

Clyffe Pypard Parish Council

Please reply to
clerk@clyffepypardbushton.org.uk

To: All Members of Clyffe Pypard Parish Council

You are hereby summoned to attend the **Annual meeting** of the Parish Council to be held on **Thursday 30th May 2024** at 6.30pm in the village hall, for the transaction of the business shown on the agenda below.

Called by the chair on 27 May 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 in advance of the meeting via clerk@clyffepypardbushton.gov.uk and identify which item they wish to speak on. Individuals may speak for a maximum of 3 minutes.

AGENDA

Please note – the meeting will be recorded

Note: the council recognises that it has a statutory duty to operate with a Proper Officer.

| No | Item |
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| 1 | Election of Chair a) To elect a Chair for the coming year. b) To elect a Vice-Chair for the coming year |
| 2 | Apologies for absence Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given. LGA 1972 s85(1) |
| 3 | 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 chair and not previously considered. |
| 4 | Minutes of the council meeting To approve and adopt the minutes of the meeting on the 7 th March 2024 (attached) |
| 5 | Representatives and responsibilities To appoint representatives of this Council to the following: a) Village Hall Management Committee b) Local Highways and Footways Interest Group (LHFIG) c) Police liaison d) Community Safety Forum e) Area Board To agree the following councillor responsibilities: |

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| | <ul style="list-style-type: none">a) Temporary Proper Officerb) Flood Wardenc) Parish Steward Liaisond) Parish Notice boardse) Financial Checks (chair plus one councillor)f) Planning applications monitoringg) Temporary Data Protection Officerh) Clerk Recruitmenti) Asset List Update <p>Representatives' reports: None received</p> |
| 6 | <p>Planning</p> <p>One new application notified: PL/2024/02292 18 Clyffe Pypard, Swindon, SN4 7PY.. Remodelling of existing garage and utility roof and remodelling of existing patio. To note.</p> |
| 7 | <p>Annual governance and accountability return 2022/23</p> <p>Motion: To approve the attached AGAR form 3 for submission to the external auditor along with the associated response document. To note that this will incur a fee to the external auditor. Proposed: Cllr G Rickett</p> |
| 8 | <p>Policies/procedures</p> <p>Motion: (Proposed: Cllr G Rickett): To readopt existing policies:</p> <ul style="list-style-type: none">• Recruitment and Staffing• Financial• Training• Internet Banking• Contact information control• Standing orders• Complaint• Document retention• Website and electronic communications• Planning policy <p>All these policies are on the Clyffe Pypard Website therefore not attached.</p> |
| 9 | <p>Finance</p> <p>To receive and note Budget Comparison Qrt4 2023/24 and agree the bank reconciliation on 31 March 2024 (Cllrs C Rickett and Gagen)</p> <p>Payments to be approved at Parish Council meeting: WALC subscription £128.12 incl VAT (see below and attached) Alamy Ltd (PA Media) £50 to replace lost cheque (now cancelled)</p> |

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| | <p>To note receipts since last meeting:</p> <ul style="list-style-type: none">• 12 March: 2022-23 VAT reclaim: £293.31• 19 April: Wiltshire Council Annual Precept: £4500• 21 May: 2023-24 VAT reclaim: £271.23 |
| | <p>Parish Council Land.</p> <p>The fence which divides the parish council land from the village hall car park has fallen apart and needs replacing.</p> <p>Motion: To obtain 3 quotes to replace the fence and an access gate.</p> <p>Proposed: Cllr C Rickett, seconded: Cllr Kent</p> |
| 10 | <p>Future meeting dates 2022/23</p> <p>To note <u>provisional</u> Council meeting dates for 2023/24 as follows:</p> <ul style="list-style-type: none">- 19 September 2024- 5 December 2024- 6 March 2024- 21 May 2024 (Annual Meeting) |

Payments made in between meetings for approval (None)

Payments to be made at this meeting:

| Payee name | Details | Payment date | Chq No/Online | Amount |
|------------------|---|--------------|---------------|------------------|
| WALC | subscription | | | £128.12 incl VAT |
| PA Media (Alamy) | Copyright infringement settlement (replace lost cheque) | | | £50 |

Additional payment due: Elan City for SID (already approved): £2472.76 + VAT = £2967.31.
Partial repayment of VAT claim to HMRC

Attachments:

- Minutes of council meeting on 7th March 2024
- WALC subscription invoice
- Clyffe Pypard Parish Council 2023-2024 year-end accounts
- Internal Audit report
- Draft AGAR form 3
- Parish Council response to audit and AGAR information
- March 2024 Bank reconciliation
- March 2024 Bank statement
- May 2024 Bank statement
- External Auditor requirements
- Confirmation of the dates of the period for the exercise of public rights