

Clerk to Council: Elizabeth Martin

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PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Alton Parish Council
held virtually on Thursday 16th July 2020
commencing at 7:30pm.

MEMBERS PRESENT: Councillors Polly Carson [PC], Michael Golden [MG], Alex Oliver [AO], Robert Carpenter Turner [RCT], Carol Whittle [CW],

OFFICERS PRESENT: Elizabeth Martin [EM], Clerk to Council and Robin Aspinall [RA], Responsible Financial Officer

CHAIR: Robert Carpenter Turner

APOLOGIES: None Received

FC20/21/61 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
None received

FC20/21/62 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
RCT disclosed an interest in agenda item 5c.

FC20/21/63 **MINUTES OF THE PREVIOUS MEETING HELD ON APRIL 6TH**
IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 6TH April 2020 be accepted as written.

FC20/21/64 **MINUTES OF THE PREVIOUS MEETING HELD ON 24TH APRIL.**
IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 6TH April 2020 be accepted as written.

FC20/21/65 **MINUTES OF THE PREVIOUS MEETING HELD ON 18TH JUNE.**
IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 18th June 2020 be accepted as written.

FC20/21/66 **CHAIRMAN'S ANNOUNCEMENTS**
No announcements made

FC20/21/67 PLANNINGNew:

None Received

Update Of Decisions Made:

None Received

Prior Applications under Consideration:

RCT announced that Wiltshire Council has now approved application 20/01631/FUL. This was decided at Committee providing the venue 4 parking spaces to support the exhibition. The Council is disappointed with the outcome of this application as it is felt the parking situation is unattainable.

Application: 20/01631/FUL

Location: Honey Street Mill, 2 A Honeystreet, Pewsey, Wiltshire, SN9 5PS

Proposal: Change of use of former factory building to D1 exhibition hall (for Crop Circle Exhibition) - Resubmission of 19/10296/FUL

FC20/21/68 TO RECEIVE FOR INFORMATION, THE CLERK'S REPORT

The Clerk will be starting CiLCA. (Certificate in Local Administration) in September.

A review of the playground was done on the 4th of July 2020 by the Clerk for purposes of National Guidance for COVID19. A risk assessment has been completed and will be circulated and post on the website for the public.

Members of the Council were asked if they wished to attend the PCAP meeting on the 23rd of July at 7:00 pm. RCT has confirmed that he will be attending.

RA has sent through information to confirm that there will be a formal playground inspection completed in September 2020.

FC20/21/69 FINANCE MATTERS

All documents regarding financial matters have been circulated.

FC20/21/70 TO RECEIVE FOR INFORMATION, DISBURSEMENTS MADE SINCE THE LAST MEETING

No disbursements since the last meeting.

FC20/21/71 TO RECEIVE AN UPDATE FROM THE RFO

RA gave an overview of the Council's financial performance for the year and progress upon the completion of the Audit (AGAR). See enclosed report.

FC20/21/72 TO CONSIDER AND APPROVE EXPENSE FOR TWO SETS OF WADERS AT A COST OF £50.

IT WAS RESOLVED TO approve the expense of £50 for two sets of waders for use of clearing the stream

- FC20/21/73 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31ST MARCH 2020.**
- FC20/21/74 **To Receive a report for the financial year ending March 31st, 2019 from the RFO (RA).**
Received and Noted
- FC20/21/75 **To Receive for information, the final Internal Auditor report for 2019/20.**
Received and Noted.
- FC20/21/76 **To Receive the AGAR Annual Internal Audit Report from the Auditor.**
Received and Noted.
- FC20/21/77 **TO RECEIVE FOR INFORMATION THE GOVERNANCE REPORT FOR 2019/20 FOR THE CLERK (EM).**
Received and Noted
- FC20/21/78 **To Consider and Approve the AGAR Section 1 Governance Statement 2019/20 (Assertions).**
Proposed MG. Seconded AO. Passed.
IT WAS RESOLVED THAT the AGAR Section 1 Governance Statement be approved as tabled.
- FC20/21/79 **To Consider and Approve the AGAR Section 2 Accounting Statements for 2019/20.**
Proposed AO. Seconded MG. Passed.
IT WAS RESOLVED THAT the AGAR Section 2 Account Statements for 2019/20 be approved as tabled.
- FC20/21/80 **To Approve the sending of the Exemption Certificate to the External Auditor.**
Proposed CW. Seconded AO. Passed.
IT WAS RESOLVED THAT the Exemption Certificate be filed with the External Auditor.
Action: RA to file the Exemption Certificate
- FC20/21/81 **To Note the dates for the public to exercise their rights will be from Monday 20th July to Monday 31st August 2020.**
Received and Noted.
- FC20/21/82 **GOVERNANCE**
- FC20/21/83 **To consider and approve the adoption of the nalc model standing orders.**
IT WAS RESOLVED TO approve the NALC Model Standing Orders.
- FC20/21/84 **To consider and approve the adoption of the nalc model financial regulations.**
IT WAS RESOLVED TO approve the NALC Model Financial Regulations.

- FC20/21/85 **To consider and approve the 2013 standard code of conduct for wiltshire.**
IT WAS RESOLVED TO approve the 2013 Standard Code of Conduct for Wiltshire.
- FC20/21/86 **RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**
Legal Note 20/22 and Legal Note 20/24: both to be circulated to the Council and placed on the Parish Web site. Action EM.
- FC20/21/87 **TO CONSIDER ITEMS OF MAINTENANCE.**
Action: EM to contact Highways and request a replacement and ascertain a time frame for replacement.
- FC20/21/88 **KEY MESSAGES.**
None.
- FC20/21/89 **NEXT MEETING.**
The next meeting will be held on Thursday 17th September 2020, 7:30pm. Location to be determined based on lockdown regulations.

These minutes are accepted as a true and accurate record: -

Signed _____

Date 17 September 2020

Summary Of Public Participation Section

There was a member of the public that wished to address the Council during the meeting but was not able to access the Council before the end of the meeting. The Clerk made contact with the public member and the following day circulated an email put forward to the Council regarding Planning Application 20/01631/FUL.