

**Minutes of
THE ANNUAL GENERAL MEETING
for
CLARENDON PARK PARISH COUNCIL
Thursday 30th May at the Tesco Community Room at 6.30 pm**

Present: Councillors - Juliet Jervis (Chair), Karen Western (Vice Chair)
Wiltshire Councillor & Parish Councillor Richard Britton
Also Present: Morna Marler-Roe (Clerk)
Members of the Public

008.24 Election of the Chair

Councillor Richard Britton was **PROPOSED** by Cllr Western and **SECONDED** by Cllr Jervis **ALL AGREED**.

Cllr Britton accepted the post however he wished it to be noted that it was his intention to hold the position of Chair only until such time as the Parish Council became more stable and then he would stand down.

Cllr Britton signed the Declaration of Acceptance of Office.

009.24 Election of Vice-Chair

Cllr Western advised that she was unable to stand as Vice-Chair due to personal commitments. Cllr Britton **PROPOSED** that no Vice-Chair be appointed at the present time. **SECONDED** by Cllr Western. **ALL AGREED**.

010.24 Apologies for Absence

Apologies were received and accepted from Cllr Stephenson

011.24 Declaration of Councillors' Interests

There were none.

012.24 Minutes

The Minutes of the meeting held on 7th February were **APPROVED**.

013.24 To Consider the Co-Option to the Council of Keith Rodger

PROPOSED by Cllr Britton, **SECONDED** by Cllr Western. **ALL AGREED**.

Keith Roger was invited to join the Councillors and Clerk around the table.

014.24 To determine the Councils' Response to Planning Application PL/2024/04143 Pipers Loft, Pipers Farm, Clarendon Park.

Cllr Britton invited comments from Members of the Public. There were none.

Cllr Jervis expressed her concerns regarding any dwelling in open countryside however conceded that farm workers required somewhere to stay whilst working on the farm.

It was **PROPOSED** by Cllr Britton that the Parish Council would Comment that it had no objection to the planning application but would suggest that an Agricultural Tie was permanently attached to the Unit. **SECONDED** Councillor Western. **ALL AGREED**.

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015.24 To Authorise the following payments

£112.84 WALC/ NALC

£420.00 NetWise UK for website hosting, support and maintenance

It was felt by Cllr Britton that the website hosting fee might be considered to be quite high and suggested that this is reviewed in the future. Cllr Britton **PROPOSED** that the payments were authorized. **SECONDED** by Cllr JERVIS. **ALL AGREED.**

016.24 To discuss actions regarding the recruitment of a Clerk

Cllr Jervis advised that an advert had been placed through WALC and **PROPOSED** that an advert could also be placed on Indeed. **SECONDED** by Cllr Rodger. **ALL AGREED.**

Cllr Britton asked the current Clerk, Morna Marler-Roe (MMR) to stay on until such time as the Parish Council could be stabilized. MMR agreed.

017.24 To discuss conducting a Financial Review

Cllr Britton suggested that a Financial Review be carried out and a slightly more formal footing established. The budget for 2024/25, any Reserves, the position of the bank account and any CIL payment therein needs to be identified.

Traditionally, 6 months of the Annual Budget needs to be held as a Reserve however this may be considered too much for a small Parish.

Cllr Roger explained the problem with regards to a small Parish / small Precept whereby if it is increased by even a small monetary amount, the percentage increase looks large in comparison.

Cllr Britton expressed the need to keep the finances stable and to plan for any future expenditure. He suggested that it is **carried forward** as an item to be discussed at a future meeting and reiterated that the Parish Council is a Public Body dealing with Public money and decisions should be made in accordance with the public's interest and made in public. One exception to this being the Clerk's Terms & Conditions which are carried out in Part 2 of a meeting when the Public would be asked to retire.

Cllr Rodger asked if decisions can be made as part of "Any Other Business".

Cllr Britton replied that he does not allow "Any Other Business" as any items discussed must have been noted on an Agenda published in advance of the Meeting.

Cllr Britton asked if the Parish was registered for VAT.

Cllrs JJ, KW & KR and MMR are not aware that it is.

Cllr Britton suggests that this is reviewed, as it might save the Parish Council money if it can "opt-in" and claim back VAT on any items of expenditure. To be **carried forward** as an item to be discussed at a future meeting and for the Clerk to investigate the process.

Cllr Britton asked if an AGAR has been completed previously. MMR confirmed that it is her understanding that yes, AGAR's have been completed in the past. Cllr Britton advises that due to the level of the Precept being under £25,000 there was no need for an Independent

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Auditor, however an Internal Auditor would have to be appointed if there wasn't one already.

To be **carried forward** to next meeting and a copy of last years AGAR to be provided.

Cllr Britton circulated the Renewal Quote for Insurance which has been received. 3-year agreement noted in quote to be clarified.

Item to be **carried forward** to next meeting and included in Budget.

Cllr Britton felt that all financial matters should be more organized and disciplined. To include setting a budget and establishing how much of the bank balance is current Precept and how much relates to previous years.

Cllr Britton and MMR to discuss in more detail.

018.24 To Consider undertaking a review of the council's policy documents

Cllr Britton asks what policies we need to have, e.g. Standing Orders, Financial Regulations, Internal Controls, Declarations of Interest, Code of Conduct etc. It is accepted that there should be a balance between the size of the Parish and Bureaucracy. To be **carried forward** to a future meeting.

Cllr Rodger requested a copy of any documents already held and that his Clarendon Park Parish Council email address be re-established.

019.24 Date of Next Meeting

Cllr Stephenson is expected to be available from the beginning of June.

Cllr Britton suggested that the next meeting be held by the end of June if possible and asked all Councillors and the Clerk (MMR) to liaise so a date can be fixed.

Meeting Closed 19:19