

**AGENDA FOR THE ETCHILHAMPTON PARISH COUNCIL MEETING –
COUNCILLORS ARE SUMMONED TO A VIRTUAL MEETING OF THE COUNCIL TO BE
HELD ON THURSDAY 11 JUNE 2020 AT 7.30PM**

AGENDA

- 1 Declarations of Interest and Dispensations Requests. Mr Woods' declaration and dispensation as an adjacent landowner re Item 13.
Resolution: To continue dispensations agreed at last meeting
- 2 To receive apologies for absence
Resolution: To accept apologies
- 3 COVID - new rules - Virtual meetings, postponement of Annual Meetings, continuation of Officers and amendment of Standing Orders.
Resolutions:
 - a To allow the Council to hold virtual meetings under Covid rules and take any other relevant actions
 - b To postpone Annual Meetings until 2021
 - c That all officers remain in office until 2021
 - d That the Clerk amend Standing Orders appropriately
- 4 Minutes of the last meeting
Resolution: To approve the Minutes
- 5 BACS Payments
Resolution: To agree
 - a To allow payments to be made by BACS as well as cheques
 - b To authorise all cheque signatories also to be BACS signatories
 - c To require all invoices to be circulated to Councillors by email before authorising BACS payments and to require signatories to notify the Clerk that they have confirmed BACS payments against invoices.
 - d To authorise the Clerk to amend the Standing Orders accordingly
- 6 Matters Arising
 - a Playground – Safety Report. Mr Roberts has Covid protected the play equipment appropriately
Resolution: To ask Mr Roberts to continue safety checks and prepare his annual report for year ending July.
 - b Stewards/Flooding outstanding jobs – Stewards have been repeatedly reminded about unfinished jobs
Resolution: To continue to remind the stewards to finish outstanding jobs particularly the flooding problems.
 - c VE Day WW2 names – progress delayed by Covid but the Rector is onboard subject to the need for a Church faculty depending on what is proposed at the end of the day
Resolution: To ask Mr Woods to pursue further
- 7 Questions/Points from the Public
Points to be dealt with as appropriate. Matters raised at the meeting but not itemised on the Agenda to be noted but not for decision.
- 8 RFO's Report - To receive the RFO's report and consider and agree any invoices for payment/ratification.
Report:
 - Precept received 24th April - £3,750.00
 - Lloyds Bank balance - £6,786.39

Payments to be agreed/ratified:

- 1st April Standing Order Community First - £40.00
- 1st May DPR Environmental for safety fencing tape - £58.98
- Zurich Insurance - £446.66
- D L Stevens grass cutting £375.00
- Churchyard Maintenance - £300.00
- WALC subscription – £60.77

Resolution: To approve/ratify the RFO's Report and payments made or to be made

- 9 AGAR – To consider the accounts and AGAR governance papers in the prescribed order:
- a List of expenditure over £100, including invoices
Resolution: To approve this list
 - b Register of Assets
Resolution: To approve the Register
 - c Risk Register, analysis and safety Report from Mr Roberts
Resolution: To approve the current risk register and safety report
 - d The Internal Auditor's Report and internal controls
Resolution: to receive and consider the Internal Auditor's Report and thank Mr Garland for his work
 - e Consideration and approval of annual governance statement by resolution
Resolution: To approve the annual governance statement
 - f Consideration of the annual accounting statements from the RFO/Treasurer by the Council
Resolution: To approve the RFO's statements
 - g Approval of annual accounting statements by resolution
Resolution: To approve the annual accounting statements and thank the RFO for his hard work over the past year
 - h Consideration and approval of dates for public inspection of accounts to be published by RFO
Resolution: To accept the advice of the RFO on public inspection dates and ask him to pin dates on notice board
 - i Approval of Exemption Certificate for Councils under £25,000 for Clerk to send to auditors
Resolution: To approve the annual small councils' exemption certificate and notify PKF as required
 - j Any other documents for publication – if any
Resolution: To allow RFO/Clerk to take appropriate action
- 10 Covid-19 - Caring groups -To note the creation of the geographical Contact/Help Sub-Groups to cover the needs of all residents.
Resolution: To thank all the Covid Sub-group leaders for their continuing invaluable work.
- 11 Correspondence and Consultations
- a VE Day celebrations – cancelled
 - b Surveys on buses, infrastructure, households and green spaces sent to Wiltshire
 - c Items in Annex

Resolution: to note all above for no further action

12 Reports of meetings
None.

13 Planning Applications

- Manor Farm, All Cannings – 19/10845. To note Mr Woods’ declaration of interest and dispensation. No Eastern Area Planning Committee meeting in May, June or July. Mr Simon Rodwell has agreed to attend if required. Mr Woods to submit any appropriate letters and take any other relevant action.

Resolution: to continue objections as practicable

14 No Other Business – Items not on the Agenda to be carried over to another meeting or dismissed

M Woods, Clerk

ANNEX

- 1 – Wiltshire Council’s updates
- 2 – Police warnings
- 3 – Insurance Claims Guidance
- 4 – Garden Waste changes to chargeable collection service renewal process