**Minutes of Shalbourne Parish Council Meeting**

**Held on Thursday 24 March 2022 at 7.30pm**

**Present:** Mike Lockhart (Chairman), Andy Dolan, Bob Walker, Carolyn Bartholomew, Emma Verey.

1. **Introduction**

The Chairman welcomed those present.

1. **Apologies**

Apologies for absence were received from Carole Fisher, Dianah Shaw, Nicola Tait and Susan Jamieson.

1. **Declaration of Interest**

Andy Dolan stated that he was involved with the cricket club so would not take part in the debate on item 13.1.4. The Chairman stated that he would not take part in 13.1.4 (grant to Cricket Club) or 13.2 (reimbursement of Chairman’s expenses) and would leave the room if requested.

1. **Formal Business**

None

1. **Minutes of the Last Meeting**

The minutes of the meeting held on 6th January and 10th February 2022 were considered. It was proposed, seconded and agreed by the Council that the Chairman be authorised to sign them.

1. **Wiltshire Council Report - Stuart Wheeler**

There was no council report

1. **Wiltshire Police Report**
   1. It was noted that there was nothing of relevance to Shalbourne in the police report to the Pewsey Area Board.
   2. The Wiltshire Police and Crime Commissioner’s objectives were noted.
2. **Matters Arising**

Dealt with elsewhere

1. **HGV Survey**
   1. There are about 125 movements of lorries per week into and out of the village. This is about 20 a day or 2-3 per hour. Given that there are limited alternatives for routing HGV’s away from Shalbourne and given that Wiltshire Council does not have a road freight policy, it is unlikely that anything could be done to cut down further the already small number of HGV’s. The survey also showed that 68% of traffic were exceeding the speed limit, 40% were over 24 mph and 1.5% were over 35 mph. It was proposed seconded and agreed that no further action should be taken.

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1. **Trees on the Green**
   1. Quotes for carrying out the non-urgent work had been received. It was proposed, seconded and agreed that the job should be awarded to the lowest quote – Hawes Arborists**.** It was agreedthat the stump of the felled tree should be ground out.
   2. It was proposed, seconded and agreed that an oak should be planted on the Green together with a plaque to commemorate the Platinum Jubilee. It was noted that this may not happen until the autumn. Emma Verey was requested to progress the purchase of a substantial sapling and a plaque from the Royal British Legion. The location will be decided later.
2. **Jubilee Celebrations**
   1. It was noted that the Village Hall planned to use the Shalbourne Village Green as part of their Jubilee Celebrations. It was proposed, seconded and agreed that this should be permitted.
3. **Committee Reports**
   1. **Planning**
      1. It was noted that the Council had no objections to **PL/2022/01918; PL/2022/01461. It was noted that the former would not lead to any increased activity either when erected or during construction and was for private use only. The Council’s ‘no objection’ was based only on the particular facts of this application and does not constitute a precedent.**
   2. **Rights of Way**
      1. Ham Council had withdrawn their request for a contribution to hard surfacing part of the Ham-Shalbourne footpath. It was noted that there may be further work on this later in the year when a request might be made.
   3. **Highways and Surface Water**.
      1. It was noted that grips had been installed on the A338 and the grips on Rivar Hill cleaned.
      2. The Parish Steward’s Issue Log, Attachment 1, was agreed
      3. It was noted that there would be three road closures around Shalbourne in the next few weeks, details are available on the village website.
   4. **Local Transport**
      1. The proposed degradation to the Bedwyn-Paddington service was noted.
   5. **Police Liaison and Neighbourhood Watch**
      1. Nothing to report.
   6. **Education**
      1. Nothing to report.
   7. **Environmental Matters**
      1. Nothing to report.
   8. **Shalbourne Club.**
      1. The Club now has a tractor and mower.
4. **Finance**
   1. It was proposed, seconded and agreed that the following payments be made:
      1. The Council should subsidise Shalbourne Connect over the next 12 months for a sum not exceeding £1090.
      2. The Council should contribute up to £125 towards the Jubilee Tea Party if it goes ahead.
      3. Payment of £954 should be made for emergency tree felling as agreed at the last meeting.
      4. A grant should be made to the Cricket Club of £500 towards the cost of new rollers.
   2. It was proposed, seconded and agreed that the Chairman should be reimbursed a sum of £503.70 for
      1. Tree survey, approved at last meeting - £325
      2. Website - £136.80
      3. Domain name - £41.90
   3. The balances after the above, Attachment 2, were noted
   4. The governance questions set out in Attachment 3 were considered. It was proposed, seconded and agreed that, for the reasons given, the Council could confirm that their procedures meant that an affirmative answer could be given to each question.
   5. It was agreed that the Council should examine a switch to e-banking.
   6. It was agreed that Nick Shaw-Hardie should be approached to be internal auditor this year.
5. **Correspondence and Any Other Business**
   1. The Council noted that the Village Hall rental had increased.
   2. The Council noted that the village would not be entering the best kept village competition.
   3. The Council did not consider that there were any areas suitable for wilding by Wiltshire Council.
   4. It was proposed seconded and agreed that the Council provide funding for refreshments at the Parish Assembly.
   5. Tributes were paid to Bill Withers who had died recently. Until his illness he had been a contributor to village life particularly through his involvement with the Parish Council.

The meeting closed at 8.30pm.

The next meeting will be the Annual Meeting which will be held on Thursday 19th May 2022.

The Parish Assembly will be held on Thursday 21st April 2022 at 7.30pm.

**ATTACHMENT 1**



**ATTACHMENT 2**

**Balances following Meeting.**

1. **Current Account**

Payment Receipt Balance



1. **Deposit Account**

Payment Receipt Balance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 31-Jan-22 | Interest |  | 0.02 | 2583.69 |
| 28-Feb-22 | Interest |  | 0.02 | 2583.71 |

1. **CIL Account**

Opening Balance - £5784.06

Swing for playground - £4286.72

Balance - £1497.34

1. **Commitments**

Subsidy to Shalbourne Connect - £1090

Jubilee Tea Party - £125

Assembly Refreshments - £200

1. **Bank Balances**

Current Account at 5 March - £13796

Deposit Account at 4 March - £2583.71

**ATTACHMENT 3**

**Governance**

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. *Yes. Budget was prepared and agreed by Council. Actual bank balances and expected balances following transactions reported to each meeting.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. *Yes. Actual and expected balances reported, see above. Dual cheque signatories. Original invoices available at each meeting where expenditure was incurred.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finance. *Yes. Member of Wilts Association of Local Councils and attendance at Area Board provided early alert of any changes in laws or regulations.*
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations. *Yes. Access to accounts advertised widely – noticeboard, Facebook, website. Nobody denied any access.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. *Yes. Risks specifically addressed when insurance is reviewed in May.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. *Yes. Proportionate, see [1] and [2] above.*
7. We took appropriate action on all matters raised in reports from internal and external audit. *Yes.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. *Yes. Reviewed when agreeing accounts.*