

LYNEHAM AND BRADENSTOKE PARISH COUNCIL

To: All members of Lyneham & Bradenstoke Parish Council as follows:

Cllr Frank Ball, (Chairman), Cllr Keith Webster (Vice-chairman)

Councillors: Liam Broughton, Tim Darch, Rod Gill, Gayna Howarth, Carol Jenkins, Antony Jones, Chris Moncrieffe

You are hereby summoned to attend a 'Virtual' Meeting of the Parish Council on Tuesday 9th June 2020 at 8pm to be held by remote communication for the purpose of transacting the following business.

Signed *Ann Kingdon* Parish Clerk

Date 2nd June 2020

Members of the public may join the meeting by following this link: <https://bit.ly/3712y9r>

Public Participation

- a) Report from the Wiltshire Council Member for the Lyneham division
- c) Report from MOD Lyneham.
- d) Comments from members of the public to be considered by the Council regarding items on the Agenda. Due to the limitations of the remote software being used for this meeting, it will only be possible for members of the public to listen in and view the meeting. However, if a member of the public wishes to ask a question on an Agenda item they must submit it to the Parish Clerk by email to parish.clerk@lynehamandbradenstoke-pc.gov.uk no later than 5pm on Monday 8th June. If the member of the public does not use email, then your question should be mailed to the Parish Clerk at 48a Calne Road, Lyneham, SN15 4PN. Your question will be read out at the meeting and, if possible, an answer will be given at the time. If that is not possible then a written reply, either email or post, will be given after the meeting. This is normal procedure for regular meetings. All questions received will also be posted to the Parish Council website before the meeting commences. Website address – www.lynehamandbradenstoke-pc.gov.uk

AGENDA

- 1. To receive apologies for Absence.
- 2. To receive Declarations of Interest in any items on the Agenda.
- 3. To approve the Minutes of the Parish Council meeting held on 19th May 2020. Once approved these Minutes will be signed by the Chairman at the earliest physical meeting to be held.
- 4. **Planning Committee** – Cllr Tim Darch to report.
- 5. **Reports from Working Groups**
 - 5.1 **Neighbourhood Development Plan Steering Group** – Cllr Keith Webster to report
 - 5.2 **Flower Beds Working Group** – Cllr Gayna Howarth to report.
 - 5.3 **Allotment Working Group** – Cllr Gayna Howarth to report.
 - 5.4 **Highways and Maintenance Working Group** – Cllr Chris Moncrieffe to report on progress with improvement of the access to the Bradenstoke Noticeboard.

6. **Financial Reports**

6.1 Balances at the bank as at 30th May 2020 as follows:

Current Account – £18,429.96 –

NB: There are unrepresented cheques to the value of £3,473.71 giving a balance of £14,956.58

Deposit Account – £88,628.60

6.2 *Approval of Cheques for payment* – Cheque schedules as follows:

22nd May 2020 – attached

9th June 2020 – to follow

7 **Parish Council Banking Arrangements**

7.1 To review the Parish Councils banking provider and consider a change to Unity Trust Bank. Parish Clerk's report attached.

7.2 If the recommended change to Unity Trust Bank is approved, to adopt the attached proposed Internet Banking Policy.

8. **Approval of Annual Governance and Accounting Return (AGAR) and External Audit paperwork – year ended 31st March 2020**

8.1 *Approval of Section 1 Annual Governance Statement.* It is necessary to discuss and decide on a response for each Box in this section. A blank copy is attached. It is anticipated that most responses will be negative, therefore the Parish Clerk has prepared an explanation for each negative response, which is attached

8.2 *Approval of Section 2 – Accounting Statements.* A completed copy of Section 2 is attached. Variances of more than 10% in any box must be accounted for. The Parish Clerk has prepared explanations for variances in Boxes 3, 4, 6 and 9(attached), together with the current Asset Register (approved at the meeting held on 19th May 2020), all of which must be approved and/or amended.

9. **Notice of Public Rights and Publication of Unaudited Accounts.** See attached Parish Clerk's report.

10. **Appointment of Internal Auditor** – A quotation for Internal Audit services is attached for consideration and approval. This company carried out the Internal Audit for the two financial years ending 31st March 2019 and 31st March 2020. It is recommended that the company is appointed for a further three year period to ensure continuity.

11. **Appointment of Parish Clerk** – The current Parish Clerk (Mrs Kingdon) was employed on a temporary basis for 6 months. Due to the Covid-19 situation her contract was extended. The post was widely advertised with NALC, SLCC, and various social media sites. Seven applications for the post were received, of which three were selected for virtual interviews by the Human Resources Sub-committee. The Human Resources Sub-committee recommends to the Council that Elizabeth Martin is appointed to the post of Parish Clerk, with effect from Monday 15th June 2020. A formal resolution of the appointment must be made.

12. **Bradenstoke Junction replacement lights** – A successful application was made to the Solar Benefit Community Fund for the full cost of £7,7,17.15. The work will be carried out by Wiltshire Council contractors.

13. **Parish Council meeting venue** – Once physical Parish Council meetings are able to resume it has been suggested that the Parish Council meets in Lyneham Village Hall, The Green.

Members are requested to consider this suggestion and make a decision so that bookings can be made.

14. **Councillor Observations and Items for Next Agenda.**

15. **Next meeting** will take place on 14th July 2020. Unless otherwise notified, this and all subsequent meetings will be 'virtual' meetings in accordance with the current legislation, up to and including 5th May 2021.

16. **Exclusion of members of the Public and Press** – In accordance with the provisions of Section1(2) of the Public Bodies (Admission to Meetings) Act 1960, that the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted, which is to do with staffing and contractual matters.

17. **Formal Approval of Terms of Contract for newly appointed Parish Clerk** – Attached for information (Confidential - Councillors only). The Human Resources Sub-committee recommends that the Contract is approved by the Parish Council.

18. **Other Contractual Matters**