

CHUTE FOREST PARISH COUNCIL

Minutes of Annual Parish Council Meeting Held on 9 May 2024

Present: Cllr Pike (Retiring Chairman), , Cllr Farrell, Cllr Geraghty, & Cllr Robertson.

In attendance: Mr P Gill Clerk and RFO and. No members of public attended.

1. **Election of Chair.** There being no other nominations Cllrs **RESOLVED** that **Cllr Farrell was elected as Chairman. Cllr Farrell then signed the Declaration of Chairman's Acceptance of Office.** The Chairman then thanked Cllr Pike for his hard work and dedication during his tenure as Chairman.
2. **To Record any Apologies.** Cllr Haigh, Wilts Cllr Williams and Wilts Police.
3. **Election of Vice Chair.** There being no other nominations Cllrs **RESOLVED** that **Cllr Pike was elected as Vice Chairman**
4. **Declarations of Interest.**
Members were reminded that, in accordance with the Council's Code of Conduct, they must declare any personal and/or prejudicial interests and leave the meeting if appropriate. No Declarations Received
5. **Public Questions** – No members of public were in attendance.
6. **To Receive a report from Wiltshire Council.** Cllr Williams has provided a report which will be present at the Annual Parish meeting on 14 May. Cllrs noted the report.
The Chairman who then thanked Wilts Cllr Williams for his report.
7. **Wiltshire Police Report.** Cllrs noted the Police Report for April 24 with no crimes recorded in Chute Forest.
8. **Minutes of Previous Meeting:** Having considered the approval and signing as a correct record, the Minutes of 14 March 2024 Cllrs **RESOLVED to approve as a correct record the Minutes of the PC Meeting held on 14 March 2024 which the Chair then signed.** **Action: Clerk**
9. **Matters Arising.** None that are not on the agenda.
10. **Co-Option.** None received.
11. **Allocation of Roles and Responsibilities.** After consideration Cllrs **RESOLVED to allocate roles and responsibilities as follows:**

11.1	Footpaths	Cllr Farrell
11.2	Highways	Cllr Pike
11.3	Village Hall	Cllr Robertson
11.4	King George Playing Field	Cllr Geraghty
12. **Correspondence.** The Clerk advised that all correspondence had been sent out to all Cllrs.
13. **Council's Standing Orders, Financial Regulations.** Having reviewed the Council's Standing Orders, Financial Regulations for 2024-25. Cllrs **RESOLVED to adopt them as previously circulated.** **Action: Clerk**
14. **Code Of Conduct and Asset Register.** Having reviewed the Council's Code of Conduct and Asset Register for 2024-25 Cllrs **RESOLVED to adopt them as previously circulated.** **Action: Clerk**
15. **Finance:**

MSF 8/7/24.

- 15.1 Having considered the internal Auditors Report for FY 22/24 Cllrs **RESOLVED to accept the report and the recommendations made by the Internal Auditor and to offer their thanks.**
Action: Clerk.
- 15.2 Having considered and accepted the Annual Governance Statement for FY 23/24 Cllrs **RESOLVED that the Annual Governance Statement should be signed by the Chair.**
Action: Clerk
- 15.3 Having considered and accepted the Accounting Statements for FY 23/24 as presented by the Clerk Cllrs **RESOLVED that the Chair should sign the Accounting Statements.**
Action: Clerk
- 15.4 Having considered the criteria to allow the Council to exempt itself from a Limited Assurance Review Cllrs **RESOLVED to exempt itself from a Limited Assurance Review.**
Action: Clerk
- 15.5 Having reviewed minimum reserves level Cllrs **RESOLVED to set the minimum reserves level at £2750.00**
Action: Clerk
- 15.6 Having reviewed the risk assessment and insurance level for FY 24/25 Cllrs **RESOLVED that risk assessment and insurance level were appropriate.**
Action: Clerk
- 15.7 Having considered appointing a Competent Internal Auditor for FY 24/25 Cllrs **RESOLVED to appoint Mr K Cockerton as the Internal Auditor for FY 24/25 and that the Chairman was to write to Mr Cockerton thanking him for conducting the Internal Audit.**
Action: Chairman
- 15.8 Having considered the bank balance and reconciliation of £10,566.83 as of 7 May 2024 presented by the Clerk Cllrs **RESOLVED to accept the reconciliation which was then signed.**
Action: Clerk
- 15.9 Cllrs considered and **RESOLVED to authorise payments made as follows:**

- (1) Clerks Salary
 - (a) April £259.78
- (2) HMRC
 - (a) April £64.80
- (3) P Gill (IONOS)
 - (a) IONOS Apr £3.60 (VAT £0.60)
 - (b) IONOS May - £3.60 (VAT £0.60)
- (4) Hugo Fox
 - (a) Mar £11.99 (VAT £2.00)
 - (b) Apr £11.99 (VAT £2.00)
- (5) Chute PC Insurance
 - (a) £130.02
 - (b) £22.50
- (6) WALC subscription
 - (a) May £73.30 (VAT £12.47)

15.10 Note payments received.

- (1) Cllrs noted that a VAT reclaim of £40.03 for FY23/24 had been received from HMRC
- (2) Cllrs noted that the Precept of £5,650.00 had been received from Wilts Council.

15.13 New 3 Fingered Post. Following a lengthy discussion regarding purchasing a half share of a new Oak 3 fingered post for the Lower Chute Green at a cost of £237.50 as opposed to it being repaired by a villager Cllrs **RESOLVED that that Cllr Pike was to investigate further with Chute PC the option of have the post repaired by a villager.**
Action: Cllr Pike

16 **Planning Applications as received from Wiltshire Council.** None received.

17 **Domain & Email Address.** Having considered moving to .gov.uk domain& email address Cllrs **Resolved to in principle move to .gov.uk domain& email address and that Cllr Pike was move this forward and report back at the next meeting.**
Action: Cllr Pike

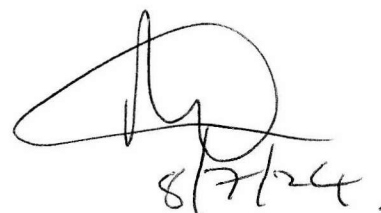
18 **Safety Signs.** Cllr Farrell reported due work commitments there has been no movement of this item. However, he will endeavour to complete it by the next meeting.
Action: Cllr Farrell

- 19 **Footpaths.** Cllr Farrell had nothing specific to report.
- 20 **Highways Report.** Cllr Pike report that Chute PC Cllr T Harker has the clearing of Gullys and the need for the repainting of white lines in various areas of the Chutes in hand. **Cllrs noted the report**
- 21 **Village Hall Report.** Cllr Robertson reported that several windows need replacing at a cost of £8500 so we have applied for a lottery grant to help fund the cost but do not hold out much hope. Due to the cost of the chimney repairs we had a shortfall of £1100 last year but hope subject to grants break even this year. We have switched the electric and the broadband to PlusNet which will go through on the 17th May to save some more money. The coffee mornings and lunches are very popular and these go to the cost of our fixed costs of around £300 a month. **Cllrs noted the report**
- 22 **KGF Report.** Cllr Geraghty reported The new flooring is complete and we are getting the scrapman to see what he can take from the junk beside the container. We are still awaiting to get the field scarified but it has been too wet. Cricket starts this Thursday. **Cllrs noted the report.**
- 23 **Future Meetings.**
- 23.1 The date of Joint Annual Parish meeting was noted as Tue 14 May 24.
 - 23.2 To consider Business to be transacted at next Parish Council meeting.
 - 23.3 The date of the next Parish Council meeting as Thu 11 July 24

No further business was raised and the Chair closed the meeting at 8.20pm

Signed:

Date:



Handwritten signature and date: 8/7/24.

Initials and date: