

Britford Parish Council Parish Council Meeting Minutes

Britford Parish Council met for The Annual Parish Council Meeting on 5th May 2022 at Britford Memorial & Community Hall at 7.30pm

Present: Cllrs Derek Finnis (Chair), Enid Alston, Tim Bonallack, Martin Sturgeon.

Also, present: Jay McGowan (Clerk), Councillor Richard Clewer.

Agenda

22.01.01 To Elect the Chairman for 2022/2023

Members **resolved** to re-elect Derek Finnis as Chairman. Proposed by Tim Bonallack and seconded by Martin Sturgeon. Cllr Finnis duly signed his Declaration of Acceptance of Office of Chairman.

22.01.02 To Elect the Vice Chairman for 2022/2023

Members **resolved** to postpone electing a vice-chairman until Cllr Ranaboldo can return.

22.01.03 Apologies for Absence. To receive and accept apologies for absence.

None

Due to personal circumstance Cllr Ranaboldo regrettably will not be able to attend meetings in the near future. Members resolved Cllr Ranaboldo should not attend to council business/meetings and take as much time as she needs. The Council offer her and her family any support they may need.

22.01.04 Council Policies. To review and accept the following Council Policies for 2022/2023:

Standing Orders

Co-Option Policy

Financial Risk Policy

To confirm written consent to receive agendas in electronic form

Resolved: members review the above policies and agreed no amendments were required.

All attending members confirmed their consent to receive the email in electronic form.

22.01.05 Vacancies in Council Office: One

22.01.06 Declaration of Interest: Councillors to disclose their interests in matters to be discussed and to decide requests for dispensation. None

22.01.07 To consider any urgent matters raised in the public session, and any other urgent matters or items from councillors. (For discussions only, no decisions can be taken) None

Britford Parish Council Parish Council Meeting Minutes

22.01.08 To agree any items on the agenda that are to be dealt with following the exclusion of the press & public. None

22.01.09 To approve and sign as a correct record Minutes of:

The Ordinary Parish Council meeting held 3rd March 2022

Members **resolved** to approve the minutes as a true and accurate record. Cllr Finnis signed the minutes.

22.01.10. Clerk's Report/Items following on from previous meeting

a.). Dog Waste Bins: Initial fitting took place 26th April 2022. The bins are a success and already being used. Clerk is waiting on contract details from ID Verde.

b). Speed Indicator Devices: Cllr Finnis will be meeting on Wednesday 11th May 2022 with Mr Shaddock of Wiltshire Council to look at placing fixed SIDs on High Road. Cllr Finnis will report back once this meeting has taken place.

c). Park & Ride Lighting: Works are taking place at the Park & Ride Site, the lights should be working on a timer in the next few weeks, with the lights going off at 19.30. Lights will be monitored. *No further action.*

d). Damaged Road Sign: This has been reported to Wiltshire Council and waiting for repairs. *Action: Clerk will ask Wiltshire Council to replace road sign as soon as possible.*

e). Queen's Jubilee Celebrations:

Clerk has been working with the Queen's Jubilee Celebrations committee – Temporary Event Notice has been granted. A copy will be placed in the tent. Cllr Alston has kindly donated a hamper for the raffle.

f). Website: The new website has been created and hoping to go live in the next week or two.

g). Litter Picking: The Parish Council would like to thank all the residents who helped in the litter picking event, it was a great success. The Council hope to hold more events in the future.

22.01.11. Planning

a). To consider a response to any new planning applications received. None.

b). To consider a response to any planning applications received between publishing of the agenda, and date of the meeting. None.

d). To confirm any planning application responses determined email for applications received since last meeting. None.

e). To note any planning application decisions received by Wiltshire Council. None

22.01.12. To receive the Internal Audit for year ending 31st March 2022.

The Council would like to thank Mr R Parsons for carrying out an internal audit, he reported all was in order.

22.01.13. Bank Reconciliation: to receive bank statement year ending 31st March 2022 and signing of Certificate of Exemption.

Resolved: Members agreed the bank reconciliations. The Certificate of Exemption was signed by Cllr Finnis and J McGowan

Britford Parish Council Parish Council Meeting Minutes

22.01.14 Section 1 of Annual Return for the Financial Year ending 31st March 2022: to approve Section 1 – Annual Governance Statement of the Annual Return submission.

Resolved: Members approved Section 1.

22.01.15 Section 2 of the Annual Return for the Financial Year ending 31st March 2022: to approve Section 2 – The Account Statements of the Annual Return and Statement Variances for 2021/2022.

Resolved: Members approved Section 2 and Statement of Variances.

22.01.16 VAT Reclaim: to approve the VAT Claim 1st April 2021 – 31st March 2022.

Resolved: members agreed the amount of VAT to be reclaimed. [Action: Clerk will submit the claim.](#)

22.01.17. Finance.

a). To note opening bank statements as of 1st April 2022: £17,301.97

b). Precept for 2022/2023 received

c). CIL Payment report year ending 31st March 2022

d). To approve the Direct Debit payments:

Hill Data Systems: £9.00 - monthly

1&1 Ionos: £2.40 - monthly

ICO Fee: £35.00 - Annual

Resolved: All Direct Debits for 2022/23 approved.

e). To approve Schedule of Payments

Resolved: All payments were approved.

Date	Payee	Amount	
05/04/2022	J McGowan (Website Fee)	£718.80	TFR – to be raised
15/05/2022	Hill Data Systems	£9.00	DD
26/05/2022	Community First	£166.25	TFR – to be raised
31/05/2022	WALC Subs	£172.56	TFR – to be raised
31/05/2022	Staffing Costs	£250.00	TFR – to be raised
15/06/2022	Hill Data Systems	£9.00	DD
16/06/2022	ICO Fee	£35.00	DD
30/06/2022	Staffing Costs	£250.00	TFR – to be raised
06/06/2022	1&1 Ionos	£2.40	DD
Total		£1613.01	

22.01.18 Correspondence: To note any correspondence received. None

22.01.19 Items to be carried forward to the next meeting.

Skip on Church Lane

Sluice House

**Britford Parish Council
Parish Council Meeting Minutes**

22.01.20 To note date of next meeting.

Thursday 14th July 2022 at 7.30pm

22.01.21 To close the meeting.

The meeting was brought a close by the Chairman at 8.30pm.

DRAFT