

Present: Cllrs Mr S Massey (Chairman), Mrs P Halford, Mrs D Chandler, Mrs L Page, Dr R Painter, Mr G Fanthom and Cllr Mr A Osbourne

Also, present Mrs J Cree –Clerk and PCSO Paula Wilkes.

- 57/24. Election of Chairman of the Parish Council for the Council Year 2024/5.
(the new Chairman to be invested with the Chain of Office and to make his/her declaration of Acceptance of Office).

There was 1 nomination for Chairman Cllr Mr S Massey, therefore he was duly elected as Chairman of the Parish Council. He signed his declaration of office and took the chair for the remainder of the meeting.

- 58/24. Appointment of Vice-Chairman of the Parish Council for the Council Year 2024/5.
(the new Vice-Chairman to make his/her declaration of Acceptance of Office).

There was 1 nomination for Vice chairman Cllr Mrs V Boote, therefore she was duly elected as Vice Chairman of the Parish Council. As she had sent her apologies for the meeting she will sign her declaration of office before the next meeting.

- 59/24. Apologies for Absence.

Apologies of absence were received from Cllrs Mrs V Boote (Vice Chair), Mr S Hewitt and County Councillor Mrs V Wilson.

- 60/24. To receive a report on Crime and Anti-social Behaviour.

The report prepared by the PCSO's was circulated to members. PCSO Paula Wilkes ran through the report with members. The Chairman requested some new signs which he will put in the woods to stop the bikes using the area.

The CCTV in the village appears to still not be working and needs to be repaired. It was agreed the Clerk to contact Maggie Quinn to ask for an update on what is happening with the CCTV and if it's not working then when will it be fixed.

PCSO Paula Wilkes left at this point.

- 61/24. Declarations of Councillors' Interest.

Cllrs Mr G Fanthom, Mrs L Page and Mr S Massey re affirmed that having previously declared an interest as they are serving members of Swindon Community Centre.

- 62/24. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 11th April 2024

The minutes of the meeting held on the 11th April 2024 were proposed by Cllr Mr S Massey and seconded by Cllr Mrs D Chandler and were agreed by a majority.

63/24. Review standing orders and financial regulations.

The above document having being issued previously to all Councillors prior to the meeting and were noted. The new NALC Financial Regulations will be issued for discussion for the next meeting.

64/24. Review of inventory of land and assets including buildings and office equipment.

The fixed assets are as per the Insurance schedule. This was noted and the Clerk will add the new bench, planters and SID on to the insurance schedule.

65/24. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

The Parish Council has adequate insurance arrangements in place. This was noted.

66/24. Appointments to Outside Bodies. - Review of the Council's and/or employees' memberships of other bodies.

The outside bodies were agreed as below (it was proposed Cllr Mrs P Halford and Cllr Mr S Massey seconded):-

Police liaison and Resource and Standards Committee – Cllr Mrs V Boote

Bowls Committee – Cllr Mrs P Halford

Trees - Cllr Mr G Fanthom

Flower boxes - Cllrs Mrs P Halford, Cllr Mrs V Boote, Cllr Mrs L Page and Ms D Chandler

Planning – Cllr Mr S Massey

Wolverhampton Airport Consultative Committee – Cllr Mr S Massey

Community Watch – Cllr Mr S Hewitt

67/24. Members to check and amend if required their Disclosable Pecuniary Interest forms

Members need to review their forms and make any necessary changes. It was agreed that the Clerk check if these forms should be on the Parish websites, if they should she will upload them.

68/24. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead

The meeting schedule as detailed below was agreed – the second Thursday of the month for meetings, excluding August.

	SWINDON
JUNE 2024	13
JULY 2024	11
AUGUST 24	-
SEPT 2024	12
OCT 2024	10
NOV 2024	14
DEC 2024	12
JAN 2025	9
FEB 2025	13
MAR 2025	13 + (APM)
APRIL 2025	10
MAY 2025	8 AGM

69/24. To confirm signatories for Bank Mandate

Cllrs Mr S Massey, Mrs V Boote and the Clerk are the current signatories. There were no changes required to the Bank Mandate. It was proposed by Cllr Mr S Massey and seconded by Cllr Mr G Fanthom to apply for a Barclays debit card for Council payments. On a vote this was agreed

70/24. County / District Councillors to address the Council on any matters relevant to the Parish

County Councillor Mrs V Wilson sent her apologies. The Chairman thanked County Councillor Mrs Wilson for nominating the Parish Council for an unsung hero award which was presented to the Council at Stafford on April 19th.

On the 17th April there was a meeting with Highways Officer Mark Keeling at the Bobbington Parish Council meeting with regard to the roads in the Parish. He acknowledged the problems and stated that there is some additional funds available to help with this, but funds have not been received yet.

The road repairs for cat 2 and 3, (as mentioned at the last meeting) in the Parish that do not need to have road closures were to be put forward to SCC Cllr Mrs V Wilson to see if they can be repaired under this funding category. The roads below were agreed to be forwarded to her:-

Thimble Mill Lane / Church Rd Junction will possibly require traffic management.

Himley Lane

Mile Flat

Winston Road (on the corner)

71/24. To discuss Development Applications received and response to the Local Plan consultation.

There were no applications received or decisions for April this was checked on the 1st May.

Cllr G Fanthom proposed that the Parish Council request SSDC to restore SAD 313 back into the Greenbelt and we are in a climate emergency then this should not be built on. This was seconded by Cllr Mr S Massey who added that this is removed on the grounds that this site has had 2 failed planning applications, and the site is not deliverable for 10 dwellings. On a vote this was agreed.

Cllr Dr R Painter reported that the proposed new local plan is no different to the previous plan that has been accepted and approved, that plan is valid to 2028.

Cllr Dr R Painter raised a point of order that the Chairman should have declared an interest in this item as he lives near by and wished this to be recorded in the minutes.

72/24. To receive an update and discuss grounds maintenance / repairs at the playing fields and the village including BKV update

The BKV signs arrived and were put up, the judges have been in the village for the first judging.

The Order has been placed for dog waste bag dispenser and bags, the bags supplied by the District cannot be used in the dispenser. A new bin needs to be installed this side of the road, this to be discussed by the Community Centre Committee.

The bus turn around area is much improved, and the has bench fitted, the Laurel has not taken as well, and it is being looked into regarding replacement under warranty.

The BKV poster competition for the children - the school have agreed with Cllr Mrs L Page to give a

first, second and third prizes and highly commended for 4 others, with a budget of £50. This was proposed by Cllr S Massey and seconded by Cllr Mrs L Page, on a vote it was agreed.

Trim Trail / outdoor gym – Cllr Dr R Painter reported that he had received 2 quotes for the equipment, the Parish Council firstly need to agree to move forward to apply for funds to fund them. There is no issue with the locations of the gym equipment in relation to the children's play area. It was proposed by Cllr Mrs L Page and seconded by Cllr Mrs D Chandler for Cllr Dr R Painter to go ahead and apply for the funding from the District Council. On a vote this was agreed.

73/24. Update from SSDC on SID

The Sid has been paid for and is being delivered by the 13th May 2024. The post application with Highways is ongoing. In the first instance it will be mounted onto the existing poles available.

74/24. To receive the report of the Clerk

The following was noted:-

Parish Summit 13th May 2024

Smart alerts

Update on refuse site

Health and Well being funding information

75/24. To agree accounts for payment and receive internal auditors report

The internal auditors report is attached as appendix 1 to these minutes. It was proposed by Cllr Dr R Painter and seconded by Cllr Mrs P Halford to accept the report and accept the agar for 2023/24 and authorise the Clerk and chairman to sign the exemption certificate.

The accounts for payment are listed below:-

Clerks Wages	£357.87 (to be Paid BACS)
Clerk HMRC	£89.40 (to be Paid BACS)
Website	£8.40 (Paid Sean)
Fasthost cancel fee	£28.00 + vat (£33.60) Paid by Cllr Massey)
Auditor	£120.00 (Paid)
TalkTalk	£31.42 (Paid DD)
Plaque Refurb	£84.00 (Paid Sean)
Bench	£595.20 (Paid)
SID	£1350.00 (Paid)
Wood Stakes BKV	£4.32 (Paid)
SPCA	£334.00 (to be paid)
Dog poo bag disp	£172.02 to be paid
Compost	£8.00 to be paid
Plaques for planters	£60.00 to be paid
Defib Pads	£171.20 Paid

It was proposed by Cllr Dr R Painter and seconded by Cllr Mrs P Halford to accept the accounts detailed above. On a vote this was agreed.

76/24. Items for future agendas (to be submitted by the 3rd June to Chairman and Clerk for consideration)

77/24. Date of next meeting – Thursday 13th June 2024 at 7.15pm

9/5/2024

Annual Internal Audit Report 2023/24

SWINDON PARISH COUNCIL

Swindon - pc.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick 'not covered')			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

18/04/2024

MS LETHA A CHARLES

Signature of person who carried out the internal audit

A. O'Nolan

Date

19/04/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).