

LITTLE SOMERFORD PARISH COUNCIL

Parish Council Meeting

Tuesday 1st 2021

JUNE 1ST

Little Somerford Village Hall

Minutes

Present

Cllr P Cameron (Chair)
Cllr D Orchard
Cllr J Fairbairn

Cllr J Frayling
Cllr S Orchard

Cllr C Minshell

In Attendance

R Nuttall (Clerk)

Wiltshire Cllr Threlfall

Public Question Time No questions received from the public

Reports from Unitary Councillor and Council Representatives

Cllr Threlfall had no new updates to report from Wiltshire Council. Regarding WFV and grass verge cutting, the Parish Council is advised to contact Wiltshire Council, for no mow areas.

- 21/06/1 **Apologies for Absence** – received from Cllr Webb
- 21/06/2 **Declarations of Interest**
There were no new declarations of interest.
- 21/06/3.1 **Minutes and Matters Arising**
The Minutes of the Annual Parish Council meeting of 18th May 2021 were approved and signed as a true record of the meeting.
Proposed: Cllr S Orchard; Seconded: Cllr J Frayling
- 21/06/3.2 It was agreed that all items shaded green on the Action Register were completed. It was noted that some items were in hand and other items were on hold due to Covid-19 restrictions
- 21/06/4.1 **Planning Matters**
Planning Applications received since the last meeting

PL/2021/05556 Somerford Barn – fell 3x Ash tree.
The Parish Council has no objection but would like to see replacement trees planted.

PL/2021/05410 The Old Rectory Fell 3x tree.
The Parish council has no objection but would like to see replacement trees planted.

- 21/06/4.2 **Applications Determined by Wiltshire Council since the last meeting.**
None
- 21/06/5 **Finance & Audit**
- 21/06/5.1 **Internal Audit findings letter for 2020/21**
This was received and the Parish Council was pleased with the conclusion that the internal control procedures in operation are adequate to meet the needs of Little Somerford Parish Council and with the details of good practice itemised.
The Council determined it's response to the recommendations.
- To review the asset register annually for completeness and accuracy – this will be added to the annual schedule of tasks – November.
 - Box 11 of Section 2 of AGAR to be completed – the clerk has completed this.
- 21/06/5.2 **Annual Internal Audit Report 2020/21 for website publication**
This was received and approved.
- 21/06/5.3 **Internal Audit services in 2021/22**
The quotation of £245 was felt to be acceptable given the depth of scrutiny employed by B Bowen acting as Internal Auditor and it was agreed unanimously to re-appoint her for 2021/22
Proposed Cllr Minshell, seconded Cllr D Orchard.
- Action : Clerk**
- 21/06/5.4 **Certificate of exemption from external audit for 2020/21**
The Councillors assessed their eligibility for exemption and authorised the Clerk acting as Responsible Financial Officer and the Chair to sign the document for return to PKF Littlejohn. Proposed Cllr Cameron, seconded Cllr S Orchard.
- Action: Clerk**
- 21/06/5.5 **Annual Governance and Accountability return for 2020/21 section 1, Annual Governance Statement**
The Council considered each internal control statement on the document and was happy to give a positive response to each statement. The statement was completed by the Chair and the Parish Council authorised the Chair and Clerk to sign same.
Proposed Cllr Minshell, seconded Cllr Fairbairn.
- 21/06/5.6 **Annual Governance and Accountability return for 2020/21, section 2, Accounting Statements 2020/21, as certified by the Responsible Financial Officer and reviewed by Internal Audit.**
The Parish Council approved section 2 and authorised the Chair to sign same.
Proposed Cllr S Orchard, seconded Cllr D Orchard
- 21/06/5.7 **Supporting statements for website publication under the Transparency Code**
The Parish Council authorised the Chair to sign the bank reconciliation, explanation of variances, list of payments over £100 and the Fixed Asset Register for website publication.
Proposed Cllr Minshell; seconded Cllr Frayling.

- 21/06/5.8 **Publication period for the exercise of electors' rights**
It was agreed that the 30 consecutive day period run from Monday 14 June to Friday 23 July. The Chair was authorised to sign the confirmation document. Proposed Cllr Cameron, seconded Cllr Fairbairn.
- 21/06/5.9 **To approve Payments & Receipts**
The Finance report was received, and the Parish Council ratified and approved payments of £80.27 . The income received was bank interest 7p.
Proposed: Cllr Cameron; seconded Cllr S Orchard.
- 21/06/6 **Governance**
- 21/06/6.1 **Review List of Bank Signatories**
The current bank signatories are Cllr Cameron, Cllr Frayling, Cllr S Orchard, Cllr Webb, with Cllr S Orchard and Cllr Cameron having online bank access.
It was proposed that Cllr Fairbairn be a bank signatory and have full on-line bank access.
Proposed: Cllr Cameron; Seconded: Cllr S Orchard
Action: Clerk
- 21/06/6.2 **Neighbourhood Plan**
The value of a plan was discussed, it was agreed to have further discussion at the July meeting, following further investigation by Councillors.
Action: All
- 21/06/7 **Highway Matters**
The clerk is continuing to complete the spreadsheet for the Parish Steward and will include a request for all road drains to be cleared of twig and leaf debris. Also the drain grid on the Clay Street ditch.
Action: Clerk
- 21/06/8 **Items brought forward by Councillors from the previous meetings - none**
- 21/06/10 **Update on Standing Items**
- 21/06/10.1 **Allotments & Paddock** – no updates
- 21/06/10.2 **Cemetery** – no updates
- 21/06/10.3 **Emergency Plan** – no updates
- 21/06/10.4 **Website** – no updates
- 21/06/10.5 **Footpaths & Rights of Way** – There is a stile missing on Footpath LSOM09, Cllr Minshell will contact the landowner.
Action: Cllr Minshell
- 21/06/10.6 **Defibrillator** – is now checking in. Now logged with The Circuit, a nationwide defibrillator network.
- 21/06/10.7 **Play Park** – no further updates since last meeting action.
- 21/06/10.8 **Telephone Book Exchange** – no updates

- 21/06/10.9 **Wildlife Friendly Village** – Cllr Cameron is in discussion with Westlea regarding no-mow areas. Planning to involve those residents who have volunteered. Waiting for Malmesbury Ironworks to look at walkway and make recommendations.
- 21/06/11 **Councillors' Observations & Items for Next Agenda** None
- 21/06/12 **Dates for Future Meetings**
6th July 7th September 2nd November.