23 Kingfisher Drive, Bowerhill, MelkshamT Wiltshire SN12 6FH Tel
Chairman: Councillor David Winnie Clerk Mrs Juliette Finch

All Parish Council Meetings are open to the Public and Press

Tuesday 27th September 2022

To All Members of Atworth Parish Council

Dear Councillor,

You are summoned to a meeting of Atworth Parish Council, at The White Hart Function Room on **Tuesday 27th September 2022 at 6.30pm.** The meeting will consider the items set out below.

If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting email clerk@atworth.org or phone 07939 877273. The Clerk will then guide you with the process the meeting will take and assist you with any GDPR requirements you might have.

Council is asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status, and any disability; Crime and Disorder, Health and Safety and Human Rights).

Before the meeting there will be a public session to enable the people of Atworth to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

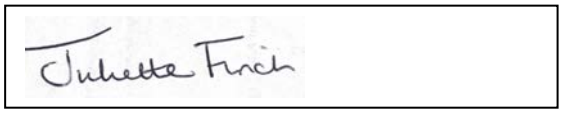
Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted under the openness of local Government Regulations 2014 (England Only). A person may not orally report or comment about a meeting as it takes place if he is present during the meeting of a parish council or its committees but otherwise may:

Film, photograph or make an audio recording of a meeting.
Use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later.
Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

However, anyone wishing to do so must speak to the Clerk prior to the meeting as there is policy and General Data Protection Regulations 2018 which must be followed.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk or email address (clerk@atworth.org)
at least 24 hours before the meeting so that every effort may be made to provide access.

Juliette Finch
Parish Clerk
20th September 2022



6.30pm Public Question Time

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

Agenda

40/22Acceptance of apologies for absence

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted.

41/22 Dispensations

Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.

42/22 To receive declarations of interests Local Authorities

Declarations of Interest members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).

43/22 Exclusion of the Press and Public Standing Order #1c

The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.
Council is asked to discuss excluding the Press and public for any item listed on the below Agenda. The Clerk advises Council that there are no items that the Press, and Public will need to be excluded on the agenda.

44/22 To receive and sign the minutes of the meeting held on 20th July 2022 (Previously circulated) LGA 1972 Sch 12 para 41(1)

45/22 Chairman's announcements

46/22. Co-option

Council is asked to note that no applications have been received. The Parish Council has 5 spaces for Parish Councillors at present and is actively welcoming people who would like to be co-opted to the Council to support the work programme. The Parish Council will be writing to Village groups to share details of the vacancies, and warmly encourages anyone to come forward if you have ideas and a little time to spare.

47/22 Appointment of a Vice Chair LGA 1972 15 para 6

47/22. Reports from Partner Organisations

a.Report from Wiltshire Councillors Trevor Corbin is unable to attend the meeting but sent the following update : Please take my apologies for the Parish Council meeting as I'll be away.

The only thing really to report is on Bristol Soap. Residents have questioned the work on the bund in the field, and the possibility of pollution in the streams. Council officers from Ecology and Environmental Health have visited, and Natalie Rivens of planning enforcement is investigating.

b.Village Hall Committee – Report from Richard Clark

c. Youth Club – Report from Cllr Palmer

i. Parish Clerk confirms that minute 135/21 d recorded Councillors resolution to grant £2,500 to the Youth Club with the precept to be increased accordingly

48/22 Jubilee Trees Update from Arnold Snowball

49/22 Footpath, Footway and Highways issues – Cllr Telling

50/22 Planning Applications

PL/2022/06806

Listed building consent (Alt/Ext)
Internal refurbishment of modern partitions, alterations and thermal improvements to the existing roof structure and the malt house flooring. Construction of a new single storey structure in-place of the existing conservatory.
Atworth House, Bradford Road, Atworth, SN12 8HY

PL/2021/11061

Householder planning permission
Two Storey Side Extension
53 BATH ROAD, ATWORTH, MELKSHAM, SN12 8JY
Mrs Evie Williams

51/22 Matters Arising

See copy of log previously sent

Additionally

i. Death of Her Majesty Queen Elizabeth II
ii. Neighbourhood Plan – Parish Clerk has contacted Place Studio who have previously assisted Semington, Seend and Melksham Without Councils. Clerk has requested an overview of costs and work undertaken on behalf of APC.
iii. Flood Warden Training – Parish Clerk has established that there is NO requirement for Councillors to be Flood Wardens. Clerk to attend Purlpit training session for further information at the invitation of Teresa Strange, Melksham Without Parish Clerk.
iv. Ordering of Wreath for Remembrance Day. Council to inform Clerk whether they would like her to contact Rod and Christine Price, as in previous years, to arrange this.
v. The Village Magazine
vi. Councillors are asked to consider an application for Grant assistance from St John's Ambulance for Community transport. Would Councillors like the Clerk to invite the applicant, Louise Jones to present to the Council at the October meeting?

52/22 Clerk's Report

a. Update on training, general correspondence
b. Investigation of Designed for purpose Parish Council website – Hugo Fox Bronze service free but Silver at £19.99 includes real time tracking of planning applications.

c. Second Precept Payment - Council is asked to note the Clerk is awaiting confirmation that the second precept payment is to be received from Wiltshire Council this month.

d. Clerk has been offered a trial specialist Accounting Program which collates monthly reports and uses data to automatically calculate and populate AGAR report. Are Councillors resolved to trial the system?

e. Purchase of Offline Storage – suggestion is that we use Office 365 at a cost of £5.99 a month or £60 annually to protect Parish data from loss of laptop, unavailability of Clerk.

53/22 Finance

a. Payments LGA 1972 s150 (5)

i. Invoices

ID Verde September Payment £372.33
John Day Repairs to Mead Park Bench £136.00
J A and H Snowball Reimbursement of Materials Costs £33.55
Clerk's September Wages £584.12
HMRC £145.80

ii. Receipts

None received

iii. Retrospectively

ID Verde July Payment £372.33

b. Council is asked to approve the Clerks recommendation that it remains opted into the central procurement and appointment scheme for its External Audit.

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period all smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This is communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the

SAAA arrangements must formally notify SAAA that they wish to opt out within 8 weeks of this communication but no later than 28 October 2022; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.
If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting out
Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk
An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.
Key implications are:

- an opted-out authority regardless of size (including exempt authorities) MUST appoint an appropriate external auditor.
- the appointed auditor must be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority must convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA.
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise.
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations.
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by 30 November 2022 will have an external auditor appointed for it by the Secretary of State through SAAA. This will result in additional costs of £300 which will have to be met by the authority.

Correspondence from the Internal Audit Company

You will undoubtedly have received a letter / email from SAAA advising you of the external audit arrangements for 2022-23 and the subsequent four years.
We have received a few queries from clients as to whether or not we can advise of potential alternative providers. Should you / your Council be considering seeking an alternative provider to the SAAA appointee, I would advise that we are not in a position to offer such guidance or suggestions.
On balance and weighing up the cost of physically seeking an alternative to the SAAA appointed provider, to say nothing of the probability that other such providers will undoubtedly seek higher fees than those agreed nationally, I would suggest that the Council is probably better to stay with the appointed provider. That said, it is obviously for the Council to determine.

Kind regards S J Pollard Director

c. Update on Lloyds Bank Situation

d. Councillors are asked to approve the previous Clerk, Georgina Berry, making payments on it's behalf for invoices between May – August already approved by the Council

e. Village Hall Governance Document.

f. Parishioner Complaint via Facebook about parking outside The Old Post Office.

54/22 Budget Preparations Council to agree its objectives for next year

Council is asked to discuss its objectives for next year and inform the Clerk of any future projects

55/22 Parish Steward

Council is asked to discuss a list for the next Parish Steward visit.
(The Parish Steward can only complete works listed below)

- Hand clearing and cutting of growth from drainage grips and drain gully covers.
- Hand clearing of blocked drainage gullies, culverts, pipes and pit3
- Clearing storm debris from the roads and footways
- Clearing collision debris, clinical waste etc.
- Pedestrian barriers repairs, preparation, and painting
- Cleaning, re-installation and straightening of small road signs, street nameplates and bollards.
- Installation of small road signs, verge marker posts and supplied street nameplates
- Removal of limited graffiti from road signs, bollards, and street nameplates
- Hand cutting of grass and vegetation in visibility areas
- Hand treatment of weeds in rural areas
- Removal of Ragwort and other noxious weeds
- Clearance of encroaching growth and soils from footways
- Repair of minor surface defects in roads and on footways

56/22 Village Maintenance

i. Mead Park Bench – Effie has informed the Council that she has the plaque for Professor Hayes which was previously fixed to the bench. Do Cllrs wish this to be replaced or do they feel that the naming of the road after Professor Hayes serves as a sufficient memorial?

ii. John Day to be asked to ensure that there is an anchor pin in place on the War Memorial to avoid a recurrence of last year's wreath being blown across the road.

iii. Council to decide on the removal of the whips to enable the Parish Steward to mow the grass easily.

iv. Asbestos Removal from the bus stop and whether John Day would be able to install a replacement roof.

v. John Day has advised that the costs of renovating the bench currently stored in the APC Container would far exceed the costs of purchasing a new one. His suggestion is to purchase a new bench. He awaits the Council's decision.

vi. The purchase of a fit for purpose Flag Pole.

57/22 Review of Risk Register and Aims Objectives. To ratify discussions at Work Day 10th August

Date of Next Meeting Wednesday 19th October at 6.30pm Atworth Village Hall