, seconded by Cllr Osborne and resolved unanimously.</b></p> <p>A question was raised over if the Parish Council should have an internal control check list. Cllr Osborne to have a think about this.</p>
14 ACM	<p><b><u>COUNCIL FINANCE:</u></b></p> <p><b><u>A. End of Year Outturn 2023/24:</u></b> The end of year outturn was received and noted.</p> <p><b><u>B. To Appoint Bank Signatories 2024/25:</u></b> It was agreed to appoint the Cllrs: Banas, Osborne &amp; Brockway. The Locum Clerk can also access the account.</p> <p><b><u>C. Progression Towards Online Banking:</u></b> It was proposed by Cllr Banas that all signatories obtain access to online banking to enable the Council to exclusively use online payments, seconded by Cllr Brockway and resolved unanimously.</p> <p><b><u>D. Payments:</u></b></p> <ol style="list-style-type: none"> <li>1. Mrs N. Phillips – Internal Audit - £60.00</li> <li>2. Mr S. Pritchard – locum Clerk Services March &amp; April - £423.50</li> <li>3. Cllr Banas – Newsletter Printing - £42.00</li> </ol> <p>It was proposed by Cllr Osborne to make the three payments, seconded by Cllr Cooke and resolved unanimously.</p> <p><b><u>E. Budget Spend to Date &amp; Bank Reconciliation:</u></b> The budget Vs spend to date, the bank rec and reserves reports had been calculated. Cllr Osborne checked and signed the bank rec.</p>
15 ACM	<p><b><u>Internal Audit Report 2023/24:</u></b> The Internal Audit report had been circulated ahead of the meeting, as had the draft action plan. Members made a few adjustments to the action plan and adopted.</p>
16 ACM	<p><b><u>Annual Governance Statement 2023/24:</u></b> Members were aware that as a result of the fails in the Internal Audit report, there would be Governance Statements that the Council would need to give a negative response to. Each statement was carefully gone over by the Council.</p> <p>Statements 1,5 &amp;6 where given a negative response, the plan of action will be extended to cover these points.</p>
17 ACM	<p><b><u>Accounting Statements 2020/21:</u></b> The accounting statement had been tabled. <b>It was proposed by Cllr Banas to approve the accounting statement, seconded by Cllr Osborne and resolved unanimously.</b></p>

<p>18 ACM</p>	<p><b><u>Declaration of Council Being Exempt from External Audit:</u></b>  The Clerk reported that the Council was able to declare itself as being exempt as it has a both an income and expenditure of less than £25,000  <b>It was proposed by Cllr Banas to declare the council as exempt for external audit, seconded by Cllr Brockway and resolved unanimously.</b></p>
<p>19 ACM</p>	<p><b><u>Confirmation of Public Rights Dates:</u></b>  Confirmed as being from Monday 3<sup>rd</sup> June 2024 to Friday 12<sup>th</sup> July 2024</p>
<p>20 ACM</p>	<p><b><u>Recruitment of a Councillor and Parish Clerk:</u></b></p> <p><b>A. <u>Recruitment of a Councillor:</u></b>  The vacancy has been advertised on the Parish Council website and in the Parish Newsletter. In addition, two people have been approached. No luck to date.  <b>Agreed that all Members will continue to make efforts to find a fifth member.</b></p> <p><b>B. <u>Recruitment of a Parish Clerk:</u></b>  A few people approached. Again, has been on the website and in Newsletter with no luck. <b>Agreed that Cllr Banas will develop further the job add and that a local Clerk known to Cllr Brockway will be approached.</b></p> <p><b>C. <u>Fixed Term Contract for Locum Clerk:</u></b>  Given the length of time he had now been in post and that there was no short-term end in sight, the Locum Clerk recommended that he should be moved on to a fixed term (temporary) contract of employment  <b>It was proposed by Cllr Banas to offer the locum Clerk a fixed term contact until 30<sup>th</sup> April 2025. 2 hours per week, £22.00 per hour, with a one-month notice of termination by either party. Seconded by Cllr Brockway and resolved unanimously.</b></p>
<p>21 ACM</p>	<p><b><u>SID Repair &amp; Battery Upgrade:</u></b>  <b>It was agreed to defer any decision on paying for the SID to be repaired.</b></p>
<p>22 ACM</p>	<p><b><u>Land Registration of the Village Hall - Statement of Truth:</u></b>  The statement of truth had been circulated ahead of the meeting.  <b>It was proposed by Cllr Brockway that the Parish Council approve the Statement of Truth and that the Chairperson sign the statement on behalf of the Parish Council, seconded by Cllr Cooke and resolved unanimously.</b></p>
<p>23 ACM</p>	<p><b><u>Annual Parish Meeting Feedback:</u></b>  It was noted that at the Annual parish meeting the notion of buying a second SID had been floated. This had received support, including the notion of increasing the precept to pay for it. Members felt that a 50/50 approach to funding the SID should be taken, 50% taken from reserves, 50% of the cost to be applied to the precept.</p>
<p>24 ACM</p>	<p><b><u>Emergency Hub Scheme:</u></b>  A resident has shown much interest in this and will be asked to become the lead person.</p>

25 ACM	<b><u>Wiltshire Council - Septic Tanks Upgrade Scheme:</u></b> Details of this scheme were confirmed, simply if you have an old septic tank, you can have it upgraded for free. Wiltshire Council keen to promote.
-----------	---

**Meeting Closed at 21:07**