Clyffe Pypard Parish Council

All enquiries to Parish Clerk email: clerk@clyffepypardbushton.org.uk

To: All Members of Clyffe Pypard Parish Council

You are hereby summoned to attend a **meeting** of the Parish Council to be held on

Thursday 2nd February 2023 at 6.30pm in the village hall, for the transaction of the business shown on the agenda below.

Please note – the meeting will be recorded (audio)
Councillors are reminded of their obligations under the Code of Conduct.

Public Participation: Members of the public are invited to attend the meeting.

AGENDA

No	Item
1	**Apologies for absence** Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given. LGA 1972 s85(1)
2	**Declaration of interest and Dispensations to Participate** (a) To receive and note declarations of interest in respect of matters contained in this agenda, in accordance with the provisions of Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members. (b) To receive any dispensation requests received by the Parish Clerk and not previously considered.
3	**Minutes of the Council Meeting** To approve and adopt the minutes of the previous meeting held on 7th December 2022 (attached).
4	**Public statements with respect to items on the agenda** Individual statements will be limited to 3 minutes. This session is limited to 15 minutes. Members of the public who wish to raise issues under this item should notify the Chair before the meeting starts, stating which item on the agenda they wish to speak about.
5	**Formal announcements from the Chair** To receive and note any formal announcements from the Chair
6	**Representative reports and updates:** Received (reports attached below): **LHFIG** **Clerk Recruitment**
7	**Planning applications:** One new application notified: **PL/2022/08307 -** Full Planning Permission St Peters Church, Wood Street, Clyffe Pypard, SN4 7PY

	Replacement of existing concrete roof tiles with natural stone tiles over the South Porch, Nave, North Aisle, South Aisle, Chancel, Sanctuary & Vestry. **Proposal** from chair: No Parish Council action on this item
8	**Finance** To receive and note Budget Comparison Qrt3 2022/23 and agree the bank reconciliation at £7050.64 on 31 Dec 2022 (Cllrs C Rickett and Gagen) (see attached reconciliation table and bank statements)
9	**Auditor appointment** **Proposal** from the chair: To appoint Nicola Duke BA (HONS) FSLCC as internal auditor for FY 2022-23. At a fee of £75. Ms Duke was the auditor used last year and the fee is unchanged.
10	**Village Hall** **Proposal** from the chair: To agree to a request from the Village Hall to allow access to the Parish Council's land next to the car park for remedial works to trees on the boundary between the land and adjacent to the Village Hall car park (see attached) **Proposal** from the chair: To agree that the Village Hall Management Committee can replace or repair the shed (property of the Parish Council) and place it on a concrete base. **Proposal** from the chair: To delegate the Chair to invite community members to propose possible uses for the land adjacent to the village hall car park for consideration at a future parish council meeting.
11	**Appointment of Temporary Responsible Finance Officer** **Proposal** from the chair: To appoint a volunteer councillor with immediate effect as temporary Responsible Finance Officer (RFO): see note attached
12	**Date of the next meeting: TBA on appointment of clerk** **Date of Annual Parish Council Meeting: TBA**

Payments made between meetings for approval: None made requiring approval.

Payments to be made at Parish Council meeting for approval: None.

Associated documents (available from councillors):

Report on LHFIG meeting
Note on the village hall car park and Phil Hawkins request for access
Note on Clerk Recruitment
Note from chair on RFO
Minutes from 7th December 2022 meeting
Bank statements and reconciliation table

LHFIG report from Cllr G Rickett: LHFIG met on 14th December. I was away and could not attend but Councillor Bucknell re-raised the issue of recent accidents in the Barton. The LHFIG proposed to move this issue to priority A list. I believe that his still needs to be ratified by the Area Board. It seems more likely now that at least an assessment of options to improve safety will now be considered.

Notes to brief the Parish Council regarding the hedge dividing the car parking areas at the Village Hall.
The Chairman of the VHMC firstly requested that the Committee members inspected the hedge for themselves before the discussion. The committee are very aware of Health and Safety requirements and the contentious nature of any trees being felled. Please note the timing of any work to be done is important.

1. The hedge is not a 'proper hedge' it is made up of 3 main trees and a lot of brambles and other scrub
2. The tree roots are causing the tarmac to raise
3. Branches and other debris are falling on to cars in the car park
4. The hedge could be removed and replanted with hornbeam which could be kept short and maybe layered after time.
5. A quotation from Bushlife has been received and any work done has to be completed before March (nesting season)
6. It would improve the appearance of both parking areas and with children using the grass area for recreation (goal post now available for use) then collecting their balls would not involve being scratched and stung as has happened to some of our visitors.
7. If the work does go ahead, then our Chairman had agreed to write a piece for the Newsletter explaining what is happening.
8. The VHMC would pay for this work to be done.

Phil Hawkins' request for access to Parish Council land:

Dear Chair

Chris

I have been notified that the tree works for the boundary of the village hall and small grass paddock has been approved.

This work is scheduled for the 11th & 12th of February commencing at 0900.

As this has now been approved, i request, forward of your Parish Council meeting on the 2nd Feb; that i be granted permission for an encroachment onto Parish council land by foot only in order to carry out and complete these scheduled works?

Please reply here, hopefully a favourable response, no later than cease of business on the 8th of February. (BLE UK Terms and conditions apply)
I look forward to the council's favourable reply in due course

Kind Regards

Phil

Phil Hawkins- Owner/Director
BushLife Essentials UK
Tree & Private Estate Services
Nebo Farm, Cliffe Pypard
SN4 9NP

Clerk Recruitment: Cllr Kent has reported that the advertisement (as posted last time) is on the WALC website with a closing date of end February. Cllr Kent has mailed Cllr Norman to request he puts the same advertisement on the Indeed jobsite. When Naomi placed the last advert, most response came from Indeed

Responsible Finance Officer – note from chair

The parish council currently has no RFO. This means that we have no-one to manage the finances or compile or submit our audit pack. It also means that there is no-one to develop and manage a budget. This is not a difficult task given the small number of transactions taken each year and the low precept that has been set.

I am the chair, not the RFO and never have been but essential actions have been dealt with. For example, I have submitted our precept request before the deadline. I have also kept up financial checks in the absence of a clerk. However, every quarter I am required, as chair, to sign off the financial checks and bank reconciliation. This directly conflicts with the role of RFO. I had hoped that a clerk would be employed quickly. It seems that is unlikely so I will be handing over the financial information to another Councillor.

Also, without foundation there have been suggestions of financial irregularity. These are false and easily verified as such but if the finances are with me, I remain a target for this sort of innuendo.

At our last meeting Cllr Norman suggested that he might like to volunteer for the temporary role. I welcomed this offer. Cllr G Rickett sent him the financial policies and the duties of the RFO in December but I have heard nothing more.

If there is no volunteer our council will be in default of its financial duties as I will not be taking any further financial actions or RFO responsibilities. I have taken independent advice on this and my decision is final.

Clyffe Pypard Parish Council

All enquiries to Parish Clerk email: clerk@clyffepypardbushton.org.uk

Minutes

of the Meeting of the Clyffe Pypard Parish Council held on 7th December2022

at 6.30 pm in the Village Hall.

Present Cllr C Rickett (Chair), Cllr M Kent, (Vice Chair) Cllr D Gagen, Cllr J Hughes, Cllr A Norman, Cllr G Rickett, Cllr C Stubbings

In attendance Members of the public, Wiltshire Councillor A Bucknell

2022/34 **Public session**

3 members of the public spoke

2022/35 **Apologies for Absence**

There were none. All councillors were in attendance.

2022/36 **Declaration of Interest and Dispensations to Participate**

There were no declarations of interest.

2022/37 **Announcements from the Chair**

The Chair made a statement about the website and outstanding invoices.

2022/38 **Finance**

Noted

- Cllrs C Rickett and D Gagen examined and signed the bank reconciliation table for 2022/23 Q2

Noted

- VAT refund of £924.05 received

Resolved

- Precept set at £1000 for 2023/24

FOR: Cllrs Norman, Gagen, Hughes, C Rickett, G Rickett, Stubbings
AGAINST: Cllr Kent

2022/39 **Clerk Recruitment**

Resolved: It was resolved that a councillor be appointed to follow the existing procedure (Recruitment and Staff policy), advertise, write job description and acknowledge applications received, provide job description to candidates, schedule/arrange interviews, inviting all councillors who want to be involved.
Final decision on appointment and salary to be voted on by full council. Cllr Kent to lead supported by Cllr Norman

Action: Cllrs Kent and Norman

2022/40 **Grant Application from the Women's Institute**

Resolved To award a grant of £200 to the Women's Institute in support of the 2023 produce show, to be paid on production of invoice. The Chair to write to the WI to explain rationale for the reduced amount.

Action: Chair

2022/41 **Appointment of Temporary Clerk and Responsible Finance Officer**

Resolved It was resolved not to appoint a temporary clerk and RFO

FOR: Cllrs Gagen, Hughes, Norman
AGAINST: Cllr Kent, C Rickett, G Rickett, Stubbings

It was proposed that a councillor act as temporary RFO. Cllr Norman agreed to look at the requirements of the role and consider volunteering for this.

2022/42 **Appointment of Web Site Manager**

Resolved It was resolved not to appoint a web site manager

FOR: Cllrs Gagen, Hughes, Norman
AGAINST: Cllr Kent, C Rickett, G Rickett, Stubbings

2022/43 **Minutes of the Council Meetings**

Resolved It was resolved the that the minutes of the meeting held on the 13th July 2022 having been previously circulated, be signed as a correct record of the proceedings. Vote 4 in favour, 3 against.

Resolved It was resolved the that the minutes of the meeting held on the 27th October 2022 having been previously circulated, be signed as a correct record of the proceedings. Vote 4 in favour, 3 against.

2022/44 **Date of next meeting**

2 February 2023

The meeting closed at 8.38 pm

Clyffe Pypard Parish Council

All enquiries to Parish Clerk email: clerk@clyffepypardbushton.org.uk

	ACTUAL	ANNUAL	INCOME / SPEND	Difference		2023/24
	2021-2022	BUDGET 22/23	to 31 Dec 22	Actual-Expected	% of budget	
Starting Balance on accounts	*£3,991.51*	£ 9,441.07	£ *9,441.07*			£ -
Receipts						
10 Precept	£ 3,000.00	£ 6,500.00	£ 6,500.00	£ -	*100%*	£ -
11 Interest	£ -		£ -	£ -	*0%*	£ -
12 Other income	£ 532.80		£ 17.50	£ *17.50*	*0%*	£ -
13 VAT refund	£ 825.65	£ 924.05	£ 924.05	£ -	*100%*	£ -
14 Grants & Donations	£ 8,068.00		£ -	£ -	*0%*	£ -
Total Receipts	**£ 12,426.45**	**£ 7,424.05**	**£7,441.55**			£ -
Payments						
1 Staffing costs	£ 312.30	£ 3,640.00	£ 1,965.41	-£ *1,674.59*	*54%*	£ -
2 Admin	£ 1,174.59	£ 1,000.00	£ 2,844.63	£ *1,844.63*	*284%*	£ -
3 Training	£ -	£ 250.00	£ -	-£ *250.00*		£ -
4 Grants	£ 400.00	£ 214.00	£ 5,012.00	£ *4,798.00*	*2342%*	£ -
5 Asset / General maintenance	£ 200.00	£ 250.00	£ 9.94	-£ *240.06*	*4%*	£ -
6 Projects	£ -		£ -	£ -	*0%*	£ -
7 Contingency	£ -	£ 3,500.00	£ -	-£ *3,500.00*	*0%*	£ -
8 Neighbourhood Plan	£ 966.00	£ 4,798.00	£ -	£ -	*0%*	£ -
9 Capital funding	£ 3,924.00		£ -	£ -	*0%*	£ -
10 Other payments	£ -	£ 2,734.63	£ -	-£ *2,734.63*	*0%*	£ -
Total Payments	**£ 6,976.89**	£16,386.63	**£ 9,831.98**			£ -
Net position	£ 9,441.07	£ 478.49	£ 7,050.64			£ -
Total Calculated from figures (should match total in accounts)			£ 7,050.64			
Bank balances		Lloyds Current A/C	£ 7,050.64			

NB. December 2022 bank statement contains no transactions and no total. The closing total on November statement is £7050.64. Both statements below

LLOYDS BANK

Parish Council of Clyffe Pypard
61
DAUNTSEY
CHIPPENHAM
WILTSHIRE
SN15 4HN

Your Account

Sort Code 30-98-41
Account Number 03444474

TREASURERS ACCOUNT

01 November 2022 to 30 November 2022

Money In	£924.05	**Balance on 01 November 2022**	£6,126.59
Money Out	£0.00	**Balance on 30 November 2022**	£7,050.64

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
24 Nov 22	HMRC VTR XJV126000111364	BGC	924.05		7,050.64

Transaction types

BGC	Bank Giro Credit	**BP**	Bill Payments	**CHG**	Charge	**CHQ**	Cheque
COR	Correction	**CPT**	Cashpoint	**DD**	Direct Debit	**DEB**	Debit Card
DEP	Deposit	**FEE**	Fixed Service	**FPI**	Faster Payment In	**FPO**	Faster Payment Out
MPI	Mobile Payment In	**MPO**	Mobile Payment Out	**PAY**	Payment	**SO**	Standing Order
TFR	Transfer						

Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

LLOYDS BANK

Parish Council of Clyffe Pypard
61
DAUNTSEY
CHIPPENHAM
WILTSHIRE
SN15 4HN

Your Account

Sort Code 30-98-41
Account Number 03444474

TREASURERS ACCOUNT 01 December 2022 to 31 December 2022

Money In £0.00
Money Out £0.00

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)

You have no transactions to display for this period.

Transaction types

BGC	Bank Giro Credit	**BP**	Bill Payments	**CHG**	Charge	**CHQ**	Cheque
COR	Correction	**CPT**	Cashpoint	**DD**	Direct Debit	**DEB**	Debit Card
DEP	Deposit	**FEE**	Fixed Service	**FPI**	Faster Payment In	**FPO**	Faster Payment Out
MPI	Mobile Payment In	**MPO**	Mobile Payment Out	**PAY**	Payment	**SO**	Standing Order
TFR	Transfer						

Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.