

LITTLE SOMERFORD PARISH COUNCIL

Parish Council Meeting Tuesday 7th June 2022 Little Somerford Village Hall

Minutes

Present Cllr P Cameron (Chair) Cllr D Matthews Cllr C Minshell
Cllr D Orchard (Vice Chair) Cllr S Orchard

In Attendance R Nuttall (Clerk)

Public Question Time No questions received from the public

Reports from Unitary Councillor and Council Representatives

Cllr Threllfall was not able to attend the meeting. The Parish Councillors will be raising questions regarding funding for a Speed Limit review and planning enforcement query at Blackberry Farm.

- 22/06/1 **Apologies for Absence** – received from Cllr Fairbairn
- 22/06/2 **Declarations of Interest & Co-option of Councillor**
There were no new declarations of interest. The Parish Council co-opted David Matthews who signed the Declaration of Acceptance of Office.
- 22/06/3.1 **Minutes and Matters Arising**
The Minutes of the Annual Parish Council meeting of 10th May 2022 were approved and signed as a true record of the meeting.
Proposed: Cllr D Orchard; Seconded: Cllr Cameron
- 22/06/3.2 It was agreed that all items shaded green on the Action Register were completed.
21/03/9.2 Lottery Grant applied for.
21/11/10.6 Collection tin is lost.
22/APM/8 Advise sought regarding height of sign on Millennium Green
Cllr D Orchard is investigating use of Ourwatch.org.uk
- 22/06/4.1 **Planning Matters**
Planning Applications received since the last meeting None
- 22/06/4.2 **Applications Determined by Wiltshire Council since the last meeting.**
PL/2022/01278 The Elms – 2 storey rear & side extension, plus double garage.
Approved with conditions.

ApprovedChair05/07/2022 Date



- 22/06/5 **Finance & Audit**
- 22/06/5.1 **Internal Audit findings letter for 2021/22**
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.
There were no recommendations.
- 22/06/5.2 **Annual Internal Audit Report 2021/22 for website publication**
This was received and approved.
- 22/06/5.3 **Internal Audit services in 2022/23**
The quotation of £260 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 2022/23
Proposed Cllr Cameron, seconded Cllr Minshell.
- Action: Clerk**
- 22/06/5.4 **Certificate of exemption from external audit for 2021/22**
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 Minshell, seconded Cllr D Orchard.
- Action: Clerk**
- 22/06/5.5 **Annual Governance and Accountability return for 2021/22 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 D Orchard, seconded Cllr Matthews.
- 22/06/5.6 **Annual Governance and Accountability return for 2021/22, section 2, Accounting Statements 2021/22 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 Minshell, seconded Cllr Matthews
- 22/06/5.7 **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 D Orchard; seconded Cllr Minshell
- 22/06/5.8 **Publication period for the exercise of electors' rights**
It was agreed that the 30 consecutive day period run from Monday 13 June to Friday 22 July. The Chair was authorised to sign the confirmation document.
Proposed Cllr D Orchard, seconded Cllr Matthews.

Ramen

05/07/2022

[Signature]

- 22/06/5.9 **To approve Payments & Receipts**
The Finance report was received, and the Parish Council ratified and approved payments of £997.77 and £201.61. The income received was bank interest 6p. Proposed: Cllr Minshell; seconded Cllr Cameron
- 22/06/6 **Governance**
- 22/06/6.1 **Review List of Bank Signatories**
The current bank signatories are Cllr Cameron, Cllr Fairbairn, and Cllr S Orchard. It was proposed that Cllr Minshell be a bank signatory and have full on-line bank access.
Proposed: Cllr D Orchard; Seconded: Cllr Minshell **Action: Clerk**
- 22/06/7 **Highway Matters**
The clerk is continuing to complete the spreadsheet for the Parish Steward and will include a request for attention to 30mph sign in Mill Lane, and debris removal along road gutter from Village Hall to Pound Cottage **Action: Clerk**
- 22/06/8 **Items brought forward by Councillors–**
Discussion on Future Chippenham.
A resident had enquired about the long grass on Millennium Green. It was noted that paths and a large area were mown, other grass to stay long. Any plans for shrubs at rear would need to be away from fences to allow for maintenance.
- 22/06/9 **Clerk's Report** – the clerk will send thank-you re both Jubilee events
- 22/06/10 **Update on Standing Items**
- 22/06/10.1 **Allotments & Paddock** – allotment holders meeting 10am 26th June, paddock to be advertised in August Signpost
- 22/06/10.2 **Cemetery** – fences to be replaced in July.
- 22/06/10.3 **Emergency Plan** – no updates
- 22/06/10.4 **Website** – no updates
- 22/06/10.5 **Footpaths & Rights of Way** – Cllr Minshell is writing to landowners regarding stile replacement to gates, prioritising most popular paths.
- 22/06/10.6 **Defibrillator** – no updates
- 22/06/10.7 **Play Park** – branches removed from tree overhanging slide, bark raked over, bolts tightened.
- 22/06/10.8 **Telephone Book Exchange** – it was noted that windows need cleaning.
- 22/06/10.9 **Wildlife Friendly Village** – no further updates (22/06/8)
- 22/06/11 **Councillors' Observations & Items for Next Agenda** None
- 22/06/12 **Dates for Future Meetings** - 5th July, 6th September, 1st November.


