

Clyffe Pypard Parish Council

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

Minutes of the meeting of the Parish Council
held on **Thursday 7th March 2024**

A session for public comments was held before the formal meeting started.

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.

Started at 18.41

Clr G Rickett agreed to record the minutes on an ad hoc basis and act as RFO for this meeting only.

No	Item
Present	Clr C Rickett (Chair), Clr M Kent, (Vice Chair), Clr J Hughes, Clr A Norman, Clr G Rickett Members of the public including Wilts Clr Bucknell
2024/01	Apologies for absence Apologies had been received from Clr Stubbings (unwell). Approved.
2024/02	Declarations of Interest and Dispensations to Participate Clr Gagen declared interests for planning applications relating to his daughter's house. He also declared an interest in Item 11 as church warden.
2024/03	Minutes of previous of the meeting held 7 December 2023: Resolved Minutes approved without amendment.
2024/04	Asset List Resolved Proposed in the meeting: <ul style="list-style-type: none">a. to offer the sound equipment and shed to the Village Hall and to remove them from the asset list.b. to retain the defibrillator on the asset list. The Council noted that Clr Norman would remain responsible, and that resident Ian Fraser had volunteered to support its maintenance.c. the stone trough remains on the register, but Clr Norman would seek a current commercial value.d. the lost Finger post should be removed from the asset list.e. Councillors to investigate further which village signs were property of the parish council and confirm valuations. Previous minutes to be checked.f. Parish council to determine a market value for the land by village hall and its planning categorisation.g. Chair to contact insurers to confirm asset list requirements.h. The phone box should remain on asset list with the intention to invite proposals for its use.i. Clr Norman to amend the asset list accordingly, publish it, recognising that it remains a dynamic document that will evolve. Agreed unanimously. It was noted that specific details are required in an asset list to comply with statutory obligations.

<p>2024/05</p> <p>Resolved</p>	<p>PA Media claim</p> <p>Proposal: to pay the reduced cost of £50 to PA media for the use of their image on the PC web site Agreed unanimously.</p>
<p>2024/06</p> <p>Resolved</p>	<p>Bank Reconciliation for Q3 (31 December 2013)</p> <p>Proposal: To note the bank statement and sign the financial check (Cllrs C Rickett and D Gagen). Agreed unanimously and signed. Passed to Cllr Norman who currently holds financial records.</p>
<p>2024/07</p> <p>Resolved</p>	<p>Planning applications:</p> <p>Proposal: Cllr Guy Rickett to write on behalf of the parish Council to object to application PL/2023/10812, to circulate a draft by 10 March 2024 and submit the objection by 12 March 2024. Agreed unanimously.</p>
<p>2024/08</p> <p>Resolved</p>	<p>Speed Indicator Device</p> <p>Proposal:</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. <p>Agreed unanimously</p>
<p>2024/09</p> <p>Resolved</p>	<p>External Audit report</p> <p>Proposal: To note the external audit report response to the external auditors' observations and recommendations, with the following actions: Objection 1 – (clerk's wages) – no action 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 Objection 4 – (Neighbourhood plan grant) – No action 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) <p>Agreed. Recorded vote: In favour: Cllrs Kent, C Rickett, G Rickett Abstentions: Cllrs Gagen, Hughes, Norman.</p>

2024/10	Appointment of internal Auditor
Resolved	<p>Proposal: To appoint Simon Pritchard of Moderamen to act as internal auditor at a cost of £150 and to authorise payment in advance.</p> <p>Amendment (Cllr Gagen): Payment to be contingent on payee agreeing to deliver the audit within 3 weeks of receiving the file. Amendment accepted.</p> <p>Agreed unanimously.</p>
2024/11	Grass cutting in the churchyard.
Resolved	<p>Cllr Gagen declared an interest and withdrew from the vote.</p> <p>Proposal:</p> <ol style="list-style-type: none"> to pay £213.75 to the PCC for grass cutting in the Churchyard 2022 in line with the previously agreed grant. to make a grant for £472.50 to the PCC for grass cutting in the Churchyard 2023 and make the payment. <p>Agreed unanimously.</p>
2024/12	Appointment of RFO
Resolved	<p>No councillor volunteered for role of RFO.</p> <p>Proposal: to delegate Cllr Norman to compile the file for the annual internal audit with input of necessary documentation from other councillors. Agreed unanimously.</p> <p>The Council noted that Cllr Norman did not intend to act as RFO or sign the AGAR.</p>
2023/14	VAT Reclaim
Resolved	<p>Proposal: To authorise Councillor Norman to make the VAT reclaim for 2022/23 and 2023/24.</p> <p>Agreed unanimously.</p>

Future meetings: 23 May 2024 (annual meeting)

Payments made at Parish Council

Payee Name	Details	Cheque No	Amount
Simon Pritchard	Internal Audit fee	336	£150
PCC	2022 Grass cutting grant	334 Passed to Cllr Gagen	£213.75
PCC	2023 Grass cutting grant	335 Passed to Cllr Gagen	£472.50
PA Media	Copyright payment	337	£50