

Clyffe Pypard Parish Council

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Clyffe Pypard Parish Council

Minutes of the meeting of the Parish Council

held on **Thursday 30th May 2024**

No	Item
Present	<p>Cllr C Rickett (Chair), Cllr D Gagen, Cllr J Hughes, Cllr M Kent, (Vice Chair), Cllr G Rickett. Members of the public. Apologies were noted from Wiltshire councillor A Bucknell</p> <p>A session for public comments was held before the formal meeting started. The following issues were raised:</p> <ul style="list-style-type: none">• The annual internal audit and the AGAR• The proposed fence which divides the parish council land from the village hall car park• Climate change and biodiversity loss
2024/15	<p>Welcome and opening comments: Meeting started at 18.41</p>
Resolved	<p>Cllr G Rickett agreed to record the minutes on an ad hoc basis and act as RFO for the current meeting and until the AGAR published. Agreed unanimously</p> <p>Cllr G Rickett signed the AGAR section 2 Accounting statement as acting RFO</p>
2024/16	<p>Election of Chair and vice-Chair</p> <p>2 nominations for chair received:</p> <ol style="list-style-type: none">a) Cllr Chris Rickett nominated by Cllr Kent, seconded by Cllr G Rickett.b) Cllr Gagen nominated by Cllr Hughes, seconded by Cllr Gagen. <p>Recorded vote: For Cllr C Rickett (3): Cllrs G Rickett, Kent, C Rickett For Cllr Gagen (2): Cllrs Gagen, Hughes</p>
Resolved	<p>Cllr C Rickett elected Chair</p>
Resolved	<p>One nomination received for vice-chair: Cllr Kent nominated by Cllr Chris Rickett, seconded by Cllr G Rickett. Cllr Kent elected vice-chair unopposed.</p>
2024/17	<p>Apologies for absence</p>
Resolved	<p>Apologies had been received from Cllr Stubbings (unwell). Approved by majority. Apologies had been received from Cllr Norman. Noted</p>
2024/18	<p>Declarations of Interest and Dispensations to Participate</p> <p>None received</p>
2024/19	<p>Minutes of the meeting held 7th March 2024:</p>
Resolved	<p>Minutes approved with following amendments:</p> <ol style="list-style-type: none">1. Minute 2024/03: delete "of previous"2. Minute 2024/06; change "2013" to "2023"3. Minute 2023/14: change to: "2024/13" <p>Minutes signed by chair</p>

<p>2024/20</p> <p>Resolved</p>	<p>Council Representatives</p> <p>Agreed unanimously to appoint the following representatives noting that all unfilled roles to be considered at the next meeting:</p> <ul style="list-style-type: none"> a. Village Hall Management Committee. None. b. Local Highways and Footways Interest Group (LHFIG) Cllr Kent c. Police liaison: Cllr Hughes d. Community Safety Forum: Cllr C Rickett e. Area Board. Cllr Kent
<p>2024/21</p> <p>Resolved</p>	<p>Councillor Responsibilities</p> <p>Agreed unanimously to allocate the following roles noting that unfilled roles to be considered at the next meeting:</p> <ul style="list-style-type: none"> a) Temporary Proper Officer. None. b) Flood Warden. None c) Parish Steward Liaison. Cllrs Hughes and C Rickett. d) Parish Notice boards. Cllr G Rickett e) Financial Checks (chair plus one councillor). Cllr Kent f) Planning applications monitoring. Agreed not to continue this responsibility g) Temporary Data Protection Officer. None h) Clerk Recruitment. Cllrs Kent and C Rickett i) Asset List Update: Cllr C Rickett delegated to update, publish and maintain the asset list, keeping all councillors informed when changes made.
<p>2024/22</p>	<p>Planning applications:</p> <p>The Council noted 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".</p>
<p>2024/23</p> <p>Resolved</p> <p>Resolved</p> <p>Resolved</p> <p>Resolved</p>	<p>Annual governance and accountability return 2023/24</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> <p>Amendment: To approve the revised AGAR form 2 and the associated response document and to submit the Certificate of Exemption to the external auditor. Proposed: Cllr G Rickett Seconded: Cllr C Rickett</p> <p>Amendment adopted unanimously</p> <p>Amended motion approved.</p> <p>Recorded vote: For (3): Cllrs G Rickett, Kent, C Rickett Abstain (2): Cllrs Gagen, Hughes Against (0)</p> <p>The Council unanimously delegated Cllr G Rickett, acting as temporary RFO, to set the dates for the period of exercise of public rights and to publish the required documents.</p>

2024/24	Policies/procedures
Resolved	<p>The Council agreed unanimously 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
	Finance
2024/25	Bank Reconciliation for year-end Q4 (31 March 2024)
Resolved	<p>Proposal: To note the bank statement (balance £4937.45) and sign the financial check (Cllrs C Rickett and M Kent).</p> <p>Agreed unanimously and signed.</p> <p>Note: Current bank balance at £9558.68</p>
2024/26	Payments
Resolved	WALC subscription £128.12 incl VAT Approved unanimously
Resolved	Alamy Ltd (PA Media) £50 to replace lost cheque (now cancelled) Approved unanimously
2024/27	<p>The council noted the 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 (noted that this may require resolution of a possible overclaim)
2024/28	<p>Parish Council Land.</p> <p>Motion: The fence which divides the parish council land from the village hall car park has fallen apart and needs replacing. To obtain 3 quotes to replace the fence and an access gate.</p> <p>Proposed: Cllr C Rickett, seconded: Cllr Kent</p> <p>Motion withdrawn</p>

Future meetings (provisional): 18 Sep 2024, 4th December 2024, 6 Mar 2025, 21 May 2025 (Annual Meeting)

Payments made at Parish Council:

Payee Name	Details	Cheque No	Amount
WALC	Annual subscription	339	£128.12
PA Media (Alamy Ltd)	Copyright payment (replacing lost/cancelled cheque	340	£50