

## **Minutes Clyffe Pypard Parish Council**

### **Annual Meeting of Parish Council**

**Held on Tuesday 8<sup>th</sup> May 2018 7.30pm at Bushton Village Hall**

**Those Present:** Cllr Gantlett (PG) (Chair), Cllr Kent (MK), Cllr Rickett (GR), Cllr Greenway (RG), County Cllr Bucknell (AB), D. Zeitzen (DZ) (Clerk),

**Members of the Public-** 12

### **AGENDA**

**Apologies for absence** – Cllr Lake (JL), Cllr Clarke(GC),

- 1. Chairman's Report** – Malthouse planning application is still ongoing. The Neighbourhood Plan (NHP) is also ongoing, it takes a long time to get a NHP made but we will keep persevering. Huge thanks to JL who has done the accounts all the years I have been acting clerk. We have recently appointed a new clerk DZ. Also thanks to AB for all her help and support.
- 2. Election of Chairman** GR proposed PG as chair RG seconded. All unanimously agreed. PG to continue in role as vice chair
- 3. Election of Vice Chairman** PG proposed GC as vice chair, RG seconded. All unanimously agreed. GC to continue in role as vice chair
- 4. Councillors Roles and Responsibilities.** PG – Chair, GC Vice Chair , GC – Highways, GR - CatG
- 5. Minutes** – To approve and sign the Minutes of the Meeting held 6<sup>th</sup> March 2018. The minutes of the meeting held on 6<sup>th</sup> March 2018 were unanimously approved and signed by PG
- 6. Declaration of Interest in items on the Agenda** – RG Malthouse planning application
- 7. Receipt of Public Questions** –Residents are concerned about the state of the roads and the disappearing white lines. AB advised concerned residents to report defects on My Wiltshire App.
- 8. Actions & Matters Arising** Parish steward contact DZ/GC, details were passed to GC Finger post RG –this has been ordered. Best kept village PG –The entry has been submitted, the judges will be looking around the village Mid May – early June. Stone trough is to be planted. Phone box – to be tidied. Website DZ/RG- DZ & RG have had a training session with Anna on loading items on the website. DZ has access to load PC items, RG has access to load the newsletter. DZ and RG will have further training sessions.
- 9. Planning** - The Malthouse – 18/00474/FUL ongoing. RG was asked to leave the hall while this was being discussed. The application is going to Wiltshire Council Planning Committee on 16<sup>th</sup> May 2018  
Clyffe Cottage, Clyffe Pypard – 18/03751/FUL erection of 4 stables and barn. Comments by 28.05.18. No comments from Parish Council
- 10. Audit 2017/18** – Internal Audit – This has been carried out by Sharon Wallis.
- 11. Audit 2017/18** Approve and sign Annual Governance Statement. The Annual Governance Statement was unanimously approved and signed by PG and DZ
- 12. Audit 2017/18** Approve and sign Annual Accounting Statements. The Annual Accounting Statements were unanimously approved and signed by PG and DZ

**13. Audit 2017/18** Certificate of Exemption. The Certificate of Exemption was unanimously approved and signed by PG and DZ

**Action:** DZ to send the Exemption certificate to the external auditors and post audit documents on website

**14. Feedback from meetings** – Neighbourhood Plan. GR proposed the draft terms of reference for the Neighbourhood Plan Steering Group are adopted. PG seconded this.

**Action:** GR to send adopted terms of reference to DZ for loading on website in Parish Council section.

GDPR. GR and DZ recently attended an information session at County Hall. The Parish Council are working on compliance with the new regulations that come in 25<sup>th</sup> May 2018.

GR proposed DZ as the Parish Council Data Controller, PG seconded. DZ agreed to the role.

**15. Salt/Grit bins** – After discussion it was agreed to ask Wiltshire Council for a map of the location of the grit bins in the parish.

**Action;** Clerk to contact Wiltshire Council

**16. Finance and Accounts** Precept – A Bacs transfer of £3,000 has been made to the Parish Council from Wiltshire Council. Invoices – clerk salary £254.22 Compton Bassett Parish Council £30.00 (50% payment towards GDPR training packs) stationery- to be submitted at later date. The invoices were unanimously agreed and signed off by PG

Cheque signatories. At present PG and JL are the only signatories. It was unanimously agreed to add 2 more. PB proposed adding GC, GR seconded this. GR proposed RG , PG seconded this.

**Action:** DZ to get GC and RG added to the list of cheque signatories

**17. Councillors Observations and date of next meeting**

DZ has received an updated rights of way map of the area. If anyone wishes to look at it please contact PG

Next meeting Tuesday 26<sup>th</sup> June at 7.30pm at Bushton Village Hall

Meeting closed at 9.15pm