

West Ashton Parish Council

Please reply to the Clerk – Ms N Duke, 6 Shetland Close, Westbury, Wiltshire BA13 2GN
Tel: 01373 864127 email: westashtonpc@outlook.com

Minutes of the Annual Parish Meeting of West Ashton
held on **Tuesday 15th May 2018** at 7.30 pm, in the Village Hall, West Ashton.

Present: Cllr R Covington (Chairman), Cllrs Workman, Prickett and Alford.

Apologies: Cllr Molloy and Cllr Barrow.

In attendance: N Duke (Parish Clerk)

1. Minutes	The minutes of the Annual Parish Meeting held on 9th May 2017 were confirmed as an accurate record and adopted (proposed Cllr Alford, seconded Cllr Workman).
2. Matters arising	There were none.
3. Chairman's Report	The Chairman had prepared an Annual Report, which had been circulated to members. A copy is appended to the minutes.
4. Parish Forum	There were no members of the public present.

There being no further business the meeting was closed at 7.35 pm.

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Minutes of the **Annual General Meeting** of the Parish Council held on **Tuesday 15th May 2018** at 8.00 pm in the Village Hall.

Present: Cllr R Covington (Chairman), Cllrs Workman, Prickett and Alford.

Apologies: Cllr Molloy and Cllr Barrow.

In attendance: N Duke (Parish Clerk)

Public Participation – None.

	AGENDA ITEM
2018/01	Election of Chairman In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) it was proposed by Cllr Workman, seconded by Cllr Prickett and resolved to elect Cllr Covington as Chair of the Parish Council for the municipal year 2018/2019.
2018/02	Declaration of acceptance of office Members received the Chairman's signed declaration of acceptance of office
2018/03	Apologies for Absence and to consider the reasons given Cllr Molloy and Cllr Barrow due to work commitments, which were accepted..
2018/04	Election of Vice-Chairman In accordance with the Local Government Act 1972 ss 15 (6) and 34 (6) it was proposed by Cllr Prickett, seconded by Cllr Covington and resolved to elect Cllr Alford as Vice-Chairman of the Parish Council for the municipal year 2018/2019.
2018/05	Declaration of Acceptance of Office Members received the Vice-Chair's signed declaration of acceptance of office
2018/06	Declarations of Interest and Dispensations to Participate None.
2018/07	Minutes of Council Meetings The minutes of the following meetings of the Parish Council were approved for accuracy and adopted (proposed Cllr Prickett, seconded Cllr Workman): a) Annual General Meeting – 9 th May 2017 b) Ordinary Council – 21 st March 2018
2018/08	Parish Councillor Reports a) Members agreed the following member portfolios for 2018/2019: <ul style="list-style-type: none">• Highways and Parish Steward – Cllr Alford who reported that he was still liaising with the parish steward. It was noted that work was needed on the drains, especially by the bus shelter.• Community speed watch – Cllr Workman, who also gave an update.• Village Hall – Cllr Covington who reported that the Treasurer was resigning

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	<p>after the AGM in 2018. The electrical checks had been carried out and there were no issues to report.</p> <ul style="list-style-type: none"> • Website – Mr Le Mare. The Chairman would provide Mr Le Mare with the necessary updates. • Neighbourhood Planning – Cllrs Covington and Workman, who reported that the Plan had now been submitted for screening. • Play Area – Cllr Alford who reported he had carried out an inspection and had not identified any issues. • School – it was agreed that the clerk would invite the Head Teacher to attend the next meeting of the parish council in July 2018. 																				
2018/09	<p>Parish Council Insurance 2018/2019 The insurance arrangements for 2018/2019 were confirmed and cover was renewed with Zurich Insurance and paid in the amount of £406.82 (5 year long term undertaking) under cheque number 646 (proposed Cllr Covington, seconded Cllr Prickett). <i>LGA 1972 s 111</i>.</p>																				
2018/10	<p>Bank signatories 2018/2019 The bank signatories for 2018/2019 were confirmed as Cllrs Workman and Covington.</p>																				
2018/11	<p>Financial reports</p> <ol style="list-style-type: none"> The receipt of precept from Wiltshire Council was confirmed. The payments as listed below were approved (proposed Cllr Covington, seconded Cllr Workman). Members discussed the issue of paying consultants fees in advance and it was resolved that, the clerk would look into drafting an amendment to Financial Regulations to prevent this in future (proposed Cllr Workman, seconded Cllr Covington) : <table border="1"> <thead> <tr> <th>Payee</th> <th>Detail & statutory power</th> <th>Amount</th> <th>Chq no</th> </tr> </thead> <tbody> <tr> <td>HMRC</td> <td>PAYE April and May 2018 <i>LGA 1972 s 112</i></td> <td>£127.20</td> <td>643</td> </tr> <tr> <td>WALC</td> <td>Annual subs <i>LGA 1972 s 111</i></td> <td>£185.78</td> <td>644</td> </tr> <tr> <td>David King Planning Street</td> <td>Neighbourhood Plan <i>Localism Act 2011</i></td> <td>£3,875.00</td> <td>645</td> </tr> <tr> <td>Diane Abbott</td> <td>Internal Audit service <i>LGA 1972 s 150/1</i></td> <td>£40.00</td> <td>647</td> </tr> </tbody> </table>	Payee	Detail & statutory power	Amount	Chq no	HMRC	PAYE April and May 2018 <i>LGA 1972 s 112</i>	£127.20	643	WALC	Annual subs <i>LGA 1972 s 111</i>	£185.78	644	David King Planning Street	Neighbourhood Plan <i>Localism Act 2011</i>	£3,875.00	645	Diane Abbott	Internal Audit service <i>LGA 1972 s 150/1</i>	£40.00	647
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2018/12	<p>Parish Council accounts year ending 31 March 2018</p> <ol style="list-style-type: none"> Members received and considered the Annual Internal Audit Report from the Internal Auditor; reviewed its findings and approved the effectiveness of the system of internal control (proposed Cllr Covington, seconded Cllr Alford). Members prepared and approved Section 1; parts 2 & 3 (Annual Governance Statement 2017/2018) of the Annual Governance and Accountability Return (AGAR) (proposed Cllr Workman, seconded Cllr Prickett). Members considered Section 2; parts 2 & 3 (Accounting Statements 2017/2018) of the AGAR. 																				

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	<p>d. Members approved Section 2; parts 2 & 3 (Accounting Statements 2017/2018) of the AGAR; signing and dating the statements accordingly (proposed Cllr Workman , seconded Cllr Alford).</p> <p>e. Members certified, completed and signed the Certificate of Exemption as a smaller authority with income and expenditure less than £25,000 per annum (proposed Cllr Prickett, seconded Cllr Workman).</p>
2018/13	<p>Planning applications, decisions and appeals Traveller application – objected and called in.</p>
2018/14	<p>Correspondence None.</p>
2018/15	<p>Parish Matters Cllr Workman – reported that a resident had asked the parish council to see whether the grass verges could be cut. It was noted that this was a Wiltshire Council matter and had been cut recently.</p> <p>Cllr Alford – asked for an update as to whether an additional speed bump was to be installed. The Chairman confirmed that this was still the intention. Cllr Prickett suggested that the parish council could ask for it to be added to the CATG priority list but would need to identify significant funding contribution from its reserves. It was agreed to ask Kirsty Rose (Wiltshire Council) to confirm the options and costs. It was noted that, due to the recent work, the level of required consultation and surveys may be reduced.</p> <p>Cllr Prickett – reported on a near fatal accident on the main road, this had been attributed to the impaired visibility resulting from overgrown hedges on the northern side. It was noted that the landowners were responsible for ensuring their hedges did not impede onto the highway and the parish council would write accordingly. Cllr Workman would provide the clerk with the necessary information.</p> <p>Cllr Covington – reported on the bus shelter and it was noted that a quote was awaited. It was agreed that quotes would be obtained for a) a repair and b) clearance.</p>
2018/16	<p>Dates of next meeting The dates of the meetings for the 2018/19 municipal year were agreed as: Wednesday 18th July 2018 Wednesday 19th September 2018 Wednesday 21st November 2018 Wednesday 16th January 2019 Wednesday 20th March 2019 Wednesday 15th May 2019 – Annual Parish Meeting and Annual General Meeting.</p>

There being no further business the meeting was closed at 9.00 pm.