

Minutes of the **ANNUAL GENERAL MEETING** of Staverton Parish Council held on Monday
17 MAY 2021 at 7 pm.

The meeting started at 7 pm.

Chair Simon Richardson read out the Emergency Fire Drill

54. PRESENT: Chair Simon Richardson, Vice Chair Mark Frati, Cllr Nick Woodall, Cllr Kevin Lamb, Cllr Ray Symonds, Cllr Jeff Gibson and Parish Clerk June Jones

Attending: Wiltshire Cllr Trevor Carbin and two members of the Wiltshire Cricket Club and a resident.

55. APOLOGIES: None

56. RESIGNATIONS OF 3 COUNCILLORS – Chair Simon Richardson once again thanked the 3 Councillors, Cllr Paul Nye, Cllr Andy Borresen and Cllr Lindsay Shaw for their years of service and input for the Parish Council.

57. ELECTION TO OFFICE

Cllr Ray Symonds proposed and Cllr Nick Woodall seconded that Simon Richardson continue as Chair until 2022. Motion carried unanimously. Cllr Simon Richardson proposed and Cllr Jeff Gibson seconded that Mark Frati continue as Vice Chair until 2022. Motion carried unanimously. Cllrs, Richardson, Frati, Woodall, Lamb, Symonds and Gibson were automatically co-opted back on to the Parish Council. All Councillors signed the Declaration of Acceptance in the presence of the Parish Clerk which she then signed on behalf of the Parish Council. All Councillors handed in a paper copy of their Register of Interests and were asked to re-register online at Wiltshire Council within 28 days. After this date any Councillors who have not registered will no longer be able to continue on the Parish Council.

58. MINUTES OF THE LAST ZOOM MEETING COMBINED APM/AGM held 18 MAY 2020

Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that these be accepted as a true record. The motion was carried unanimously.

59. VACANCIES

There are now 3 Vacancies on the Parish Council and a request will be published in the next Newsletter asking for residents to come forward and apply for these vacancies.

60. SPORTS GROUND, VILLAGE HALL AND GENERAL

a. **Wiltshire Cricket Club:** A request has been received by Wiltshire Cricket Club to hire the playing field and invest in improving the existing village hall facilities to accommodate the cricketers. A comprehensive report was given to council members outlining preliminary plans which were favourably received. It was explained that the playing field is jointly used by the Primary School and planning permissions would need to be approved by Wiltshire Council. A considerable amount of investment would be required from the Cricket Club and there were doubts that the funding available would cover all the plans. However, Councillors felt that having a Cricket Club in Staverton would be an excellent facility for residents and would make full use of the playing field. It was felt that the cricket club could work favourably co-existing with the resident football teams and any further investment would benefit both sports. The Council voiced concerns regarding parking nuisance for residents living nearby but there felt should be fewer visitors than spectators watching the football. Vice Chair Mark Frati proposed and Chair Simon Richardson seconded that the Parish Council react favourably to this proposal and investigate the feasibility of incorporating cricket at the playing field. The motion was carried unanimously.

b. **Treatment of Football Pitches by WFA:** These are being sprayed with weedkiller at present by the Grounds man. It was agreed to share the cost of the pitch treatment with Staverton Rangers.

c. **Village Hall Hires** – Bookings Secretary, Cllr Simon Richardson explained that the Sea Cadets would like to book the hall on a Monday and Thursday evening. However, the Parish Council meets on a Monday evening and any changes would need to be made to the Standing Orders. Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that the Standing Orders should be changed to reflect that the Parish Council meetings will be held in future on a Wednesday instead of the existing Monday with immediate effect. The motion was carried unanimously.

Action: Parish Clerk to update the Standing Orders and change the dates of the Parish Council meetings until January 2022.

61. WILTSHIRE COUNCILLOR TREVOR CARBIN

Thestfield Drive reed beds fence to be replaced by end of May.

Contractors will also be removing the supports from the mature trees alongside Thestfield Drive between the canal bridge and the Marina Drive roundabout.

Warren Road. I've discussed with the resident and WC. Tree officer to check and remove barbed wire around some of the trees.

Abandoned vehicle on Thestfield Drive (black VW Golf, T808 KCA) has been reported to DVLA for enforcement.

62. FINANCE

a. Clerk's Financial Report – This was approved unanimously.

BANK ACCOUNTS AND PETTY CASH HELD				
	Date of Balance	ACCOUNT BALANCES	£	Date of Balance
11,773.65	10.03.21	NAT WEST PRECEPT ACCOUNT	23,216.19	08.05.21
5,861.78	10.03.21	NAT WEST - CLERKS GRATUITY ACCOUNT	5,861.78	08.05.21
86.66	10.03.21	PETTY CASH	17.92	08.05.21
6,681.81	10.03.21	NAT WEST GROUND MAINTENANCE FUND	6,817.34	08.05.21
50,000	10.30.21	JULIAN HODGE BANK (Investment Bond 2 YR)	50,000	08.05.21
15,000	10.30.21	JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)	15,000	08.05.21
89,403.90			100,913.23	

NATIONAL WESTMINSTER PRECEPT ACCOUNT				
Date	Chq	Description	Net Cost £	Income £
PAYMENTS SINCE LAST MEETING				
10.03.21	1153	Telephone & Laptop Insurance March 21	38.80	
10.04.21	1154	David Owen - PAYE fees	70.00	
10.04.21	1155	Superior Newsletter Printing	250.00	
10.04.21	1156	HMRC PAYE Qtr 4 to March 21	816.39	
30.04.21	1157	Ann Subs to SCRIBE software	350.00	
30.04.21	1158	Contract Cleaning village hall April 21	37.50	
30.04.21	1159	Telephone & Laptop Insurance April 21	40.06	
08.04.21	so	Staff costs	883.33	
16.04.21	dd	Hills Waste March 21	23.81	
30.04.21	dd	Southern Electric bill to Apr 21	46.46	
			2556.35	
INCOME SINCE LAST MEETING				
23.3.21	bacs	Donation for Advert in Newsletter		250.00
29.3.21	bacs	Donation for Advert in Newsletter		240.00
26.4.21	dd	HMRC VAT REFUND QTR 4		591.04
26.03.21	bacs	Wiltshire Council - 6 months Precept		12822.50
				13,903.54

TRANSFER

Transfer Staff Costs		29.35
	0	29.35

NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT			
Cheque No	PAYMENTS SINCE LAST MEETING	£	INCOME SINCE LAST MEETING
		0.00	

18.03.21	bacs	J Hodge Bank Interest	14.84
22.3.21	bacs	J Hodge Bank Interest	49.48
19.04.21	bacs	J Hodge Bank Interest	16.43
21.04.21	bacs	J Hodge Bank Interest	54.78
			135.53

Nos	PETTY CASH PAYMENTS SINCE LAST MEETING	Net Cost £	Income
29.03.21 to 10.0521	Apr-21 Stationary, catering for village hall, printing inks	55.39	
		55.39	

- b. **Insurance Policy 2021/22** – Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that the Parish Council accept the Community First/Zurich 3 year policy quotation of £1,294 per annum. This was carried unanimously.
- c. **Risk Assessment to hold Face to Face meetings at Village Hall:** The risk assessment had been approved by the full Parish Council prior to the meeting. Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that the risk assessment be formally approved by a full parish council meeting. The motion was carried unanimously.
- d. **Annual Internal Audit Report – Auditing Solutions Ltd** - The report was discussed and noted the recommendation that transfers between accounts be shown as transfers and removed from the AGAR figures at year end. The auditor was pleased to record that no issues were identified warranting formal comment or recommendation. Chair Simon Richardson proposed and Cllr Ray Symonds seconded that the recommendations be noted and implemented. The motion was carried unanimously.
- e. **Approve Annual Governance Statement on AGAR:** - Chair Simon Richardson proposed and Cllr Ray Symonds seconded that the Parish Council agreed with this Statement. The motion was carried unanimously.
- f. **Unaudited Annual Governance Statement and Accountability (AGAR 3) for 2020/21** - Chair Simon Richardson proposed and Vice Chair Mark Frati proposed that the Unaudited AGAR 3 for Staverton Parish Council 202/21 be approved. The motion was carried unanimously.
- g. **Agree Reserves 2020/21** - – Chair Simon Richardson proposed and Cllr Kevin Lamb seconded that the reserves are a true record. The motion was carried unanimously.
- h. **Unaudited Year End Accounts for Staverton Parish Council 2020/21** – Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that these accounts are a true record for 202/21. The motion was carried unanimously.
- i. **Commencement date for the Exercise of Public rights to Access Accounts 202/21** – Chair Simon Richardson proposed and Cllr Jeff Gibson seconded that the Parish Council will publish these rights on the dates specified to be compliant. The motion was carried unanimously.
- j. **Approve External and Internal Auditors (PKF Littlejohn and Auditing Solutions Ltd) for 2021/22 audit.** Chair Simon Richardson proposed and Cllr Ray Symonds seconded that these auditors be approved for 2021/22 audit. The motion was carried unanimously.
- k. **Approve Membership of WALC/NALC and Community First 2021/22** -Chair Simon Richardson proposed and Cllr Nick Woodall seconded that the Parish Council become members of WALC/NALC and Community First 2021/22. The motion was carried unanimously.
- l. **Finance Committee** – With the resignation of Cllr Paul Nye from the Parish Council there is a vacancy on the Finance Committee. Cllr Ray Symonds proposed and Cllr Nick Woodall seconded that Cllr Kevin Lamb join the Finance Committee. The motion was carried unanimously.
- m. **Signatory on Cheques** – With the resignation of Cllr Nye, who was a signatory on cheques for the Parish Council, there is a vacancy for this role. Cllr Ray Symonds proposed and Cllr Jeff Gibson seconded that Cllr Kevin Lamb take on this role. The motion was carried unanimously.

63. DATE OF THE NEXT PARISH COUNCIL MEETING IS WEDNESDAY 14TH JULY 2021 at 7 pm. The meeting closed at 8.08 pm.