

# CLARENDON PARK PARISH COUNCIL MEETING

## MINUTES

**Wednesday 27<sup>th</sup> November 2024 in the Tesco Community Room at 7pm**

**Present:** Councillors – Anthony Shore (Chair) Juliet Jervis (Vice-Chair), Ann Stephenson, Carl Roberts

**Also Present:** Morna Marler-Roe (Clerk)

No Members of the Public were present

Wiltshire Councillor Richard Britton had sent his apologies

1. To Receive Apologies.  
Resolved: Apologies received from Cllr Karen Western and Cllr Keith Rodger
2. No Declarations of Interest received.
3. The Minutes of the meeting held on 18<sup>th</sup> September 24 were approved, signed & dated by the Chairman.

### FINANCE

4. To receive a report from the Clerk on progress with outstanding actions:  
VAT recovery, bank mandate arrangements, ICO registration  
Resolved:  
VAT recovery still in progress.  
Bank Mandate has now been updated and all Councillors are authorised to sign, 2 signatures required.  
The ICO registration will be attended to once payment methods agreed (see item below)
5. To authorise Chairman's Training sessions: 2 x £40 + VAT  
Resolved: Both sessions agreed.
6. To authorise renewal of laptop Antivirus for either  
1 year £59.99 or 2 years £94.99 (£85.49 with possible discount)  
Resolved: To renew McAfee anti-virus for a further 2 years
7. To note the National Pay Scales for 2024/2025  
Resolved: To note the new national pay scales for 2024/2025, and as they are applicable from 1st April 2024, to make arrangements for the appropriate back pay in salary to be made
8. To authorise the following payments:  
Clerk Salary September £202.50,  
Clerk Salary October £216.00  
WALC Invoices: Total £264  
0341 £72 (Cllr Western & Cllr Roberts' training)  
0371 £48 (Cllr Stephenson' training),  
0372 £48 (Cllr Jervis' training)  
0373 £96 (Cllr Shore' training)  
Do The Numbers Ltd (Invoice 12/1676) £175  
PKF (Invoice SB20243357) £96  
SLCC £85  
Information Commissioner's Office £40 or £35 if paid by Direct Debit

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Resolved: To pay all outstanding invoices and to set up a direct debit to ICO.

Cheques Issued:

000096	Do the Numbers Ltd	£175	12/11/2024
000097	PKF Littlejohn LLP	£96	12/11/2024
000098	WALC	£264	12/11/2024
000099	Morna Marler-Roe	£202.50	12/11/2024
000100	Morna Marler-Roe	£216	12/11/2024
000101	SLCC	£85	12/11/2024

9. To discuss Budget & Precept for 2025/2026

Resolved: To be carried forward to next meeting.

### GOVERNANCE

10. To receive a report from the Clerk regarding: Clerk and Councillor training, councillor documentation, risk register, asset register

Resolved: No further training has been undertaken by the Clerk.

Councillors have completed New Councillor Training and Presentation Slides will be shared for the benefit of the Councillors who received training from a different trainer.

11. To note findings of Internal Audit Report and agree action plan.

Resolved: To adopt the recommendations suggested by the Auditor.

### PLANNING

12. To raise the option of establishing a planning committee that can meet to discuss planning applications between meetings.

Resolved: To discuss further at next meeting.

### OTHER

13. To Consider the Deputy Prime Minister's announcement that the government is committed to allowing councils to hold remote council meetings and to consider making a representation on the consultation paper, which closes on 19 December 2024

Resolved: To make individual comments.

14. To Consider the Appointment of a Flood Warden

Resolved: Carl Roberts is appointed as Flood Warden.

15. To receive a report from Cllr Jervis on a possible alternative venue(s) for future Parish Council meetings

Resolved: That the meetings would continue to be held at Tesco, mainly due to the expense of holding them elsewhere.

16. Date of next meeting

Resolved Monday 6<sup>th</sup> January 2025

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It was noted that Cllr Western is unable to attend on a Tuesday or Wednesday for approx. the next 6 months due to personal commitments.

Meeting Closed 8:16pm

DRAFT