

## MINAL PARISH COUNCIL

### Minutes of the Parish Council Meeting Held on 3 May 2023 At 6.30pm in the Village Hall

Draft for approval on 10 July 2023

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| <p><b>1. Present:</b><br/>Anna Whitehead, Chair<br/>Guy Gagen<br/>Brian Devonshire, Vice Deputy Chair<br/>Adam Kebble<br/>Luck Kirkpatrick<br/>Lesley Rowe</p> | <p><b>Apologies Accepted from:</b><br/>Rob Bailey</p> <p><b>In Attendance</b><br/>Sue Hine, Clerk/RFO</p> |
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**Declarations of Interest for Matters being discussed:** None.

**2. Minutes of the meeting held on 13 March 2023**

The Minutes were approved and signed.

**3. Matters Arising** – These had been circulated and an updated Action sheet accompanies these minutes. The main actions have been transferred to Agenda items.

**4. Questions from Members of the Public:** Guy Gagen had asked if his sons could undertake some maintenance jobs for the parish as part of their Duke of Edinburgh Award. GG reported that they have applied protection to the fence posts and tunnel posts and cleared some of the footpaths. Councillors thanked them for their efforts.

**5. Accountancy and Governance Review – Governance**

The Internal audit has picked up a lack of documentary trail for burial fees received by the Council. When Chris Webb left the PC he asked to carry on his role as Burials Liaison but the Clerk has experienced issues with paperwork relating to the amounts paid into the bank account despite asking for copies to be sent to the Clerk. The Clerk designed an invoice proforma detailing charges for each person which could then be checked against payments received but has not received any as yet. The church burial record is only a list of names and plot numbers. CW assisted the Clerk in obtaining details of amounts paid for the audit but a solution is required. Councillors discussed this and decided that the Clerk should take over the financial management of Burial records and CW to be liaison with church yard issues only. Councillors then approved the Governance statement 2022-23 and the Chair signed the AGAR form.

**Action: Clerk to contact local undertakers and stonemasons to advise them to deal directly with Parish Clerk and work with CW for the notification of death process.**

**6. Accountancy and Governance Review - Finance**

The annual accounts were approved by Councillors and AW as Chair signed the AGAR form. The Clerk advised that this year the Council was subject to a Level 2 Basic Review by PKF Littlejohn and there had been additional forms to complete including Explanation of Variances and Reserves. **Action: The Clerk will send off the AGAR form and associated paperwork and advised that the period for the Exercise of Public Rights will be Monday 12 June to Friday 21 July 2023.**

## **7. Clerk/Responsible Finance Officer's Report**

The Clerk presented two statements; one for the period to end of 31 March the end of the financial year 2022-23 and one for 1 April to date. Councillors approved the statements and Lucy Kirkpatrick signed the statements and verified the bank balances.

## **8. Planning Applications**

**Poulton Mill Equine Clinic PL/2021/04663**– The Clerk advised that Mr Buthe has submitted further plans for raising the level of the new bridges over the River Ogg to prevent flooding. Wiltshire Council is now considering the plans. It was noted that WCC Highways have approved the entrance despite a contrary independent report which states that the entrance does not meet the standards required. This application has been called in so will likely go to the Eastern Area Planning Committee shortly if approved by Officers of WCC. There was some discussion about a representative of the PC attending but it was decided that the likely attendance of Martin Ephson and Malcolm Exeter should be sufficient.

**Stitchcombe Mill PL/2023/02838 related to 2022/0557** – Application for amendments to the North West elevation following previous permission. No Objection.

## **9. New Code of Conduct Wiltshire Council**

There is a new Code of Conduct which the Clerk and Chair will consider.

## **10. LHF I Local Highways and Footpath Improvement Group**

LK reported that there is shortly a meeting for the group when the priority of projects will be voted on. It is hoped that as our funding is in place the footpath project will be able to proceed to surveying.

## **11. King's Coronation Village Event**

Gilly Price and a team of volunteers have organised a picnic on the Church Field on Sunday 7 May to celebrate the Coronation. The Clerk had sent an email to all Councillors following a request to purchase celebratory mugs for the village. All Councillors had approved this by email and it was noted.

## **12. Any Other Business**

**12.1 WALC Annual Conference 9 June West Lavington.** Free to members. Concentrating on planning this year. AW to consider attending.

**12.2 Ramsbury 9B, 44, 71 and 72 and Mildenhall 16** The Eastern Area Planning Committee has approved an order to add two lengths of restricted byway and upgrade to restricted byway lengths of footpaths Ramsbury 9B and 44 and Mildenhall 16 to the definitive map and statement for the area.

## **13. Dates of Next Meetings**

Meeting closed at 8.35pm **Next meeting Monday 10 July 2023**