

64. PRESENT: Chair Nick Woodall, Vice Chair Jeff Gibson, Cllr Richard Blueitt, Cllr Claire Braham, Cllr Mark Frati, Cllr Kevin Lamb, Cllr Ray Symonds and Parish Clerk June Jones

Attending: Wiltshire Cllr Trevor Carbin, Resident Andy Borresen

65. APOLOGIES: No apologies

66. ELECTION TO OFFICE

CHAIR: Cllr Ray Symonds proposed and Cllr Kevin Lamb seconded that Nick Woodall continue as Chair until 2024. Motion carried unanimously.

VICE CHAIR: Cllr Richard Blueitt proposed and Cllr Mark Frati seconded that Cllr Jeff Gibson continue as Vice Chair until 2024. Motion carried unanimously.

Both the Chair and Vice Chair signed the Declaration of Acceptance, which was signed in the presence of June Jones, the Parish Clerk.

67. REGISTER OF INTERESTS

All Parish Councillors have now registered their interests online at Wiltshire Council and handed in their written copies.

68. RESIGNATION OF EDITOR OF NEWSLETTER – NATASHA WEBSTER

It is with regret that we have received the resignation of Natasha Webster as our voluntary editor of the Staverton News. Her term as an Editor has seen her grow in confidence and professionalism. She is moving on with her career and we wish her well for the future.

69. RESIGNATION OF KEVIN PERRETT

It is with regret that we also saw the resignation of Cllr Kevin Perrett for personal reasons. We also wish him well for the future.

70. SPORTS GROUND, VILLAGE HALL AND GENERAL

a. **Code of Conduct:** Wiltshire Council has produced its latest Code of Conduct but Councillors unanimously decided to continue with its existing Code of Conduct as it was more relevant to the Parish Council.

b. **Village Hall Hires:** It was unanimously decided to keep the single hire hourly fee at £12.50 plus VAT and the multiple hire fees will now be £10.50 plus VAT per hour.

c. **Emmaus School Hire 2024:** Cllr Richard Blueitt proposed and Cllr Mark Frati seconded that the Fee for 2024 should be £695 plus VAT for a four week hire to reflect the rise in energy and other costs. Chair Nick Woodall declared an interest and abstained. The motion was carried out by a majority. **Action:** [Clerk to notify Emmaus School.](#)

d. **Staverton Rangers Football Contract 2023-2024 to hire the sports field:** The contract will cover the use of the pitch during the football season but from mid May until Mid August the field cannot be used as the turf needs to recover and be maintained. The following fees were suggested: £4,200 pa (no VAT) for the pitch hire: Storage container, noticeboard and spare set of goals £144 pa including VAT: Disabled toilet £288 pa including VAT: Kitchen £144 pa including VAT to be reviewed on usage. Total = £390 plus £8 VAT = £398 in 12 monthly payments. Cllr Richard Blueitt proposed and Cllr Mark Frati seconded that the proposed hire use and fees be adopted. Chair Nick Woodall abstained stating a declared interest. The motion was carried out by a majority. **Action:** [Clerk to send a cover letter of explanation.](#)

e. **CCTV at Village Hall due to vandalism:** **Action:** [Cllr Richard Blueitt will discuss this with the Police.](#)

f. **Inspections of Play Area School Lane:** Cllr Richard Blueitt and Vice Chair Jeff Gibson to continue with these checks. Chair Nick Woodall agreed to continue being the contact for the Parish Steward for now.

71. FINANCE

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

BANK ACCOUNTS AND PETTY CASH HELD

		£
26.4.23	NAT WEST PRECEPT ACCOUNT	19,060.60
26.4.23	NAT WEST - CLERKS GRATUITY ACCOUNT	6,884.21
1.4.23	PETTY CASH	78.76
20.4.23	NAT WEST GROUND MAINTENANCE FUND	7,662.18
1.3.23	CAMBRIDGE AND COUNTIES BANK	<u>65,000.00</u>
		<u>98,685.75</u>

PAYMENTS SINCE LAST MEETING

<u>Precept Account</u>			<u>Net £</u>
22.3.23	1319	Avast Security Software subscription	59.99
15.3.23	dd	Hills Waste - Feb 23	23.34
20.3.23	dd	Corona Energy - Electricity Bill to Feb 23	81.46
23.3.23	1322	Staff Costs	64
23.3.3	1323	Ink Cartridges for Printer	43.90
27.3.23	dd	SSE Gas Bill to Mar 23	712.42
1.4.23	1324	Superior Printing Spring Newsletter	355.00
1.4.23	1325	TECC PAT TESTING Annual Testing	83.32
23.3.23	1320	Rob Beale Ltd - Septic Tank Emptying	200
23.3.23	1321	Cleaning Contractor Village Hall Mar 23	125.00
15.4.23	dd	Hills Waste - Mar 23	23.34
6.4.23	1322	Community First Subscription	40.00
1.4.23	dd	Corona Energy - Electricity Bill to Mar 23	82.82
1.4.23	so	Staff Costs Mar 23	962.53
1.5.23	dd	Water 2 Business - Water Bill to April 23	77.1.23
16.4.23	1327	David Owen Accountants PAYE Qtr 4	80.00
16.4.23	1328	HMRC - PAYE Qtr 4	906.09
6.4.23	1326	Community First Subscription	40.00
30.4.23	1330	Cleaning Contractor Village Hall Apr 23	100.00
30.4.23	1331	Internal Audit - Auditing Solutions Ltd	300.00
30.4.23	1332	Scribe Accounting Software 2023-24	420.00
			<u>4703.21</u>

Maintenance Fund Account

20.3.23	SO	IDVERDE - Grounds Maintenance Mar 23	336.83
			<u>336.83</u>

Petty Cash

Mar - May23	Cash 49-53	Stationary, Postage, Graffit Remover, Cleaning Supplies, and cutlery for Village Hall	88.57
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INCOME

Precept Account

11.4.23	dd	HMRC VAT REFUND QTR 4	695.02
14.4.23	BACS	Staverton Rangers Field Hire Inv 371	300
26.4.23	bacs	6 month - Precept 2023-24	<u>13,528</u>
			<u>14522.87</u>

b. Request from HAAG for a donation towards consultancy fees to fight 2,500 houses to be built at Staverton and Hilperton:

It was agreed that Staverton Residents had not provided a mandate for this and there had been no warning from HAAG to provide a budget contingency. Over £6,000 in repairs and renewals at the Village Hall has left the Precept Reserves very low at £7,441. Next year is the local council elections for this area and as Wiltshire Council will not be funding this, it will be an additional charge on the Precept. HAAG has done an excellent job of fighting these new homes due to high volumes of traffic, flooding concerns and other problems. However, it was unanimously, regrettably decided that it could not provide a donation at this present time.

c. Internal Audit Report 2022-23 – Auditing Solutions Ltd: Chair Nick Woodall proposed and Cllr Mark Frati seconded that the Report be approved. The motion was unanimously carried.

d. Annual Governance Statement for Sound Internal Control 2022/23. – Chair Nick Woodall proposed and Cllr Claire Braham seconded that this statement is a true record. The motion was carried unanimously.

e. Unaudited Annual Governance & Accountability Return (AGAR 3) 2022-23: Chair Nick Woodall proposed and Cllr Kevin Lamb seconded that this be approved. The motion was carried unanimously.

f. Reserves 2022/23: These are Precept £7,441, Maintenance Fund £23,066, Gratuity Fund £6,884 and Petty Cash £78. Vice Chair Jeff Gibson proposed and Cllr Kevin Lamb seconded that these reserves are a true record. The motion was carried unanimously.

g. Unaudited Year End Accounts 2022-23: Chair Nick Woodall proposed and Cllr Ray Symonds seconded that the Year End Accounts were a true record. The motion was carried unanimously.

h. Commencement date for the Exercise of Public Rights to Access Accounts 2022-23: Chair Nick Woodall proposed and Vice Chair Jeff Gibson approved this date: The motion was carried unanimously.

i. Approval Internal and External Auditors for 2023-24: Chair Nick Woodall proposed that Auditing Solutions Ltd and PKF Littlejohn LLP be adopted as Auditors for 2023/24. This was seconded by Cllr Kevin Lamb and the motion was carried unanimously.

j. Approve WALC/NALC Membership 2023/24: Cllr Kevin Lamb proposed and Chair Nick Woodall seconded that the cost of £578.72 plus VAT be approved. The motion was carried unanimously.

k. Cambridge and Counties Bank – Fixed Rate Bond 2-year investment of £15,000. This investment was approved unanimously.

72. CORRESPONDENCE – Briefing Notes

- a. 23-07 Government Energy Support Schemes
- b. 23-08 Reforms to National Planning Policy
- c. 23-10 Guidance for Neighbourhood Planning within Wiltshire

No items of concern were raised.

73. DATE OF THE NEXT MEETING IS Monday 17th July 2023. The meeting closed at 9.35 pm.