

**BISHOPSTONE PARISH COUNCIL  
ANNUAL MEETING OF THE PARISH COUNCIL  
Held in the Village Hall Bishopstone  
Tuesday 18<sup>th</sup> May 2021 at 7.20pm.**

**MINUTES**

<b><u>Present</u></b> :	Parish Councillors :	J Gibbon (JG) Chairman A Thorne (AJT) Vice Chairman N Barter (NTB) Mrs A Smith (AS) P Edwards (PE)
	Parish Clerk:	M R Ash (MRA)
<b><u>Also present:</u></b>	Mrs M Barter Mrs C Ash	

**1. Election of Chairman 2021/22**

AJT proposed that Cllr Gibbon be elected Chairman for 2021/22, this was seconded by PE and approved.

**2. Election of Vice Chairman 2021/22**

JG proposed that Cllr Thorne be elected Vice-Chairman for 2021/22, this was seconded by NTB and approved.

**3. Declaration of Acceptance of Office**

As this was the first meeting of the Council since the election on 6<sup>th</sup> May 2021 all Councillors signed Declarations of Acceptance of Office.

**4. Apologies for Absence**

There were apologies for absence from Cllr M Tatner.

**5. Declarations of interest**

There were none.

**6. Approval of Minutes of the meeting on 11<sup>th</sup> March 2021.**

AS proposed that the minutes of the meeting on 11<sup>th</sup> March 2021 be approved as a correct record, this was seconded by PE and agreed.

**7. Matters Arising from the Minutes, including Action Plan.**

MRA reported that the work to provide the new play equipment in the Children’s Play Area should now begin on Monday 31st May. PE said that the preparation of options for repairing or replacing the Speed Indicator Device were in hand.

## 8. Public Forum

No matters were raised.

## 9. Chairman’s Items

JG said that there had been a problem for a number of years regarding works that needed doing in the village, such as the clearing of certain drainage ditches and the mowing of odd bits of land. These were cases where either Wiltshire Council was unwilling to do the work, or only did it to a limited extent, or where land ownership was unknown or in dispute and thus responsibility for action was unclear. He proposed that a “Small Works Programme” be established with a budget and associated financial arrangements to enable the Council to take timely action and to reimburse the costs incurred by volunteers, for example in hiring the necessary machinery, or of employing contractors to deal with these matters. It was agreed that detailed proposals should be brought forward for consideration at a future meeting.

In the meantime he proposed that he and Michael Pratt should remove material deposited along Church Lane by Wiltshire Council following ditch clearing operations. The cost of equipment and disposal was likely to be £110.00 but could be less. AS proposed that the cost of these works be met up to a maximum of £110.00. This proposal was seconded by PE and approved.

## 10. Appointment of Emergency Planning Officer

Roger Stockton had indicated at the Annual Parish Meeting that he intended to stand down as EPO after eight years of doing the job. Cllr Piers Edwards had agreed to take on the role. NTB proposed that Cllr Edwards be appointed as Emergency Planning Officer, this proposal was seconded by AJT and agreed. JG expressed his thanks to PE for taking on this role.

## 11. Annual Governance and Accountability Return

MRA said that he had circulated paper BPC(01)21 before the meeting (copy attached to these minutes). This set out all the tables required to be prepared as part of the Annual Governance and Accountability Return and to comply with the Transparency Code for Smaller Authorities.

Separate resolutions for approval were put forward (with proposer and seconder) as follows:

		<b>Proposer</b>	<b>Seconder</b>	<b>Decision</b>
(a)	Certificate of Exemption from submitting an Annual Return for an assurance review by external auditors	Cllr Edwards	Cllr Smith	Approved
(b)	Annual Governance Statement 2019/20	Cllr Thorne	Cllr Barter	Approved
(c)	Accounting Statements 2019/20	Cllr Smith	Cllr Edwards	Approved
(d)	Documents for publication under the Transparency Code for Smaller Authorities	Cllr Barter	Cllr Thorne	Approved
(e)	Atkinsons be re-appointed as the Council’s internal auditors	Cllr Barter	Cllr Smith	Approved

## **12. Budget 2021/22**

MRA said that provisional figures for likely revenue expenditure in 2021/22 were considered at the meeting in November 2020 when the proposed precept for this year was approved. However, the Council needed to formally approve the budget for the year. A table setting out the proposed budget for 2021/22 had been circulated before the meeting (paper BPC(02)21) and is attached to these minutes. The table also includes, for comparison, figures for actual expenditure under the budget headings in 2020/21.

He said that the budget may need to be amended in due course to take account of the proposal put forward by the Chairman for a small works programme.

AJT proposed that the budget for 2021/22 be approved. This was seconded by PE and agreed.

## **13. Parish Clerk's Report.**

**Expenditure.** MRA said that he had received an invoice from Atkinsons Ltd for audit services for £84.00. JG proposed that this expenditure be authorised, this was seconded by PE and agreed.

MRA said that he had also received the renewal notice for the Council's insurance policy with Zurich Insurance plc. No major changes had been made to the cover and the sums insured had been increased by 3% (in line with relevant indices). The insurance in 2020/21 (premium £693.00) had been the last year of a long term (three year) agreement. There were therefore options this year either to renew just for one year (premium £630.96) or to begin a new long term agreement (premium this year £599.41). He recommended the latter course. AS proposed that the long term agreement be accepted, this was seconded by NTB and agreed.

## **14. Planning Matters**

There were none.

## **15. Questions or statements from Councillors.**

No matters were raised.

## **16. Co-option of Councillor.**

Consideration was given to the following resolution:

"That members of the public be excluded from this part of the meeting by reason of the confidential nature of the business."

The resolution was proposed by JG, seconded by AJT and agreed.

Following discussion, JG proposed that Simon Williams be co-opted to be a member of the Council. This proposal was seconded by PE and agreed.

**Date, location and time of next meeting.**

The next meeting of the Council will be on 8<sup>th</sup> July 2021 at 7.00pm.

The meeting closed at 7.50 pm.

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Signed as an accurate record:

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Chairman

Date

**BISHOPSTONE PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**Tuesday 18<sup>th</sup> May 2021**

**ACTION PLAN**

<b>WHAT ACTION</b>	<b>BY WHOM</b>	<b>COMPLETED</b> ✓
Campaign to promote greater volunteering in the village.	PE	
Quotes to be obtained for works to the basketball court and swing frames.	MRA	
Consideration to be given to future Emergency Planning Co-ordinator	MRA/RS	✓
Report to be produced following metro counts on back lanes.	MRA	
Alternatives to be considered for a replacement Speed Indicator Device.	PE	
Proposals for a Small Works Programme to be brought forward for consideration.	MRA	