

SEMINGTON PARISH COUNCIL

Minutes of the meeting held on 18 October 2017 at 8.00pm in the Village Hall

Present.

Councillors B Smyth (Chairman), P Bowyer, R Oglesby, R Robinson, W Scott, P Smith, C Wade and the Clerk, Roger Coleman.

There were no members of the public present.

1. **Apologies.**

Apologies for non-attendance were received from Parish Cllr. Rimmer, Wiltshire Councillor Cllr. Seed and PCSO Ledbury.

2. **Declaration of Interests.**

There were no interests declared by councillors.

3. **Minutes of the Ordinary Parish Council Meeting held on 20 September 2017.**

The Council **resolved** that the minutes were a true and accurate record. The Chairman signed the minutes.

4. **Community Policing.**

a. The Parish Council noted the appointment of PCSO Ledbury to the Community Policing Team.

b. In the absence of PCSO Ledbury, no report was given.

The Chairman reported that a Police Constable had attended the 'No Entry Watch' from time to time to deter errant motorists and also to maintain a watch on the proposed Air Ambulance site where equipment has been stored.

The Council **resolved** that the proposed letter to the Wiltshire Chief Constable complaining about the lack of visible Community Policing should be put on hold for the time being as a result of the recent appointment of PCSO Ledbury.

5. **Adjournment.**

The Chairman adjourned the meeting.

In the absence of any members of the public the Chairman immediately reconvened the Parish Council meeting.

6. **Wiltshire Council Report.**

In the absence of Cllr. Seed, no report was given.

7. **Planning.**

a. The Council noted the status of extant planning applications:

17/05132/FUL	Twyford Farm, The Strand, Keevil	Construction of stable block and re-routing of public footpath Keev22.	Pending
17/06624/FUL	Fairfields, Devizes	Conversion of part of old dairy parlour to a micro-distillery	Approved

b. There were no planning applications received after 11 October 2017.

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c. The Chairman reported that following the original correspondence in relation to holding a meeting between Wiltshire Council, the MP and the Parish Council to discuss the Bus Gate, the MP, Michelle Donnelan, had written again to Wiltshire Council (Cllr. Sturgis) requesting that such a meeting is arranged. The Chairman stated that the original request dated from August and that the absence of a reply was disappointing. The Chairman stated that he would contact Cllr. Sturgis directly.

d. The Chairman reported that Wiltshire Council is holding a 'Local Plan Briefing Meeting' on 1 November at County Hall that he was intending to attend. Cllr. Smith stated that he would also be attending that meeting.

The Council was reminded that the result of the Richborough/Framptons Appeal would be made known on, or before, 14 November 2017.

8. Finance.

a. The Clerk reported that the current financial position at 18 October 2017 was as follows:

Lloyds A/C 2149025

Bank Statement 31 August 2017	£ 15,841.42
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Total:	£ 15,841.42
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Credits (1 September 2017 to 30 September 2017):

HMRC PAYE Month 5 (R P Coleman)	£ 118.80
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Wiltshire Council Precept (Part)	£ 6,000.00
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Total:	£ 6,118.80
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Debits (1 September 2017 to 30 September 2017):

Clerk's Salary (August)	£ 296.79
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Clerk's Expenses (July)	£ 9.14
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Clerk's Expenses (August)	£ 43.38
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HMRC PAYE Month 5	£ 118.80
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HMRC PAYE Month 6	£ 118.80
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Grant Thornton Audit Fee	£ 120.00
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St Georges PCC	£ 500.00
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Total:	£ 1,206.91
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Balance at 30 September 2017:

£ 20,753.31

Credits (1 October 2017 to 18 October 2017):

HMRC PAYE Month 6 (R P Coleman)	£ 118.80
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Total:	£ 118.80
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Debits (1 October 2017 to 18 October 2017):

Clerk's Salary (September)	£ 296.79
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Total:	£ 296.79
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Balance at 18 October 2017:

£	20,575.32
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Minus Semington War Memorial Monies
Remaining:

£	375.99
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Parish Council Balance at 18 October 2017:

£	20,199.33
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Lloyds A/C 7754288

Bank Statement
30-Jun-17

£	7,614.33
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Credits

10 July	Interest		£	0.32
9 August	Interest		£	0.31
11 September	Interest		£	0.34

£	0.97
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Debits

None

£	-
£	-

Balance at 18 October 2017:

£	7,615.30
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Total Balance in Hand on 18 October 2017

£	27,814.63
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Payments to be authorised (18 October 2017).

Clerk's Salary (October)	£	296.79
Office Expenses (September)	£	7.98
HMRC PAYE Month 7	£	118.80
Financial Review Invoice	£	100.00
Fentongollan Farm (Bulbs) - S Rimmer	£	22.72

TOTAL:

£	546.29
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The Clerk stated that he had sent all councillors a copy of the Financial Forecast at 31 October 2017 for examination. This Financial Forecast is shown below:

Financial Forecast at 31 October 2017

ITEM (Description)	Agreed Budget FY2017/18	Actual Expenditure 31-Oct-17	Estimated Expenditure FY2017/18
<u>Income:</u>			
Precept	12000	12000	12000
WC Grant (Information Boards)	0	530	530
Lloyds A/C 7754288 (Ex. St Georges Fund)	5	2	5

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Roger Coleman
Clerk to Semington Parish Council

Chairman's Signature _____

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Lloyds A/C 2149025	0	0	0
Tennis Court Insurance	0	0	0
VAT Reclaim	251	251	251
Donations (War Memorial)	0	0	0
Tennis Court Maintenance Fund	0	0	0
Total Income	12256	12783	12786
<u>Expenditure:</u>			
Clerk Salary	3561	2107	3592
Expenses	250	159	250
Office Allowance	150	150	150
Tennis Court Insurance	0	0	0
Chairman	0	0	0
Hire Hall	550	490	490
Audit	230	320	320
Subscriptions	36	36	36
Insurance	800	757	757
Community (Section 137)	2250	580	2250
Projects (e.g. Tree/Bulb Planting/Information Boards)	500	88	500
War Memorial Project	376	0	376
Neighbourhood Plan	0	0	0
Training	0	0	0
Elections	2500	0	2500
Tennis Court	1000	1032	1032
Ex-WC Functions	0	0	0
	12203	5719	12253
Net Income	12256	12783	12786
Net Expenditure	12203	5719	12253
Surplus	53	7064	533

Balance Carried Forward at 31 March 2017:
(as per Annual Return FY2016/17) £21,475.64

Forecast Balance Carried Forward at 31 March 2018: £22,008.64

General Fund carried Forward at 31 March 2018: £17,899.64

Tennis Court Fund carried Forward at 31 March 2018: £4,281.00

(Approx)

War Memorial Renovation:

Balance Remaining (FY2017/18): **£376.00**

NOTE:

1. The figure of £2500 (Elections) assumes that there will be an election during the year which the PC will have to fund. If this is not the case, then the annual Expenditure will be £2,500 lower than shown here and the Surplus and Balance carried forward figures £2,500 higher.
2. The agreed financial contribution of £5000 that the Parish Council is to pay Wiltshire Council for undertaking the safety work on the A361 road is not shown because it is assumed that this work will take place in FY2018/19.

The Council noted the Financial Forecast and **resolved** that no action need be taken.

Correction:

20 October 2017

Roger Coleman

Clerk to Semington Parish Council

Chairman's Signature _____

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Subsequent to the Parish Council meeting the Clerk noted the following in respect of the Financial Forecast:

Under 'Income' the sum of £530 for the Information Boards was incorrect. This sum had been credited to the Parish Council in FY2016/17. The Financial Forecast failed to show a credit of £100 from Healthcare 2000 for the Tennis Court Maintenance Fund as income in FY2017/18 and there was an error in the subtraction. Thus the General Fund Carried Forward at 31 March 2018 should be £22008.64 - £530 + £100 = £21578.64 – Tennis Court Maintenance Fund (£4381) = £17197.64 and not £17899.64. A corrected Financial Forecast is appended to the end of these minutes.

b. The Council commented that the recent evaluation of the existing Parish Council Financial Regulations against Government Guidelines by the Internal Auditor had been a very worthwhile and reassuring exercise. Following a lengthy discussion on the contents of the report from the Internal Auditor, the Parish Council noted the recommendations contained within the Financial Review and Governance Report produced by the Internal Auditor and **resolved** that the following additions be made to the Financial Regulations (shown in italics – (i) to (v) below):

i). AUDIT & IRREGULARITIES.

The internal audit process should be evaluated every three years, unless there is a change in clerk or internal auditor, which should prompt immediate review. The assessment should evaluate the effectiveness and adequacy of the internal audit. Any areas for development or change should be recorded in an action plan with a deadline set for completion and review.

ii). ACCOUNTS.

Council Minutes must include a full report on the current financial position and a comprehensive list of payments to be made, detailing payees and amounts payable.

iii). EMPLOYMENT STATUS.

Due consideration must be given to the employment status of all contractors and suppliers to the Parish Council. Should contractors become employees according to HMRC regulations, they will be added to the Parish Council payroll by the clerk.

iv). BANKING.

The bank mandate is subject to annual review to ensure it remains up-to-date, with the correct named signatories.

When an invoice is paid, it is also counter-signed by the same two signatories as sign the cheque. The actual bank statement is presented with the minutes at each meeting and counter-signed by the chair. This would demonstrate that the bank statement agreed with the figures presented to the Council.

The Council's PAYE statement is produced at the tax year end to prove that all liabilities have been cleared.

(v). GENERAL AWARENESS.

Councillors need to be aware of what payments should be made by the Council, their expected value and frequency.

Notwithstanding these proposed additions to the Financial Regulations, the Parish Council was pleased to learn that the financial controls currently in place are robust and are adhered to by the Parish Council and Clerk and that most of the proposed additions to the Financial Regulations reflect the existing practices already adopted by the Parish Council and Clerk.

The Clerk was asked to contact the Internal Auditor and to thank her for undertaking this review.

c. The Council **resolved** to make all the payments under 'Payments to be authorised' above.

9. Highways/Environment.

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Roger Coleman

Clerk to Semington Parish Council

Chairman's Signature _____

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a Cllr. Robinson reported that the final details of the scheme to improve the safety on the A361/Littlemarsh are being drawn up by Wiltshire Council and that he understood that it is intended that the work will commence around March 2018.

Cllr. Wade reported that the Right of Way (Path SEMI9A/10) was being repaired by Wiltshire Council but the existing ditch on the southern side of this path had become 'filled in' over the years – and the situation exacerbated by the current works – to such an extent that the ditch was unable to discharge water as intended and that the path would become regularly flooded – as had already been the case. This flooding is also exacerbated by the appearance of springs during the winter months. He added that the ditch needed to be cleared. The Clerk was asked to contact Wiltshire Council to request this ditch clearance.

b. Cllr. Smith gave a comprehensive report on the possible process of refurbishing the telephone kiosk. He stated that the inside of the telephone kiosk was generally in good condition but outside the paintwork needed refreshing and that some rust spots were obvious. He added that access to the kiosk was now good following the clearance of some encroaching vegetation.

Cllr. Smith commented that a parishioner had been very helpful in providing advice on the refurbishment following his own experience with a similar telephone kiosk. The Parish Council accepted Cllr. Smith's proposal to firstly clean the kiosk – possibly by means of jet-washing – and then to undertake some 'sanding' of the exterior paint work. The Parish Council **resolved** that a budget of £500 be assigned, initially, to this refurbishment.

Cllr. Smith stated that it was still necessary to agree a use for the Telephone kiosk following its refurbishment and that the nature of the actual refurbishment may be determined by its intended use.

The Chairman stated that he would provide an article for the Parish Newsletter requesting parishioners to propose a use for the telephone kiosk and also alerting parishioners to the key date for the result of the Richborough/Framptons Appeal decision.

c. Cllr. Oglesby stated that he had received complaints concerning the parking of vehicles in Pound Lane during school 'drop-off' and 'pick-up' times and that some residents were unable to exit their own properties because their driveways had been blocked. Councillors commented that this was a continuing problem that remained unresolved and Cllr. Scott observed that the Headteacher had recently requested parents/carers to avoid causing an obstruction with their vehicles via the regular school newsletter – but, it would seem, to no avail. The Clerk was requested to write to the Headteacher and to cite previous correspondence on the same subject as evidence of a continuing and an unresolved problem. The Chairman stated that he would also advise PCSO Ledbury of this problem.

d. Councillors confirmed that the Canal Swing Bridge that is an integral part of the public footpath SEMI45/10 and MELW42/10 remains unrepaired. Similarly, it was confirmed that although the access to Path SEMI17/20 had been cleared the actual path had not been cleared. The Clerk stated that he would contact the Canal & River Trust and Wiltshire Council respectively.

f. Discussion on the subject of further tree planting opposite to the Crematorium was deferred until a subsequent meeting.

g. Cllr. Wade confirmed that a Christmas Tree had been ordered and that delivery (and payment) will take place in late November. He commented that it was intended to erect the tree over the last weekend in November and that 'switch on' will take place on 3 December 2017.

h. There were no other matters raised.

10. Melksham Community Area Board/Community Area Transport Group Meetings.

A brief report on the proposed safety improvement on the A361 road had been given by Cllr. Robinson at Agenda item 9a. There was nothing else reported.

11. Neighbourhood Planning.

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Chairman's Signature _____

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Cllr. Scott stated that he had researched this subject at length and had sent the results of this research to all councillors. The Council **resolved** to adopt his proposal that in the light of existing planning applications and Appeals and the previous decision by the Parish Council to undertake a further Rural Housing Needs Survey it would be prudent to put off the development of a Parish Plan (or equivalent) until, say, 2019 when existing key planning decisions will have been made and the Council can have the benefit of parishioners' views following the 'new' Rural Housing Needs Survey. He added that the organisation 'Community First' appears to be instrumental in the development of such a plan and that their advice would be sought.

12. Parking Charge Consultation.

The Council noted this Wiltshire Council consultation and deferred discussion on it until the next meeting.

13. Wilts & Berks Canal.

There was nothing reported in respect of current developments.

14. Tennis Court.

There was nothing reported.

15. Any Other Business.

The Clerk tabled the following:

- The Oil Club Literature.

Cllr. Oglesby stated that he had attended the Independent Living Centre AGM held on 17 October 2017 and he gave a short report.

Cllr. Smyth stated that he would send recent Wiltshire Council Briefing Note entitled 'Assets of Community Value' to all councillors and he asked the Clerk to place it on the Agenda for the next meeting.

16. Date of Next Meeting.

The Council noted the dates of the following meetings thus:

- 15 November 2017
- 20 December 2017
- 24 January 2018
- 21 February 2018

The meeting concluded at 10.00pm.

B D T Smyth.
Chairman, Semington Parish Council

15 November 2017

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Financial Forecast at 31 October 2017 (Corrected)

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<u>Income:</u>			
Precept	12000	12000	12000
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War Memorial Renovation:
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