

Clyffe Pypard Parish Council

Please reply to The Council,
Email: clerk@clyffepypardbushton.org.uk

To: All Members of Clyffe Pypard Parish Council

You are hereby summoned by the chair to attend the **meeting** of the Parish Council
to be held on **Thursday 7th March 2024**

at 6.30pm in the village hall, for the transaction of the business shown on the agenda below.



Chair of the Council, 2 March 2024

A session for public comments on items on the agenda will be held before the formal meeting starts. Members of the public wishing to speak should notify the chair at least 24 hours before the meeting via clerk@clyffepypardbushton.org.uk and identify which agenda item they wish to speak on. Individuals may speak for a maximum of 3 minutes.

Please note – the meeting will be recorded.

AGENDA

Note: the council recognises that it has a statutory duty to operate with a Responsible Financial Officer and that it is currently unable to fulfil this requirement.

No	Item
1	<p>Apologies for absence</p> <p>Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given. LGA 1972 s85(1)</p>
2	<p>Declaration of interest and Dispensations to Participate</p> <p>(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.</p> <p>(b) To receive any dispensation requests received</p>
3	<p>Minutes of previous meeting (7 Dec 2023):</p> <p>To approve and adopt the minutes of the previous meeting held on 7th December 2024 (attached)</p>
4	<p>Asset List</p> <p>Proposal from Cllr Norman: To approve revised asset list (attached)</p>
5	<p>PA Media claim</p> <p>Proposal from Cllr G Rickett: to pay the reduced cost of £50 to PA media for the use of their image on the PC web site. See note and correspondence attached</p>
6	<p>Bank Reconciliation for Q3 (31 December 2013)</p> <p>To note the attached Bank statement and sign the financial check (Cllrs C Rickett and D Gagen)</p>
7	<p>Planning applications:</p> <p>See attached list – no action proposed</p>

8	<p>Speed Indicator Device (see attached proposal)</p> <p>Proposal from the chair:</p> <ul style="list-style-type: none"> • To note the quotes received • To delegate to the chair to order and pay for a speed indicator device up to a maximum of £2500+VAT and arrange for installation of the device • To delegate to the chair the recruitment, appointment and training of 2 community volunteers to support management of the device. • To authorise bank signatories to make the agreed payment when required.
9	<p>External Audit report</p> <p>To note the external audit report (attached) respond to the external auditors’ observations and recommendations, with the following actions:</p> <p>Objection 1 – (clerk’s wages) – no action</p> <p>Objection 2 – (HMRC submission):</p> <ul style="list-style-type: none"> • Learning: Assertion 3 should have been “no” on 2022/23 AGAR • Action: Check with HMRC that they do not require retrospective submission and that no fines are due (completed). • Action: ensure that HMRC registration is carried out when new clerk is appointed. <p>Objection 3 – (Asset list)– No action</p> <p>Objection 4 – (Neighbourhood plan grant) – No action</p> <p>Objection 5 – (web site compliance)</p> <ul style="list-style-type: none"> • Learning: Assertion 3 should have been “no” on 2022/23 AGAR • Action: update website so that it is compliant (complete) • Action: Mark Assertion 3 as “no” on 2023/24 AGAR <p>Objection 6 – (VAT)</p> <ul style="list-style-type: none"> • Learning: Assertion 2 should have been “no” on 2022/23 AGAR • Action: Ensure VAT reclaim takes place for 2022/23 (in hand) and 2023/24 <p>Overall actions:</p> <ul style="list-style-type: none"> • New RFO, when appointed, to include all these items on risk register and action plan. • Note that external auditors accepted none of objections for further investigation. • Note the cost of this audit, demanded by a resident, was £958.50 (paid)
10	<p>Appointment of internal Auditor</p> <p>Proposal: To appoint Simon Pritchard of Moderamen to act as internal auditor at a cost of £150 and authorise payment in advance.</p>
11	<p>Grass cutting in the churchyard.</p> <p>In its February 2022 meeting the PC agreed to offer to cover 25% of the PCC costs of grass cutting in the church yard, up to a maximum of £250 in the 2022 cutting season. The PCC has requested this payment of £213.75. It is proposed to make this payment on receipt of the relevant invoices.</p>

	<p>For the 2022 season the PCC has requested that the PC make a contribution of £472.50 (representing 50% of the costs). It is proposed by Councillor G Rickett to make this payment as an unconditional grant to the PCC.</p> <p>See attached letters from the treasurer of the PCC</p>
12	<p>Appointment of RFO</p> <p>The annual audit must be certified by the internal auditor by the 30th June 2024. In the absence of a clerk, this cannot be completed without a volunteer to act as RFO. The chair has received advice that it is an unacceptable conflict of interest for the Chair to act as RFO so the role must be taken on by another councillor. Councillors are asked to volunteer to step up and take on this role.</p> <p>Proposal: to appoint a councillor to the role of RFO for the purposes of the 2024 Audit.</p>
13	<p>VAT Reclaim</p> <p>Proposal: To authorise Councillor Norman to make the VAT reclaim</p>

Payments to be made at Parish Council

Payee Name	Details	Payment date	Cheque No/online	Amount
Simon Pritchard	Internal Audit fee			£150
PCC	2022 grass cutting			£213.75
PCC	2023 grass cutting			£472.50

Agenda papers (available on web site):

1. Draft Minutes from December 2024 meeting
2. Proposed asset list
3. PA Media correspondence
4. Q3 (to 31 Dec 2023) financial check and bank statement
5. List of planning applications
6. Proposal to procure a Speed Indicator Device
7. Proposal to respond to External Audit report
8. Grass cutting support requests from the PCC