

Lydiard Millicent Parish Council

Notice of Meeting and Summons to Attend

To: **ALL MEMBERS OF LYDIARD MILLICENT PARISH COUNCIL:**

Councillors : Dean Cobb, Andre Kayani, Vernon Montgomery,
Alan Pflieger (Chairman), Richard Selwood, Mike Sharp,
Phil Shepherd.

In accordance with schedule 12, para 10(2) of the Local Government Act 1972 – Notice is hereby given that a meeting of Lydiard Millicent Parish Council will be held on Thursday 13th June 2019 in the Parish Hall in Lydiard Millicent, commencing at 7.30pm.

All Councillors named above are summoned to attend.

Deborah Bourne

DEBORAH BOURNE
Parish Clerk

3rd June 2019

Public Question Time: Members of the public are invited to make representations to Lydiard Millicent Parish Council on matters relating to items on this Agenda (Public Bodies [admission to meetings] Act 1960), before the meeting commences (limited to 10 minutes). Every effort will be made to give accurate answers to all questions, but in some cases further research may be necessary when an answer will be given by the Chairman or Clerk as soon as possible.

Neighbourhood Watch Representative, Community Speed Watch Co-ordinator and Neighbourhood Plan Steering Group Representative will be invited to address the Council at this time.

Report from Wiltshire Councillor: An opportunity to put questions to and receive information from the local Unitary Councillor Mollie Groom.

AGENDA

1. **Apologies for Absence:** The Council is asked to note any apologies and to accept reasons if they are considered to be appropriate.
2. **Declarations of Interest:** To receive Declarations of Interest in accordance with the Code of Conduct adopted by this Council in July 2012. Members are reminded that it is their personal responsibility to make sure the Register of Interests contains up to date information. If changes are needed please contact the Clerk, who can arrange for the changes to be carried out.
3. **Minutes:** To confirm and sign as a true record Minutes of the Meeting held Thursday 2nd May 2019.
4. **Chairman's Announcements:** General updates and information not requiring a formal decision from the Council will be relayed at this point.

5. **Planning Matters:**

a. *Decisions:* The Council is asked to note the following decisions made by Wiltshire Council since the last meeting:

- 19/02600/FUL – Lydiard Stud, The Street, Lydiard Millicent
Change of use of land and buildings to mixed equestrian and doggy day care and stationing of temporary structure for use in connection with Doggy Day Care Enterprise (retrospective).

Decision : Approve with conditions

b. *Applications:* The Council is asked to note that no applications requiring comments by the Council have been received from Wiltshire Council.

c. *Other Parishes:* Purton Parish Council wishes to draw attention to the Planning Application below. Members are asked if they wish to make any comments.

- i. 19/03731/OUT – Land at Restrop Road, Purton.
Outline Planning Permission for up to 85 dwellings with associated landscaping, pedestrian accesses, and vehicular access off Restrop Road.

6. **Finance**

Appendix A

a. *Payments:* The Council is asked to ratify payments made within the last month. All payments have been scrutinised by two members who signed accompanying cheques.

b. *Change of Bank:* Members are reminded that the Council had authorised for the bank account held at Lloyds Bank to be transferred to Unity Trust Bank. Originally the Lloyds account was to be closed immediately, this has proved rather more difficult and the Council is asked to authorise this account to stay active for the next 12 months. This will allow for everything to be transferred and monitored correctly.

c. *Financial Risk Assessment:* Members are asked to review and adopt the attached assessment as part of the end of year audits.

7. **Annual Governance Statements for year ending April 2019**

Appendix B

The Accounts and Audit Regulations 2015 require smaller authorities to conduct a review of the effectiveness of their system of internal control each financial year, and prepare an annual governance statement in accordance with proper practices in relation to its accounts.

The purpose of the annual governance statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for. For informed consideration, the Annual Governance Statement 2018/19 should be considered alongside notes in the booklet titled “Governance and Accountability for Smaller Authorities in England”.

The Council is asked to review and answer statements 1-9 on Section 1 of the Annual Return (AGAR), Annual Governance Statement 2018/19.

8. **Adoption of Annual Accounts** Appendix C

PKF Littlejohn are carrying out Limited Assurance Audits of Parish and Town Councils throughout the Country. The Accounts and Audit Regulations 2015 require the Annual Return (now called AGAR) to be approved at a Full Council meeting before 30th June.

The Council is asked to:

- a. Approve the Accounting Statements, and additional information, as set out in Section Two of the Annual Return; the Governance Statements (section 1) were the subject of item 7 above, as Parish Councils are required to consider them independently.
- b. Note the Internal Audit is currently taking place and a written report will be forwarded shortly,
- c. Note that under the Local Audit and Accountability Act 2014 s 26 & 27 a period of 30 consecutive working days, to include the first 10 working days of July, will be made available for any interested person to inspect the Accounts. Commencement dates will be Friday 14 June 2019 to Thursday 25 July 2019 inclusive. A notice to this effect will be on the Parish Noticeboard and Website.
- d. Consider report from RFO setting out options as to how Ear Marked Reserves could be allocated.

9. **Play Area Refurbishment** Appendix D

The Open Spaces WG¹ will report their findings following investigation of additional play equipment, and make their recommendations.

	Quote A	Quote B	Quote C	Quote D
Cost of scheme	£25,284	£15,230.27	£14,150.18	£10,000
Security of site during installation	YES	YES	YES	N/K
Company visited site	YES	YES	YES	N/K
Safety Surfacing indicated/included	Grass as existing	Wet Pour	Rubber Mulch	N/K
Number of items	11	One	One	5
What is being supplied	These quotations are not like for like.			

The Council should be mindful of its Financial Regulations, adopted in March 2017, when considering this item.

10. **Fencing around Play Area**

The Open Spaces WG will bring a report to Council. Members will be asked to approve the WG's recommendation.

¹ Working Group

11. **Casual Vacancies in the Office of Parish Councillor**

There has been some interest in the casual vacancies for this Council. If any applications are received by the Clerk prior to the date of the meeting members will be asked to consider that application.

12. **Working Groups**

Appendix E

The Council is asked to note written reports from Working Group meetings held recently.

13. **Date of Next Meeting**

The next meeting of Lydiard Millicent Parish Council will take place on Thursday, 4th July 2019, commencing at 7.30pm in Lydiard Millicent Parish Hall.