

**ALDBOURNE PARISH COUNCIL
MINUTES OF THE ANNUAL COUNCIL MEETING
HELD ON 19 MAY 2021
IN THE MEMORIAL HALL**

Present

Cllr W Brown (Chairman)
Cllr H Bland, Cllr A Edmonds Cllr C Elms, Cllr B Hill, Cllr N Josephy, Cllr A Phizacklea,
Cllr A Deuchar (until 20:27), Cllr J Rayner (until 20:31)

Mrs K Clay – Parish Clerk

In attendance: 1 member of the public

Prior to the start of the meeting all those present signed their Declaration of Acceptance of Office

21/1. Elect Chairman of the Council for 2021/2022

Cllr W Brown was proposed by Cllr Edmonds and seconded by Cllr Phizacklea
It was **RESOLVED** unanimously to elect Cllr W Brown as the Chairman for 2021/2022
The Chairman signed their Chairman of Acceptance of Office.

21/2. Elect Vice Chairman of the Council for 2021/2022

Cllr L Smitten was proposed by Cllr Edmonds and seconded by Cllr Deuchar.
It was **RESOLVED** unanimously to elect Cllr L Smitten as the Vice Chairman for 2021/2022.

21/3. Apologies for absence

Apologies for absence were received from Cllr P Lawler, Cllr L Smitten

21/4. Declarations of interest in respect of any items contained in this Agenda & granting of any dispensations required

There were no declarations of interest.

21/5. Review of year end finance meeting

The finance responsibilities group met at the end of April to review the year end finances. The risk management and assets were updated accordingly. Reserves were also reviewed and movements & levels were as previously reported. A copy of these documents is attached as [Appendix A](#).

Cllr Deuchar left the meeting

21/6. Consider Council Annual Financial Statement for 2020/2021

It was **RESOLVED** unanimously to approve the Annual Financial Statement for 2020/2021

21/7. Consider Annual Internal Audit Report 2020/21

It was **RESOLVED** unanimously to accept the Annual Internal Audit Report. No areas of concern had been raised.

21/8. Decision on external audit Section 1 – Annual Governance Statement 2020/21

It was **RESOLVED** unanimously to approve Section 1 – Annual Governance Statement 2020/21

21/9. Decision on external audit Section 2 – Accounting Statements 2020/21

It was **RESOLVED** unanimously to approve Section 2 – Accounting Statements 2020/21

All the above documents will be added to the website as part of the external audit process.

21/10. Consider insurance renewal for 2021/2022

It was **RESOLVED** unanimously to renew the insurance with Came & Company at a cost of £1,009.81 for 2021/2022. This is the final year of a 3 year deal.

21/11. Consider the meeting dates for 2021/2022

The dates for future meetings are:

2021 - 2 June, 7 July, no meeting in August, 1 September (or 8 September if the carnival is run as normal this year), 6 October, 3 November

2022 - 2 February, 2 March, 6 April, 27 April (Assembly), 4 May (Annual Council)

A decision on whether to hold a meeting on 1 December 2021 or 12 January 2022 will be made later in the year.

21/12. Consider appointment of Chairman & Vice-Chairman of the planning committee

It was **RESOLVED** unanimously that Cllr Phizacklea will be the Chairman of the planning committee for 2021/2022

A decision on a Vice Chairman will be made at a later stage.

21/13. Consider method for appointing parish representation on outside bodies and village responsibilities and liaison roles for 2021/2022

It was **RESOLVED** unanimously that as none of these roles have delegated powers, the council will meeting informally virtually to agree all roles.

21/14. Consider renewal of Parish Online mapping subscription

It was **RESOLVED** unanimously to delegate to the clerk to renew the subscription on a year by year basis. The finance responsibilities group will review payments bi-annually and bring the renewal back to the council for consideration again if it is felt the costs do not match use/value for money.

21/15. Consider the Minutes of the April 2021 Parish Council meeting

It was **RESOLVED** unanimously that the Minutes from the Parish Council meeting held on Wednesday 7 April 2021 be approved and signed.

21/16. Consider and adopt the April planning committee minutes

It was **RESOLVED** unanimously that the Minutes from the planning committee meeting held on Wednesday 7 April 2021 be approved and adopted.

21/17. Consider monthly financial statement

It was **RESOLVED** unanimously to approve the accounts and cheques for payment as presented by the clerk.

A copy of the financial report is attached as [Appendix B](#).

21/18. Consider Section 101 Scheme of Delegation

It was **RESOLVED** unanimously to adopt the Section 101 Temporary Scheme of Delegation and that it will only be brought in to use in the event that face-to-face meetings cannot be held.

A copy of the scheme is attached as [Appendix C](#).

21/19. Questions and requests from the public for councillors to consider

No questions

Cllr Rayner left the meeting

21/20. Clerks Report

- The elections were uncontested, which left four vacancies on the council. There was one new councillor, welcome to Cllr Elms, with five not standing this time. Those who did not stand have been thanked for their time on the council and asked to delete all data they hold for the council due to GDPR and Data Protection by 23 May. Three have confirmed they have done so.
- Cllr Sheppard has reported the manhole on West Street. A temporary repair was made today but large scale works are required to fix this issue. He also reported the surface of Grasshills breaking up again due to the closure of Lottage Road. He has asked that both ends of the track be looked at ASAP.
- The road/pedestrian review was updated by L. Harris before he finished with the council. It is hoped to be able to present this for consideration at the June meeting.
- The Dr Who event planned for 19 June, may now move to 1 August. Confirmation is awaited.
- The verge rewilding has commenced. All areas are being left to grow to see what comes up naturally during the years trial.
- The parish council section of the website has been set up on its own domain. This is due to issues with the whole of Aldbourn.net having to be WCAG2.0 compliant because the parish council section was on there. The parish council site can still be accessed via Aldbourn.net. The move/copy has been carried out free of charge by the Aldbourn.net website admin. There is a small charge for domain names, and this one renews in November 2021, when it is like the parish council will be asked to fund the renewal. Anticipated to be about £15 for two years.
- The grid over the catch pit at the top of Southward Lane is blocked and this has been added to the schedule for the sewer crew. However, they are not in the area until W/C 5 July. Cllr Josephy went up to the site today and hand cleared all the debris from the grid. The pit does still need to be cleared of debris.

Due to constraints on the length of the meeting because of Covid-19 restrictions, the following two items were deferred until a later meeting

21/21. Consider adoption of the following policies: i) Social Media & Electronic Communication; ii) Information Security; iii) Data Protection; iv) Health & Safety

21/22. Discuss and consider any action in relation to Assets of Community Value

21/23. Consider Aldbourn Youth Council funding (as per 2021/2022 budget)

It was **RESOLVED** unanimously that the £2,500 allocated in the 2021/2022 budget for the Youth Council will be approved and issued, with a review at the end of this financial year.

21/24. Discuss purchase of the allotment land off Hillwood Road

It was **RESOLVED** unanimously that the cost to purchase this land was far too high and the parish council did not feel it brought value for money to the parish. The offer will therefore be rejected.

21/25. Consider submission of planning application for the Scout & Guide hut

Due to constraints on the length of the meeting because of Covid-19 restrictions, this item was deferred until a later meeting.

21/26. Reports by councillors on any Council business or village issues

- a) Cllr Edmonds will liaise with Mr Henderson about the maintenance of Southward Triangle. The clerk will provide a list of works and any other information required.
- b) The SIDs have been returned and appear to be working. The stats will be checked at the end of the month.
- c) The next Dabchick article will now move to Cllr Hill.
- d) Mowing of the verge from the village to New Barn will be discussed with Mr Mildenhall if required again this year.

21/27. Wiltshire Council Report

Cllr Sheppard had sent a letter for the council and parish as he had been unable to attend. A copy is attached as [Appendix D](#).

21/28. Review of correspondence

Correspondence received and sent since the last meeting was noted.

21/29. Questions and requests from the public for councillors to consider

None

21/30. Confirm date of next meeting

2 June 2021 in the Memorial Hall, start time to be confirmed.

There being no other business the meeting closed at 21:00

DRAFT

Signature of the Chair: _____ Date: 2 June 2021