**Minutes of Shalbourne Parish Council Annual Meeting**

**Held on Thursday 18th May 2023 at 7.30pm**

**Present:** Mike Lockhart (Chairman), Andy Dolan, Carolyn Bartholomew, Carole Fisher, Bob Walker, Dianah Shaw, Emma Verey

1. **Introduction**

The Chairman welcomed those present.

1. **Apologies**

Apologies for absence were received from Nicola Hartman and Susan Jamieson. Councillor Wheeler also apologised for his absence.

1. **Declaration of Interest**

The Chairman declared an interest with regard to reimbursement of expenses

1. **Formal Business**

It was proposed and seconded that Mike Lockhart should continue as Chairman. It was also proposed and seconded that Carole Fisher continue as Deputy Chairman and Dianah Shaw continue as Financial Officer. It was agreed to adopt the code of conduct, the transparency code and the data protection policy.

**5. Allocation of Responsibilities**

These were agreed as per Attachment 1. It was agreed to continue this year without a Parish Clerk but next year the Council will begin to look for a suitable candidate.

1. **Minutes of the Last Meetings**

The minutes of the meeting held on 16th March 2023 were considered. It was proposed, seconded and agreed by the Council that the Chairman be authorised to sign them.

1. **Wiltshire Council Report - Stuart Wheeler**

No report

**8. Wiltshire Police Report**

No report. The Chairman advised the meeting that appropriate issues should be reported to mywilts and the police as the village WhatsApp group is not an official platform. The local crime statistics were noted.

1. **Matters Arising**

The Chairman advised the meeting that the minute books between 1894 and 1952 have been lodged with Wiltshire archives.

The Council thanked Nick Shaw-Hardie for conducting the internal audit.

1. **Electronic Speed Indicators**
	1. **Speed Indicator Device** It was agreed that a SID would be ineffective around the school – the chief area of concern in the village – because of the lack of sufficiently long sight lines. It was noted that the real problem was the significant minority who exceeded the limit by a large amount, it was felt these would not be deterred. It was agreed and seconded that the cost and efficacy of boundary white gates should be investigated by Dianah Shaw. It was also agreed that the formation of a Speedwatch group should be encouraged*.*
2. **Agreement of Emergency Contacts for the Village**

It was agreed that the Chairman, Bob Walker and Polly Cox should be the emergency contacts for the village for Wiltshire Council

1. **Need for a Neighbourhood Plan**

The utility of a Neighbourhood Plan was discussed. It was pointed out that such a Plan could only identify where development would be acceptable to the village and could not be used to block development in an area. The suitability of areas would have to be confirmed by a vote of the village. A Plan would not override either the Wiltshire Plan or national policies. Financially the existence of a Plan would mean the Council receiving 25% of any Community Infrastructure Levy as opposed to the normal 15%. However, the minimum cost of a Plan was estimated at £16,000 so this was unlikely to be value for money.

It was proposed seconded and agreed that the Council would not proceed with a Neighbourhood Plan but the situation would be kept under review.

1. **Committee Reports**

**13.1. Planning.**

 Nothing to report.**13.2. Rights of Way**

The new posts cutting across the join of two footpaths in Mrs Fisher’s Fields were discussed. It was agreed that once the sale had completed, clarification should be sought from the landowner.

**13.3. Highways and Surface Water**.

 The to do list for the Parish Steward, Attachment 2, was agreed.

**13.4. Local Transport**

Nothing to report.

**13.5. Police Liaison and Neighbourhood Watch**

 Nothing to report.

**13.6.Environmental Matters**

 Nothing to report.

**13.7. Education**

It was noted that the school’s head teacher and Mrs Pollitt were leaving. The Council asked that they should be thanked for their support and hard work over many years. It was suggested an article setting out their contribution to the village should be written in the Parish magazine. The local authority has advertised for a new head teacher and assurances were given that there are no plans to close the school.

**13.8. Shalbourne Club.**

A second container to store mowing equipment etc will be purchased shortly to increase security and prevent thefts. The Club reminded people that the sports field should be avoided when weed killing is taking place.

1. **Insurance**

The renewal of the Council’s insurance for 2023/24 and 2024/25 on the terms offered by Zurich through the brokers, Community First, and as circulated was proposed, seconded and agreed.

1. **Finance**
	1. The receipt of the Precept (£10,000) was noted.
	2. It was proposed, seconded and agreed that the following payments should be made:

Reimburse Chairman for payment:

Re Data Protection Act - £40

Website to Wix - £136.80

WALC, NALC subscriptions - £234.73

Community First donation - £40

Insurance - £239.70

* 1. The Chairman did not take part in discussions on the first two items above. It was agreed that the Chairman would be reimbursed through the new e banking system.
	2. The balances after the above, Attachment 4 were noted.
1. **The Accounts and Audit Return for Year ending 31st March 2023.**

16.1. It was proposed seconded and unanimously agreed that the accounts and Annual Governance and Accountability Report, AGAR, (previously circulated and available on website) together with the Annual Statement and Reconciliation, Attachment 4 , be approved.

16.2. It was proposed seconded and unanimously agreed that the accounting statements and the request for a Certificate of Exemption available to smaller councils (previously circulated and available on website) be approved.

16.3. It was proposed seconded and unanimously agreed that that:

1. The Responsible Financial Officer should be authorized to sign the Certificate of Exemption.
2. The accounts and pages 5 and 6 Annual Governance and Accountability form should be signed by the Chairman and the Responsible Financial Officer.
3. The Responsible Financial Officer should sign the notice setting out the times when the record of accounts can be inspected.
4. **Correspondence and Any Other Business**

None

The meeting closed at 8.20pm. The next meeting of the Council will be held on Thursday 20th July at 7.30pm.

**ATTACHMENT 1**

**Responsibilities**

Planning - All Councillors
Footpaths – Nicola Hartman
Highways and Surface Water - Dianah Shaw/Mike Lockhart
Police Liaison and Neighbourhood Watch - Susan Jamieson
Environmental – Carole Fisher
Shalbourne Club Liaison - Bob Walker
Education – Carolyn Bartholomew
Finance – Dianah Shaw
Business and Enterprise – Emma Verey.

**ATTACHMENT 2**



**ATTACHMENT 3**

**Balances following meeting**

1. **Current Account**

Payment Receipt Balance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 24-Apr-23 | Precept |  | 10000 | 25072.40 |
| 18-May-23 | Reimburse chairman for Data Protect | 40 |  | 25032.40 |
| 18-May-23 | Reimburse chairman for website | 136.8 |  | 24895.60 |
| 18-May-23 | WALC, NALC | 234.73 |  | 24660.87 |
| 18-May-23 | Community First | 40 |  | 24620.87 |
| 18-May-23 | Insurance | 239.7 |  | 24381.17 |
|  | **Balance after meeting of 18 May** |  |  | **24381.17** |

1. **Deposit Account**

 Payment Receipt Balance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 28-Feb-23 | Interest |  | 1.79 | 2592.89 |
| 31-Mar-23 | Interest |  | 2.2 | 2595.09 |

1. **CIL Account**

Opening Balance - £5784.06

Swing for playground - £4286.72

Balance - £1497.34

1. **Commitments**

Subsidy to Shalbourne Connect - £1090

Jubilee Tea Party - £125

1. **Bank Balances**

Current Account on 5 April 23 - £15288.40

Deposit Account on 5 April 23 - £2595.09

**ATTACHMENT 4**

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| --- | --- | --- | --- |
|  |  | Shalbourne Parish Council |  |
|  |  | **Bank Reconciliation Statement for Year Ended 31st March 2023** |  |
|  |  | **Balance per Bank Statements** |  |
| **31/03/2022** |  |  | **31/03/2023** |
| 2,583.73 |  | NatWest Reserve Account 20544189 | 2,595.09 |
| 13,796.00 |  | NatWest Current Account 20504568 | 15,288.40 |
| 2,045.20 |  | Un-presented Cheques | 216.00 |
| **14,334.53** |  | **Total Balance as at 31st March** | **17,667.49** |
|  |  |  |  |
|  |  | **Cash Book Balances** |  |
| **31/03/2022** |  |  | **31/03/2023** |
| 12,472.44 |  | Balance Brought Forward at 1st April | 14,334.53 |
| 14,207.70 |  | Add Total Receipts (see below) | 12,134.56 |
| 12,345.61 |  | Less Total Payments (see below) | 8,801.60 |
| **14,334.53** |  | **Balance Carried Forward at 31st March** | **17,667.49** |
|  |  |  |  |
| 0.00 |  | Contingent Liabilities  | 0.00 |
| 0.00 |  | Contingent Assets | 0.00 |
| 2084.34 |  | Reclaimable VAT general | 378.60 |
| **16,418.87** |  | **Balance less Liabilities plus Assets** | **18,046.09** |
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|  |  | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ |  |
|  |  | **Receipts and Payments Summary** |  |
|  |  | **Receipts** |  |
| **31/03/2022** |  |  | **31/03/2023** |
| 9,000.00 |  | Precept  | 10,000.00 |
| 0.24 |  | Interest  | 11.36 |
| 100.00 |  | Sign Rentals  | 0.00 |
|  |  | V.A.T. Refund  | 2,123.20 |
| 5,011.46 |  | CIL received | 0.00 |
| 96.00 |  | Closure of Good Companions | 0.00 |
| **14,207.70** |  | **Total Receipts** | **12,134.56** |
|  |  |  |  |
|  |  | **Payments** |  |
| 0.00 |  | Grant To Village Hall | 2,000.00 |
| 0.00 |  | Defibrilator | 367.00 |
| 1,000.00 |  | Community Growers | 0.00 |
| 800.00 |  | Contribution to Churchyard | 850.00 |
| 150.00 |  | Christmas Tree | 150.00 |
| 500.00 |  | Grant to cricket club for mowers | 0.00 |
| 2,735.00 |  | Grass and Tree Cutting | 2,060.36 |
| 4,659.10 |  | Play Area, incl picnic tables  | 98.00 |
| 923.38 |  | Other Payments (Summary) P.T.O. | 772.78 |
| 1,428.13 |  | V.A.T. | 417.46 |
| 150.00 |  | Contribution to Wilts for signage on A338 | 0.00 |
| 0.00 |  | Shalbourne Connect & Craft | 400.00 |
| 0.00 |  | Pavillion | 1,000.00 |
| 0.00 |  | Refreshments for Parish Assembly | 180.00 |
| 0.00 |  | Misc small grants | 506.00 |
| **12,345.61** |  | **Total Payments** | **8,801.60** |
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|   | Chairman  | Vice Chairman  |
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|  |  | Shalbourne Parish Council |  |
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|  |  | **Other Payments Summary for Year Ended 31st March 2023** |  |
| **31/03/2022** |  |  | **31/03/2023** |
|  |  |  |  |
| 40.00 |  | Community First Subscription | 40.00 |
| 198.53 |  | W.A.L.C. Subscription | 194.28 |
| 237.43 |  | Insurance | 237.44 |
| 122.50 |  | Village Hall Hire | 175.06 |
| 36.00 |  | C.P.R.E. Subscription | 36.00 |
| 0.00 |  | Chairmans expenses - ink | 0.00 |
| 148.92 |  | Village website | 0.00 |
| 100.00 | Landscape Trust | PCAP contribution | 50.00 |
| 40.00 |  | Registration with IC | 40.00 |
| **923.38** |  | **Total Other Payments** | **772.78** |
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|  |  | **\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*** |
|  |  | Shalbourne Parish Council |  |
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|  |  | **Supporting Statement for Year Ended 31st March 2023** |
| **2022** |  |  | **2023** |
|  |  | **Assets** |  |
| 525.00 |  | Parish Chest | 525.00 |
| 300.00 |  | Parish Notice Boards | 300.00 |
| 80.00 |  | Filing Cabinet | 80.00 |
|  |  |  |  |
| **905.00** |  | **Total Assets** | **905.00** |
|  |  |  |  |
| £0.00 |  | **Borrowings** | 0.00 |
| £0.00 |  | **Leases** | 0.00 |
|  |  |  |  |
|  |  | **Debts Outstanding** |  |
| 0.00 |  | V.A.T. | 0.00 |
| 0.00 |  | Wiltshire Council 106 Funding | 0.00 |
|  |  |  |  |
| **0.00** |  | **Total Debts Outstanding** | **0.00** |
|  |  |  |  |
|  |  |  |  |
| £0.00 |  | **Tenancies a) As Landlord** | 0.00 |
| £0.00 |  |  **b) As Tenant** | 0.00 |
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|  |  |  |  |
|  |  | **Section 137 Payments** |  |
| 0.00 |  |  | 0.00 |
|  |  |  |  |
|  |  |  |  |
| **0.00** |  | **Total 137 Payments** | **0.00** |
|  |  |  |  |
| 0.00 |  | **Agency work** | 0.00 |
| 0.00 |  | **Advertising & Publicity** | 0.00 |
| 0.00 |  | **Superannuation** | 0.00 |
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|  | Chairman  | Vice Chairman  |
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