

# CHUTE FOREST PARISH COUNCIL

Minutes of Annual Parish Council Meeting Held on 11 May 2023

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

**In attendance:** Mr P Gill Clerk and RFO and Wilts Cllr Williams. No members of public attended.

1. **Election of Chair.** There being no other nominations Cllrs **RESOLVED** that **Cllr Pike was elected as Chairman. Cllr Pike then signed the Declaration of Chairman's Acceptance of Office.**

2. **To Record any Apologies.** Wilts Police.

3. **Election of Vice Chair.** There being no other nominations Cllrs **RESOLVED** that **Cllr Mike Farrell was elected.**

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 provided the following report: Over the next two months, Annual meetings will take place for Town and Parish Councils and Wiltshire Council – they are great opportunities for coming together as a community to reflect on the previous year and discuss the opportunities, ahead. Some of the highlights from Wiltshire Council are as follows.

Wiltshire Council's budget for 2023/24, which is underpinned by the council's 10-year Business Plan, is £466m – this includes an additional £69m to cover inflation and increased demand for services and is broken down as follows:

- Whole life pathway (mental health, autism spectrum conditions and learning disabilities support services) - £96m, an increase of £11m
- Living and aging well (adult care) - £83m, an increase of £15m
- Families and children - £63m, an increase of £2m
- Environment (which includes waste and recycling services)- £48m, an increase of £4m
- Highways and transport - £41m, an increase of £3m
- Education and skills - £29m, an increase of £6m

Last November, Wiltshire Council invited the Local Government Association to carry out a Corporate Peer Challenge – the review found that the council's Business Plan provides a clear set of objectives and that focus on improving outcomes for some of the most vulnerable in the community is none more evident than in children's services. It was also noted that the council is excelling in work to address climate change. In addition to funding of £22.9m from the Government's Highways Maintenance Fund, £3.6m was received from the Department for Transport's Pothole Fund which will be used to target pothole hotspots around the county. Anyone who spots a highways issue must report it using the MyWilts app or via the website. Wiltshire has welcomed 1,374 guests so far and is one of the top authorities in England for taking in Ukraine nationals - 165 families have now moved into private rented accommodation and every Ukrainian household has a named Case Worker assigned to support the guests to help them integrate into the community. More information is at [Wiltshire stands with Ukraine - Wiltshire Council](#). It has been a pleasure to support both Town and Parish Councils, community groups and residents with a whole host of local issues over the last year including, waste collection, housing, road safety, footpaths, and planning matters. If there is a local issue that you are concerned about, please do get in touch and I will do my very best to help.

Finally, I would like to say a huge thank you to all the Town and Parish Councils that make up our community area – they and the many other local organisations help ensure our town and villages are such fabulous communities and brilliant places to live.

Wilts Cllr Williams then answered questions from the Cllrs and the Chairman who then thanked Wilts Cllr Williams for his report.

7. **Wiltshire Police Report.** Cllrs noted the Police Report for May 23 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 9 March 2023. Cllrs **RESOLVED to approve as a correct record the Minutes of the PC Meeting held on 9 March 2023 as a correct record 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	<b>Footpaths</b>	<b>Cllr Farrell</b>
11.2	<b>Highways</b>	<b>Cllr Pike</b>
11.3	<b>Village Hall</b>	<b>Cllr Robertson</b>
11.4	<b>King George Playing Field</b>	<b>Cllr Geraghty</b>
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 2022-23. 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 2022-23 Cllrs **RESOLVED to adopt them as previously circulated.** **Action: Clerk**
15. **Finance:**
  - 15.1 Having considered the internal Auditors Report for FY 22/23 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 restating of the Accounting Statement for FY 21/22 to reflect the change in Box 9 from £68555 to £73460 as recommended by the Internal Auditor the Cllrs **RESOLVED to restate the Accounting Statement for FY 21/22 to reflect the change in Box 9 from £68555 to £73460.** **Action: Clerk**
  - 15.3 Having considered and accepted the Annual Governance Statement for FY 22/23 Cllrs **RESOLVED that the Annual Governance Statement should be signed by the Chair.** **Action: Clerk**
  - 15.4 Having considered and accepted the Accounting Statements for FY22/23 as presented by the Clerk Cllrs **RESOLVED that the Accounting Statements should be signed by the Chair.** **Action: Clerk**
  - 15.5 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**
  - 15.6 Having reviewed minimum reserves level Cllrs **RESOLVED to set the minimum reserves level at £2750.00** **Action: Clerk**
  - 15.7 Having reviewed the risk assessment and insurance level for FY 23/24 Cllrs **RESOLVED that risk assessment and insurance level were appropriate.** **Action: Clerk**
  - 15.8 Having considered appointing a Competent Internal Auditor for FY 23/24 Cllrs **RESOLVED to appoint Mr K Cockerton as the Internal Auditor for FY 23/24 and that the Chairman was to write to Mr Cockerton thanking him for conducting the Internal Audit.** **Action: Clerk**
  - 15.9 Having considered the bank balance and reconciliation of £10,566.83 as of 8 May 2023 presented by the Clerk Cllrs **RESOLVED to accept the reconciliation which Cllrs Pike & Farrell then signed.** **Action: Clerk**
  - 15.10 Cllrs considered and **RESOLVED to authorise payments made as follows:**

- (1) Clerks Salary
  - (a) April £244.98 Apr 23
- (2) HMRC
  - (a) April £61.20
- (3) D Pike
  - (a) IONOS 14 Mar 23 - £2.40 (VAT £0.40)
- (4) P Gill
  - (a) IONOS 17 Apr 23 - £2.40 (VAT £0.40)
  - (b) IONOS 10 May - £3.60 (VAT £0.60)
- (5) WALC subscription
  - (a) 12 May 23 - £74.83 (VAT 12.47)

15.11 Note payments received.

- (1) Cllrs noted that a VAT reclaim of £17.50 for FY22/23 had been received from HMRC
- (2) Cllrs noted that the Percent of £5,400 had been received from Wilts Council.

15.12 Bank signatories.

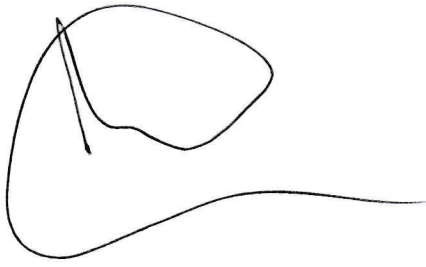
- (1) Cllrs noted that Cllr Geraghty now has internet access and can now make payments.
- (2) Having considered adding another Cllr as signatory on the account, Cllrs **RESOLVED not to add another Cllr.** **Item Closed**
- (3) Having considered removing C Wall as signatory on the account Cllrs **RESOLVED that C Wall was to be removed as a signatory on the account.** **Action: Clerk**

15.13 HMRC PAYE. Cllrs noted that RFO has submitted the end of year PAYE filing to HMRC.

- 16 Update on letter concerning access to Elm Cottage.** Having reviewed a draft letter previously circulated by the Chair supporting Mr Simon Falla's application to formalise right of access to Elm Cottage across Lower Chute village green Cllrs **RESOLVED that the letter was to be amended by the Chair and that the revision was to be circulated to the Cllrs for consideration prior to it being sent to Mr Simon Falla.** **Action: Chair**
- 17 Update on possibility of merging council with Chute PC.** The Chair informed Cllrs that Wilts Council had advised on the lengthy consultation and procedural process to be followed. Moreover, it was suggested that as the merger could not be considered by the relevant Wilts Council committee after June this year it would be sensible to defer any application until after the May 24 local Elections. **Action: Chair**
- 18 Planning Applications as received from Wiltshire Council.** None received.
- 19 Footpaths.** No specific report.
- 20 Highways Report.** No specific report.
- 21 Village Hall Report.** No specific report.
- 22 KGF Report.** Cllr Geraghty reported that there is not a lot happening at present. We are still waiting for Southern Ground Care to come which has been completely weather dependant. Cricket starts later this month and at the moment 10 matches scheduled. The new cricket nets are up and the new goal posts are regularly used. Cllrs noted the report.
- 23 Council Email.** Having considered that all Cllrs should use Council Email address Cllrs **RESOLVED that all Cllrs should use Council Email address and that the Chair was to circulate a guide on the set up process.** **Action; Chair**
- 24 Business to be transacted at the next meeting.** None
- 25 Date of next meeting.** Date of next meeting was conformed as Thursday 13<sup>th</sup> July 2023 at 7.30pm, Chute Village Hall.

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

Signed:

A handwritten signature consisting of a large, irregular loop on the left side, with a vertical line extending downwards from the top of the loop, and a long horizontal tail extending to the right.

Date:

13/7/23.