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**MINUTES OF ETCHILHAMPTON ANNUAL PARISH COUNCIL MEETING HELD ON
24 MAY 2022 AT 6.30pm IN THE VILLAGE HALL**

Present: Mrs Clark (in the Chair for Item 1), Mr Hanson (in the Chair for Item 2 onwards), Mr Nash and Mr Smith

Apologies: Mr Woods

In attendance: Mrs Cowdry, Mr C Moore

AGENDA

1 Appointments of Chairman, Vice-Chairman, Treasurer/Responsible Financial Officer, Internal Auditor and Clerk/Proper Officer

- Following Mr Woods' resignation as Chairman, due to ill health, a new Chairman was appointed, Mr Hanson, (proposed by Mrs Clark and seconded by Mr Nash);
- Mrs Clark was elected Vice-Chairman (proposed by Mr Smith and seconded by Mr Hanson);
- Mr Nash was elected Treasurer/RFO (proposed by Mr Smith and seconded by Mrs Clark);
- Mr Woods was elected, pending the appointment of a new Clerk, Clerk/Proper Officer (proposed by Mrs Clark and seconded by Mr Smith)
- Mr Garland, as previously agreed, was confirmed as the Internal Auditor

2 Declarations of Acceptance of Office

All officers declared their Acceptance of Office as per item 1 and as Councillors. Mr Smith declared his Acceptance of Office as Councillor.

3 Declarations of Acceptance of Code of Conduct by all Councillors

All Councillors declared their acceptance of the Code of Conduct.

4 Register of Councillors' Interests

All Councillors agreed to check their entries were up-to-date and to notify Wiltshire Council and the Clerk of any changes.

5 Declarations of Interests and Dispensations Requests

Mr Woods' dispensation request for absence was agreed and signed by the Chairman.

6 Apologies for absence and approval of Mr Woods's dispensation request

See Item 5, above.

7 Treasurer's Report

A Mr Nash reported the following:

- WALC Subscription 2022/23 (£61.60) was agreed
- The Lloyds Bank Account - £6,270.46 credit

B AGAR – All the items below were considered, approved by resolution where necessary and signed by the Chairman:

- i List of expenditure over £100, including invoices was submitted
- ii Register of Assets
- iii Risk Register, analysis and safety Report from Mr Roberts
- iv The Internal Auditor's Report, a clean bill of health
- v Accounts, variances and bank reconciliation
- vi Annual Governance Statement by Council Resolution (proposer Mr Smith, seconder Mrs Clark)
- vii Annual Accounting Statements (proposer Mrs Clark, seconder Mr Smith)

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- viii Dates for public inspection of accounts to be published by the RFO were agreed for 13 June to 22 July.
- ix Exemption Certificate for Councils with accounts under £25,000, agreed (proposer Mrs Clark, seconder Mr Smith). The Clerk would send this to the external auditors.

8 Appointments to outside bodies – Devizes Area Board, DCATG

Mr Hanson was appointed to DCATG. It was agreed that a councillor would attend the Devizes Area Board if the agenda was relevant to parishioners.

9 Approval of the Minutes of the last meeting

The Minutes of the previous meeting (26 April 2022) were approved and signed by the Chairman.

10 Platinum Jubilee Celebrations

Mr Hanson reported on the events to be held on Thursday 2nd June 2022:

- 5pm - Tea and cake on the Green
- 6pm - Planting of an oak tree on the Green by Mr Smith on behalf of Mr Woods
- 7pm - BBQ supper on the Green
- 9.30pm - Jubilee Beacon on Etchilhampton Hill jointly with Stert to be lit at 9.45pm.
- 72 Jubilee mugs had been ordered and received. These would be paid for by the EPC.
- 25 free mugs had been allocated for village children and the remaining 47 would be available for a minimum donation of £5. Any surplus proceeds would go to the Church Repair Fund.
- The Jubilee Committee were catering for 100 people. It was to be a free event paid for by local contributions.
- Mr Nash confirmed that the EPC was covered for the Jubilee celebrations as part of the Zurich public liability insurance.

11 Matters Arising

- a Highways and Flooding – Mrs Clark and Mr Hanson gave an update on Highways. They confirmed that the ditch had been excavated from Coate junction to Shortlands Lane on the North side of the C60. Other items on the to-do-list for Wiltshire would be pursued with Mr Perrott.
- b Parish Stewards' Jobs – Mr Hanson reported that the village had a new Parish Steward who had made contact with him. The Clerk would continue to send instructions to the Stewards.
- c 40mph on C60 – This had been rejected as the stretch of the road through the village did not satisfy the relevant criteria.
- d "NO ENTRY" sign by Village Hall - A sign had been erected by Mr Hanson.
- e New Parish Council Clerk - Due to continued ill health, Mr Woods had stood down as Clerk. However, he was asked to continue to cover this role and to provide support in the search for a new Clerk. It was agreed to authorise Mr Woods to seek outside professional help in this process. A job description would be prepared and any interested parties should contact Mr Woods.

12 Questions/Points from the Public

None

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13 Correspondence and Consultations

It was agreed that no further action on items not otherwise on the Agenda was needed - See Annex

14 Planning Applications

None

15 Other Business

- a The Agenda for the Parish Meeting on 24 May 2022 at 7.45pm was approved.
- b The meeting expressed their appreciation and gratitude to Mr Woods who had worked tirelessly on behalf of Parishioners generally, but in particular as the long standing Parish Council Chairman and Clerk.

There being no further business the meeting closed at 7.25pm.

ANNEX

- 1 – Wiltshire Council News
- 2 – Police Notice – Young people urged to have their say on policing
- 3 – Wiltshire Council Briefing Note (22/11) on Solar Together Wiltshire
- 4 – Wiltshire Notice – Government Energy Rebate