**Minutes of Shalbourne Parish Council Meeting**

**Held on Thursday 16th March 2023 at 7.30pm**

**Present:** Mike Lockhart (Chairman), Andy Dolan, Bob Walker, Nicola Hartman, Dianah Shaw

1. **Introduction**

The Chairman welcomed those present.

1. **Apologies**

Apologies for absence were received from Carolyn Bartholomew, Carole Fisher, Susan Jamieson and Emma Verey. Councillor Wheeler also apologised for his absence.

1. **Declaration of Interest**

Bob Walker declared an interest in the application for funds for Shalbourne Club

1. **Formal Business**

None

1. **Minutes of the Last Meetings**

The minutes of the meeting held on 12th January 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

1. **Wiltshire Police Report**

PCSO Jonathon Mills addressed the meeting. He informed the meeting that Shalbourne has recently had a very low reported crime rate and asked villagers to report crimes if they occur to the police so that they can be recorded and a more accurate picture of local crime can be made. Resource will only be put into areas where there is shown to be a need.

If hare coursing activity is seen he warned not to approach the coursers but to call 999 and take photographic evidence if this can be done safely.

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1. **Matters Arising**

Dealt with elsewhere.

1. **Road and Traffic Issues**
   1. **Speed Indicator Device** The meeting was informed that the purchase and installation of a SID would cost between £3,400 - £5,000 depending upon which SID model was used and how many posts in the village were erected. It was agreed to discuss this at the Parish Assembly to ascertain public enthusiasm for a SID in the village. The Chairman agreed put an article in the Parish Magazine.
2. **Committee Reports**
   1. **Planning.** 
      1. The Council n**oted its response to PL/2023/00649.**
      2. **It was proposed, seconded and agreed that there should be no response to PL/2023/00748.**
   2. **Rights of Way**
      1. Nicola Hartman has approached the owner of the obstructed bridleway who maintained it had always been obstructed. She will contact the Wiltshire Rights of Way official and approach the owner again
   3. **Highways and Surface Water**.
      1. The to do list for the Parish Steward, Attachment 1, was agreed.
   4. **Local Transport**
      1. Nothing to report.
   5. **Police Liaison and Neighbourhood Watch**
      1. Nothing to report.
   6. **Education**
      1. Nothing to report.
   7. **Environmental Matters**
      1. Nothing to report.
   8. **Shalbourne Club.**
      1. Nothing to report.
3. **Finance**
   1. It was proposed seconded and agreed to make the following payments:
      1. Shalbourne Club for sound insulation - £1000
      2. Contribution to children’s activities at May Fair - £350
      3. P/L insurance for Coronation event - £156
   2. The balances after the above, Attachment 2, were noted.
   3. It was proposed, seconded and agreed that the Business Reserve account at Nat West should be added to the Bankline system and that, when this was done, £10,000 should be transferred from the Current Account to the Reserve Account.
   4. It was proposed, seconded and agreed to appoint Nick Shaw Hardy as internal auditor for the year 2022/23.
   5. It was proposed, seconded and agreed that the Council should provide funding for refreshments at the Parish Assembly.
4. **Governance**

The Chairman drew the Council’s attention to the Council’s compliance with the statements set out in the Governance Questionnaire, Attachment 3. It was proposed, seconded and agreed that the Council could answer in the affirmative to all the statements made.

1. **Archiving**

The Chairman proposed that the PC Minutes Books between 1896 – 1952 should be deposited at the Wiltshire archives in Chippenham which was seconded and agreed.

1. **Correspondence and Any Other Business** 
   1. **None**

The meeting closed at 8.21pm. The next meeting will be the Parish Assembly to beheld on Thursday 20 April at 7.30pm.

The next meeting of the Council will be its Annual Meeting on Thursday 18 May at 7.30pm.

**ATTACHMENT 1**

**Parish Steward List**



**ATTACHMENT 2**

**Balances after meeting**

1. **Current Account**

Payment Receipt Balance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Balance after meeting of 12 Jan** |  |  | **16578.52** |
| 16-Mar-23 | Shalbourne Club | 1000 |  | 15578.52 |
| 16-Mar-23 | Mayday Fair subsidy | 350 |  | 15228.52 |
| 16-Mar-23 | Plough pl insurance | 156 |  | 15072.52 |
|  | **Balance after meeting of 16 March** |  |  | **15072.52** |

1. **Deposit Account**

Payment Receipt Balance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 31-Jan-23 | Interest |  | 1.82 | 2591.1 |
| 28-Feb-23 | Interest |  | 1.79 | 2592.89 |

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 at 3 Mar 23 - £16383.40

Deposit Account at 3 Mar 23 - £ 2592.89

**ATTACHMENT 3**

**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.*