**Minutes of Shalbourne Parish Council Meeting**

**Held on Thursday 21st March 2024 at 7.30pm**

**Present:** Mike Lockhart (Chairman), Carole Fisher, Carolyn Bartholemew, Susan Jamieson, Nicola Hartman, Dianah Shaw, Emma Verey, Bob Walker.

1. **Introduction**

The Chairman welcomed those present.

1. **Apologies**

Apologies for absence were received from Andy Dolan.

1. **Declaration of Interest**

Mike Lockhart and Emma Verey declared an interest in 12.1.2 and 12.1.3.

1. **Formal Business**

None

1. **Minutes of the Last Meeting**

The minutes of the meeting held on 11th January, as amended, and 24th January were considered. It was proposed, seconded and agreed by the Council that the Chairman be authorised to sign them.

1. **Wiltshire Council Report**

Councillor Wheeler informed the meeting that many sections of the roads in this area of Wiltshire were in need of repair. He will approach the Highways Minister to ask that heavy lorries’ use of smaller roads is curtailed.

He added that the Winery planning application and specifically the traffic issues arising were being taken very seriously by Wiltshire Council. Councillor Wheeler will meet with Highways to discuss the situation in detail. He noted that he had raised the matter of what happens to the school buildings and land with the relevant Council officials. He promised the meeting that he would be kept informed of developments and he, in turn, would keep the PC informed. He undertook to ensure that the village’s concerns would be made clear to decision makers.

The Chairman undertook to contact Colin Heber Percy and find out the diocese’s current plans after the school building reverts to them on 30th April 2024. The Chairman asked those attending the meeting to prepare their thoughts about what the village would ideally like to happen with the school buildings and grounds. This will be discussed at the Parish Assembly

1. **Wiltshire Police Report**

Jonathon Mills sent his apologies. The chairman noted that the Community Liaison Officer was genuinely very keen to liaise with the local community.

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1. **Matters Arising**

Dealt with elsewhere.

1. **Governance**
   1. The Governance questionnaire as set out in Attachment 1 and the reasons for the proposed answers were considered. It was proposed, seconded and agreed that the answers should be adopted.
2. **Road and Traffic Issues**
   1. **Oxenwood** The meeting was informed that the formal speed limit review of Oxenwood was ongoing. The study should be available before the April meeting of the LHFIG.
3. **Committee Reports**
   1. **Planning**
      1. It was noted that the Council had considered and agreed no comment was needed on: PL/2024/00508 and 07; PL/2024/00433.
      2. To consider: **It was noted that PL/2024/02137 had been withdrawn by the applicant;**
      3. **It was proposed seconded and agreed that the Council supported PL/2024/02228.**
   2. **Rights of Way**

Mrs Hartman agreed to report the overgrown bridleway to mywilts. Several complaints had been made about the footpath which leads to the A338. The meeting was informed that Polesden are aware of the problem and are waiting for drier weather to clear the path.

**11.3 Highways and Surface Water**.

The Chairman informed the meeting that the Parish Steward had attended the village for works but had been called away after two hours. He also thanked Mrs Jamieson for her work in liaising with mywilts to get the potholes filled in the village. The Chairman agreed to update the list of works for Councillor Wheeler to discuss at his meeting on 9th April. Attachment 2.

**11.4 Local Transport**

11.4.1Nothing to report.

* 1. **Neighbourhood Watch**
     1. Nothing to report.
  2. **Education**
     1. Nothing to report.
  3. **Environmental Matters**
     1. Nothing to report.
  4. **Shalbourne Club.**
     1. It was noted that the Quiz evening had been a successful event. It was also noted that helpers are needed for the May Day Fair. The Club would also try to arrange another evening with Half Cut the theatre group.

1. **Finance** 
   1. It was proposed seconded and agreed that the following payments should be made:
      1. Reimbursement for purchase of new plaque - £128.58
      2. Reimbursement for 2 years of domain name - £43.79
      3. Contribution to repair of Hall wall - £4000
      4. Contribution to May Day Fair - £450
   2. It was proposed seconded and agreed that the outstanding CIL balance should be used to contribute towards the repair of the Village Hall wall.
   3. The balances as shown in Attachment 3 were noted.
   4. It was proposed, seconded and agreed that Nick Shaw-Hardie should be asked to be internal auditor in respect of the accounts for 2023/24.
   5. It was proposed, seconded and agreed that the Council should fund the provision of refreshments for the Parish Assembly.
2. **Correspondence and Any Other Business** 
   1. The Chairman noted that there had been no interest in entering the Best Kept Village competition.
   2. There was a discussion about how to increase the number of villagers who actively volunteered to help with village events. Mrs Hartmann agreed to publish notices about village events on the village WhatsApp group. All present at the meeting were asked to personally invite 2 villagers to attend next month’s Parish Assembly on 25th April. It was agreed that old notices on the notice board should be regularly removed.
   3. The Chairman informed the meeting that he had heard nothing with respect to new tenants being interviewed for the Plough.

The meeting closed at 8.28pm. The next meetings will be the Parish Assembly on 25th April at 7.00 and the Annual Meeting on 23rd May at 7.30pm.

**ATTACHMENT 1**

**Governance Questionnaire**

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. *Yes. Budget was prepared and agreed by Council. Actual bank balances and expected balances following transactions reported to each meeting.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. *Yes. Actual and expected balances reported, see above. Dual cheque signatories. Original invoices available at each meeting where expenditure was incurred.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finance. *Yes. Member of Wilts Association of Local Councils and attendance at Area Board provided early alert of any changes in laws or regulations.*
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations. *Yes. Access to accounts advertised widely – noticeboard, Facebook, website. Nobody denied any access.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. *Yes. Risks specifically addressed when insurance is reviewed in May.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. *Yes. Proportionate, see [1] and [2] above.*
7. We took appropriate action on all matters raised in reports from internal and external audit. *Yes.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. *Yes. Reviewed when agreeing accounts.*

**ATTACHMENT 2**

**Issue Log**



**ATTACHMENT 3**

**Balances following Meeting.**

1. **Current Account**

Payment Receipt Balance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Balance after meeting of 11 Jan** |  |  | **17613.57** |
| 01-Mar-24 | Receipt of sign rental from Red Oak |  | 80 | 17693.57 |
| 21-Mar-24 | Refurbishment of sign |  |  | 17693.57 |
| 21-Mar-24 | Reimburse cost of plaque | 128.58 |  | 17564.99 |
| 21-Mar-24 | Reimburse domain rental | 43.79 |  | 17521.20 |
| 21-Mar-24 | Hall wall grant | 4000 |  | 13521.20 |
| 21-Mar-24 | Mayday Fair | 450 |  | 13071.20 |
|  | **Balance after meeting 21 March** |  |  | 13071.20 |

1. **Deposit Account**

Payment Receipt Balance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 29-Dec-23 | Interest |  | 3.02 | 2617.57 |
| 31-Jan-24 | Interest |  | 3.44 | 2617.57 |
| 29-Feb-24 | Interest |  | 3.02 | 2617.57 |

1. **CIL Account**

Opening Balance - £5784.06

Swing for playground - £4286.72

Balance - £1497.34

Contribution to repair of Village Hall Wall - £1497.34

Balance - 0

1. **Commitments**

LHFIG for speed survey - £580

1. **Bank Balances**

Current Account at 5 March 2024 - £17793.57

Deposit Account at 5 March 2024 - £2627.05