

LITTLE SOMERFORD PARISH COUNCIL

Parish Council Meeting Tuesday 6th June 2023 Little Somerford Village Hall

Minutes

Present	Cllr P Cameron (Chair)	Cllr D Matthews	Cllr T Oakley
	Cllr D Orchard (Vice Chair)	Cllr S Orchard	Cllr A Beer
In Attendance	R Nuttall (Clerk)	3 members of the public	

Miranda Shirnia from Malmesbury and District Natural History Society gave a very interesting presentation on how to protect hedgehogs. She encouraged everyone to report hedgehog sightings using the iRecord App. There will be a public meeting on 21st June at 6.45pm at The Volunteer in Great Somerford for anyone interested in getting involved or just learning more about the work.

Public Question Time Two members of the public were present to raise concerns regarding the fire risks posed by the long grass on the Millennium Green, requesting that it be cut immediately due to the warm weather. The Parish Councillors did not agree to this request but will investigate their liabilities and responsibilities regarding the Millennium Green consulting with various organisations and individuals including Fire Service, Insurance Company, local environmentalist, residents of Little Somerford, Grounds Maintenance contractor, National Association of Local Councils. It was noted that the Parish Council are following a long term plan <https://meadows.plantlife.org.uk/wp-content/uploads/2021/11/Create-a-meadow-poster-FINAL.pdf>

The Parish Council agreed to put the Millennium Green on the Agenda for the July meeting.

Action : Clerk

Reports from Unitary Councillor and Council Representatives

Cllr Threllfall was not able to attend the meeting.

- 23/06/1 **Apologies for Absence** – all present
- 23/06/2 **Declarations of Interest** – none, it was noted that Cllr Matthews is a neighbour to one of the complainants regarding the Millennium Green.
- 23/06/3.1 **Minutes and Matters Arising**
The Minutes of the Annual Parish Council meeting of 9th May 2023 were approved and signed as a true record of the meeting.
Proposed: Cllr D Orchard; Seconded: Cllr Matthews

Approved *P. Cameron* Chair 04/07/2023 Date

23/06/3.2 It was agreed that all items shaded green on the Action Register were completed.
22/07/5.3 23/05/12 R Simmons will speak to Network Rail as it was felt that work carried out was not sufficient.
23/01/5.3 The Parish Council are applying for a grant to assist with the cost of the SID.

23/06/4.1 **Planning Matters**
Planning Applications received since the last meeting.
PL/2023/02637 Orchard House, rear 2 storey extension – No Objection
PL/2023/04173 Aynsley House, remove Walnut tree to ground level, the Parish Council objects to this and would like to see the tree pruned or pollarded.

23/06/4.2 **Applications Determined by Wiltshire Council since the last meeting.** None

23/06/5 **Finance & Audit**

23/06/5.1 **Internal Audit findings letter for 2021/23**

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 two recommendations:

Policies and procedures

- *The Council may wish to consider basing its Standing Orders and Financial Regulations on the NALC model, suitable tailored for the purposes of the Little Somerford Parish Council*

The Parish Council will compare the NALC models when the Standing Orders and Financial Regulations are next due for review and amend, as necessary.

Action: Clerk

Sole managing trustee

- *The clerk should confirm with WALC whether the expenditure made by the Council on behalf of the Millennium Green Trust should be recorded as income and expenditure in the accounts of the charity.*

The Clerk will contact WALC for advice and has also spoken to a Chartered Accountant who has said that any expenditure on behalf of the trust can be treated as a donation, i.e. the Parish Council is donating grass cutting to the trust, The Parish Council is donating insurance to the Millennium Green Trust.

Action: Clerk

23/06/5.2 **Annual Internal Audit Report 2022/23 for website publication**

This was received and approved.

23/06/5.3 **Internal Audit services in 2023/24**

The quotation of £270 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 2023/24

Proposed Cllr D Orchard, seconded Cllr Beer

Action: Clerk

- 23/06/5.4 **Certificate of exemption from external audit for 2022/23**
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 Matthews, seconded Cllr Oakley.
Action: Clerk
- 23/06/5.5 **Annual Governance and Accountability return for 2022/23 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.
- 23/06/5.6 **Annual Governance and Accountability return for 2022/23, section 2, Accounting Statements 2022/23 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 D Orchard, seconded Cllr Beer
- 23/06/5.7 **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 Matthews
- 23/06/5.8 **Publication period for the exercise of electors' rights**
It was agreed that the 30 consecutive day period run from Monday 12 June to Friday 22 July. The Chair was authorised to sign the confirmation document.
Proposed Cllr Beer, seconded Cllr Orchard
- 23/06/5.9 **To approve Payments & Receipts**
The Finance report was received, and the Parish Council ratified and approved payments of £573.66 and £192.10.
Proposed: Cllr Matthews; seconded Cllr Cameron
- 23/06/6 **Governance**
23/06/6.1 **Review List of Bank Signatories**
The current bank signatories are Cllr Cameron, Cllr Fairbairn, and Cllr S Orchard. It was proposed that Cllr Oakley and Cllr Beer be a bank signatory and have full on-line bank access, and that Cllr Fairbairn (resigned) be removed.
Proposed: Cllr D Orchard; Seconded: Cllr Cameron
Action: Clerk
- 23/06/7 **Highway Matters**
The clerk is continuing to complete the spreadsheet for the Parish Steward and will include a request for a pot hole to be filled at the top of Clay Street, the mud to be cleared from around the drain under the railway bridge near Mill Lane and for the verges to be cut around all 30mph signs including Mill Lane and Meadow Lane.
Action: Clerk

- 23/06/8 **Speed Indicator Device.** No update on quotes, P. Tilley has offered to assist with installation. A grant is being applied for towards the costs.
- 23/06/9 **Self-Closing Gates**
Waiting to receive consent from all landowners. Once received gates will be ordered.
- 23/06/10 **Clerk's Report / Correspondence Received**
None
- 23/06/11 **Councillors Observations and items for next Agenda**
An offer has been received from an allotment holder to tidy up the planter around the village sign adjacent to the allotments, the Councillors agreed to this.
The Finger Signpost at East End Lane needs to be repaired.
- 23/06/12 **Dates for Future Meetings - 4th July, 5th September, 7th November.**

Approved *P. Carr* Chair 04/07/2023 Date