

SWALLOWCLIFFE PARISH COUNCIL
Minutes of the ANNUAL COUNCIL MEETING
held at
Swallowcliffe Village Hall
on
Thursday 10th May 2018 at 7.00pm



PARISH COUNCIL

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

In Attendance: Simon Pritchard (Parish Clerk),

Members of the Public: 0

ITEM	
ACM1	<u>Election of Chairman for the Municipal Year 2018/19:</u> Cllr Blundell 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.
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 Willis, due to work commitments.
ACM4	<u>Declaration of Pecuniary Interests & Dispensations:</u>
A	None
B	The Clerk confirmed that all members had registered their interests with Wilshire Council.
ACM5	<u>Adoption of Minutes:</u> <ul style="list-style-type: none"> ▪ Annual Council Meeting – 17th May 2017 The minutes of the Annual Council meeting on 17 th May were confirmed as accurate. It was proposed by Cllr Blundell to adopt them, seconded by Cllr Boothman and resolved unanimously.
ACM6	<u>Code of Conduct:</u> It was proposed by the Chairman to re-adopt the Councils code of Conduct, seconded by Cllr Boothman and resolved unanimously.
ACM7	<u>Standing Orders:</u> It was proposed by Chairman to adopt the NALC Standing orders 2018, seconded by Cllr Boothman and resolved unanimously. The Clerk confirmed that once adopted, changes could still be made to the document if Members found some elements that didn't work for the Council.
ACM8	<u>Financial Regulations Policy:</u> The Clerk had adapted the NALC model document (2016) to suit the Council's needs, this had been circulated to all Members.

	<p>It was proposed by the Chairman to adopt the policy, seconded by Cllr Cooke and resolved unanimously.</p>
ACM9	<p><u>Members Portfolios:</u></p> <ul style="list-style-type: none"> A. The Village Hall Committee – Cllr Blundell B. SWW 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. Council Finance – Cllr Blundell H. Flood Warden / Civil Contingencies – Mr Fitzpatrick I. Emergency Planning – Cllr Boothman
ACM10	<p><u>HR Panel Membership:</u> Members agreed this would remain as the Chairman and Cllr Blundell, with Cllr Boothman becoming the reserve.</p>
ACM11	<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 the Chairman and the Planning and Development Portfolio Holder, seconded by Cllr Blundell and resolved unanimously.</p>
ACM12	<p><u>Calendar of Meetings:</u> The following dates were agreed by Members:</p> <p><u>Council Meetings:</u></p> <ul style="list-style-type: none"> • Thursday 21st June 2018 • Thursday 27th September 2018 • Thursday 10th January 2019 • Thursday 14th March 2019 <p><u>Annual Parish Meeting:</u></p> <ul style="list-style-type: none"> • Thursday 11th April 2019 <p><u>Annual Council Meeting:</u></p> <ul style="list-style-type: none"> • Thursday 16th May 2019
ACM13	<p><u>Assets Register:</u> The Chairman suggested a few adjustments to the register. Defibrillator replacement cost £1500. Finger post replacement cost £1200. Westend Noticeboard replacement cost £500.</p> <p>It was proposed by the Chairman to adopt the register with three changes, seconded by Cllr Boothman and resolved unanimously.</p>
ACM14	<p><u>Risk Assessment:</u> Members considered the risk assessment. Since the assessment had been carried out the situation had improved, and it was felt that the Council could now reply 'Yes' to all but one of the tests. An extra test of contract overrun cost was also added.</p> <p>It was proposed by Cllr Boothman to adopt the risk assessment with the approved changes, seconded by Cllr Cooke and resolved unanimously.</p>

<p>ACM15</p>	<p><u>Insurance Renewal:</u> The renewal cost was tabled by the Clerk and included the cost of insuring the SID that the Council was yet to purchase. Total Insurance Cost £223.09. The budget for 2018/19 was £225.</p> <p>Members questioned if the policy covered people working on behalf of the Council, particularly on the S.I.D. The Clerk will investigate.</p> <p style="text-align: right;"><u>Action – The Clerk</u></p> <p>Members questioned if the Parish Council now had ownership of the two black & white highway fingerposts in the Village, as Wilshire Council were not taking responsibility for them. Do they need to go on the insurance? This will be investigated by the Chairman.</p> <p style="text-align: right;"><u>Action - Cllr Banas</u></p> <p>It was proposed by the Chairman to pay the insurance renewal cost of £223.09, seconded by Cllr Boothman and resolved unanimously.</p>
<p>ACM16</p>	<p><u>Annual Membership Renewal:</u> The Clerk recommended to members that the Council re-joins the Wilshire Association of Local Councils at an annual cost of £78.62.</p> <p>It was proposed by Cllr Blundell to join WALC at a cost of £78.62, this was seconded by Cllr Cooke and resolved unanimously.</p>
<p>ACM17</p> <p>A</p> <p>B</p> <p>C</p>	<p><u>Finance:</u></p> <p>End of year outturn: This was received and noted by Members.</p> <p>Earmarked funds review: Members reviewed the earmarked funds and considered that the Village Hall Sinking Fund was not necessary.</p> <p>It was proposed by Cllr Blundell to close the village hall sinking fund and redistribute the money, £200 to the defibrillator fund, £300 to the road safety fund, this was seconded by Cllr Boothman and resolved unanimously.</p> <p>To confirm bank signatories: It was proposed by Cllr Blundell to keep the signatories the same as last year (Cllrs Blundell, Banas and Boothman), seconded by Cllr Boothman and resolved unanimously.</p>
<p>ACM18</p>	<p><u>Internal Audit 2017/18:</u> Members had been circulated at the reports ahead of the meeting. It was noted that the Clerk had not printed a P60 for himself and that the HR Panel should make a recommendation to the Council for payment of the Clerk salary.</p> <p>The Council had passed all 10 tests and the Clerks minutes had been praised. The report contained no recommendations for improvement.</p>
<p>ACM19</p>	<p><u>Annual Governance Statement:</u> Members considered the governance statement. Given that the Council had received a clean bill of health from the internal audit and that all required documents and processes are now in place, Members agreed that the Council was able to answer ‘Yes’ to all the statements.</p>

	This was duly signed by the Chairman.
ACM20	<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 4th June to 13th July.</p> <p>The Chairman duly signed the 2017/18 accounting statement.</p>
ACM21	<p><u>External Audit 2017/18:</u></p> <p>A The income of the Council was £3,509 the expenditure was £1,807. 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 its self as being exempt from external audit.</p> <p>B It was Proposed by the Chairman that the Council declare itself as being exempt from external audit, seconded by Cllr Boothman and resolved unanimously.</p> <p>The Chairman then duly signed the certificate of exemption.</p>

Meeting Closed at 8:45 pm

Signed Chairman: _____ Date: _____

Email: Swallowcliffepc1@gmail.com

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

Next Parish Council Meeting: **Thursday 21st June 2018**

Thursday 27th September 2018

Thursday 10th January 2019

Thursday 14th March 2019

Annual Parish Meeting:

Thursday 11th April 2019

Annual Council Meeting:

Thursday 16th May 2019