

ODSTOCK PARISH COUNCIL

The Annual meeting of Odstock Parish Council was held on 18 May 2020, online through the ZOOM app.

Present: Sally Nelson (Chairman), Nigel Start (Vice-Chairman), Rod Poynting, Stephen Stapley, Colin Berry, Thomas Newman, Barry Norris, Richard Parsons (Clerk) and Wiltshire Cllr Richard Clewer and no members of the public.

Apologies: None

20/20 Annual Parish Meeting: Due to the COVID-19 Coronavirus crisis, it was not possible to hold the Parish Meeting.

21/20 Election of Chairman and Vice-Chairman: Cllr Start proposed and Cllr Poynting seconded, Cllr Nelson as Chairman. Cllr Nelson proposed and Cllr Poynting seconded, Cllr Start as Vice-chairman.

22/20 Declaration of Interest: None.

23/20 Minutes of the Extraordinary OPC meeting held on 23 March were approved and signed by the Chairman.

24/20 Delegation of Functions: LGA 1972 s101 allows for the functions of a statutory authority to be discharged through a committee, sub-committee, officer or any other local authority. It was unanimously agreed that when necessary, statutory functions would be delegated to the Parish Clerk as Proper Officer of Odstock Parish Council.

25/19 Meeting Dates: 6 July, 7 September, 7 December, 8 February 2021 and the Annual meetings on 17 May 2021. In accordance with LGA72 sch.12 s.9(1), Extraordinary PC meetings can be called by the Chairman at any time or by any two councillors and may be subject to LGA72 sch.12 s.10(2) requiring three clear days notice. Meeting cancellations will be similarly advised.

26/20 Community Initiatives:

- a) **COVID-19:** The Chairman reported that her team of volunteers were busy helping with shopping and ensuring that all parishioners had been made aware that help is available while the restrictions are being imposed.
- b) **Jubilee Gardens:** Cllr Start will source a picnic table and arrange for its installation within an agreed £300 budget.

27/20 Nunton Recreation Field:

- a) **Play Area:** The Chairman reported that an order had been placed for play equipment in the sum of £15,198.05p and once the installers were ready to proceed, funds would be made available to settle the invoices. The Longford Estate has agreed to remove the old equipment and reinstate with fresh top soil, ready for sowing grass seed.

28/20 Transport, Roads and Footpaths:

- a) **Wiltshire Council Highways:** The Parish Steward will continue to visit monthly and attend to any obvious needs.
- b) **Community Area Transport Group (CATG):** The April meeting was cancelled and future meetings will be on-line.

29/20 Planning: No new Planning Applications to consider.

30/20 Reports and Correspondence:

- a) **Wiltshire Council:** The Area Board meetings will be held virtually until further notice.

31/20 Finance:

- a) **Annual Internal Audit Report 2019-2020:** OPC's Internal Auditor signed off OPC's Accounts on 13 May.
- b) **Annual Governance Statement 2019-2020:** Section 1 of the AGAR was considered and unanimously approved.
- c) **Bank Accounts:** It was agreed to continue maintaining Odstock PC's Bank Accounts with Lloyds Bank plc.
- d) **Staff Costs for 2019-2020:** The Parish Clerk's salary of £54.12p per week was in line with expectations.
- e) **Accounts for 2019-2020:** OPC's Internal Auditor had verified Odstock PC's accounts as presented. Income of £12,645.50p for the year includes donations of £150, Football Fees of £300, bank interest of £135.50p and the balance of £12,060 from the precept. Expenditure of £9,246.65p includes £3,552.90p on rents, grass-cutting and maintenance, Grant aided spending of £500 on IT and website development, £375 contribution the cost of a footpath survey, £600 on grant support for village groups and £4,218.75p on general administration.
- f) **AGAR Certificate of Exemption:** Since neither Income nor Expenditure exceeded £25,000, OPC will not be required to have a Limited Assurance Review for 2019-2020. Unanimously approved and signed by the Chairman.
- g) **AGAR Accounting Statements for 2019-2020:** Unanimously approved and signed by the Chairman.
- h) **Chairman's Allowance for 2020-2021:** Up to £100 will be made available to the Chairman for expenses of office.
- i) **Zurich Municipal Insurance Premium for 2020-2021:** The invitation to renew, for £510.65p, was approved.
- j) **WALC Membership for 2020-2021:** Subscription renewal of £188.63p ex VAT was approved.

- k) **Earmarked Reserves:** OPC is carrying forward £21,947.83p of which £13,257 is earmarked for Recreation Field and Pavilion maintenance and £4,000 is in a Capital fund. The remainder is a General fund balance of £4,690.83p.
- l) **Budget for 2020-2021:** Bus shelter and Play Area refurbishment is likely to use a substantial amount of resources.
- m) **Transparency Fund Grant:** OPC is carrying forward £457 of the £1,207 grant to cover the ongoing cost of IT, website maintenance, hosting and GDPR compliance for the publication of OPC's Policies and Documents.
- n) **Receipts:** The following were acknowledged:
 Wiltshire Council – First instalment of the precept – £7,537.50
- o) **Payments:** The following were approved:
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| Firstalpha Ltd – Website Development & IT | BACS | £600.00p |
| Bawden Contracting Services Ltd – Grass Cutting | BACS | £439.20p |
| Wiltshire Association of Local Councils – Subscription | BACS | £226.36p |
| Community First Trading – Zurich Insurance Renewal | BACS | £510.65p |
| R Parsons – Clerk's salary and expenses, on account | BACS | £976.00p |
| Bawden Contracting Services Ltd – Grass Cutting | BACS | £439.20p |
| Southern Electric – Nunton Field Electricity | DD | £45.93p |

32/20 Any Other Business (for information only): Cllr Berry raised the issue of Odstock bus shelter maintenance.

33/20 The Next Ordinary OPC meeting is scheduled for Monday, 6 July 2020.

The meeting closed at 8:17pm