

Draft Minutes of the Annual Meeting of Teffont Parish Council held on 14th May 2019 in the Village Hall.

Present: Cllrs Blamey, Cordle, Deane, Fisher, Wood and Worth

In attendance: Parish Clerk.

Apologies: Cllr Aspden

Cllr Wayman attended the APM and gave her report then. (attached to APM minutes)

Cllr Wood opened the meeting at 19.30

1. **To elect a Chairman** for the council year 2019 – 2020
Teffont PC resolved to elect Cllr Wood as Chairman for the forthcoming year.
2. **Signing of the Declaration of acceptance of Office of Chairman.**
Cllr Wood signed the declaration of acceptance of office of Chairman.
3. **To elect a Vice-Chairman** for the council year 2019 – 2020
Teffont PC resolved to elect Cllr Worth as Vice Chairman for the forthcoming year.
4. **Signing of the Declaration of acceptance of Office of Vice Chairman.**
Cllr Worth signed the declaration of acceptance of office of Vice Chairman.
5. **To receive and accept apologies.**
Cllr Aspden – previous engagement.
6. **Exclusion of the press and public.**
None required
7. **Declarations of Interest.**
None
8. **Chairman's announcements.**
None
9. **Minutes of the meetings held on 12th March 2019 and 23rd April 2019**
The previously circulated minutes were approved by Councillors.
The minutes were signed by the Chairman as a true record of the meetings held.
10. **To reappoint the following:**
Responsible Financial Officer – Parish Clerk
Honorary Safety Assessor – Nick Nicholson.
Honorary Internal Auditor – Don Ridley

Teffont PC resolved to reappoint the positions listed above.
11. **Finance**
Accounts for the Year ending 31st March 2019
 - (i) The internal audit had been completed by Mr Ridley who was happy to confirm the final accounts are in order and can be approved.
 - (ii) The internal audit was accepted by TPC.

- (iii) Councillors reviewed and completed the Annual governance Statement of the Annual Return. This was signed by the Chairman and the RFO.
- (iv) Councillors approved the Accounting Statements 2018/19. This was signed by the Chairman and RFO.
The completed accounts will now be submitted to the external auditors for approval.

12. Finance

Accounts for the Year ending 31st March 2020.

- (i) Councillors noted the bank balance for Teffont Parish Council which was £19134.61 Cllrs noted that the balance agreed with the account figures prepared by the RFO and are therefore properly reconciled as at 14th May 2019.
The Chairman and RFO signed the accounts as a reconciliation certificate to this effect.
- (ii) Councillors reviewed the financial forecast for the year ending 31st March 2020
- (iii) The Clerk presented quotes for insurance cover due for renewal on 1st June 2019. Councillors resolved to continue cover with Came and Company's recommendations'
- (iv) There were no payments made from the Council account since the last meeting.
- (v) Councillors approved payments due, see separate sheet.
They also approved two payments to Mrs Wacher of £100 each for 2018 and 2019, agreed as a yearly payment towards replacing her computer.
- (vi) Cllr Wood, Cllr Blamey and Cllr Worth remain signatories for the council bank account.

13. R2 funds.

The Chairman asked for ideas how the R2 money could be spent on in the village. Several ideas were put forward. These were

- Install an electric car charging point
- Repair the bus shelters
- Provide grants to charities looking after children in the villages
- Repair the stiles etc on the village footpaths
- Update the website
- Put money towards traffic calming measures in the village
- Create and display a footpath map at the beginning of each footpath in the village

14 Website

Deferred to the next meeting as Cllr Aspden was not in attendance

15. Footpaths.

Talks are ongoing with landowners with varying amounts of success. Cllr Wood expressed dismay that when he spoke to Mrs Hill at Six Acres they had had their electric fence cut several times. They installed a camera and this was also damaged. Mrs Hill accepted there was still a couple of areas of the electric fence that needed insulating and agreed to do this as soon as possible.

Cllrs decided that a different approach to the landowners might be helpful. Cllr Blamey and Cllr Wood will write a letter to all landowners of footpaths thanking them for their help in maintaining the footpaths on their land and offering help with replacing stiles and fences and maybe providing maps to put on the footpaths for walkers. Cllr Worth volunteered to look into cost and style of available gates.

16. B3089

Cllr Deane confirmed that the request for 20mph zones in the village had been received by WC and also the request for metro counts in 3 areas of the village. He reminded Cllrs that these metro counts will cost TPC £1000 and if WC decide to go ahead with the zones they may request 100% costs from TPC. It was agreed that TPC have the funds for this and it would be beneficial to the village if implemented. The Clerk reported she had written to WC on 14th March re street lighting and pinch points, but had not had a reply. She will write again.

17. Update on telephone box.

The telephone box is listed. Cllr Worth had discussed with Andrew Minting, Conservation Officer, about buying and maintaining the box for the village. His opinion was that as it was listed it would not be moved by BT and if they own it they are obliged to maintain it. Cllr Worth therefore suggested TPC did not buy the telephone box at the moment but she will write to BT to confirm if they are going to sell it TPC would want to buy it and also whether the telephone in the box is to remain.

18. To confirm the dates of TPC meetings for the coming year.

9th July 2019, 10th September 2019, 12th November 2019, 14th January 2020, 10th March 2020 and 12th May 2020. All agreed by Cllrs.

19. Cllr Responsibilities.

It was confirmed that Cllr Blamey co-ordinated grass cutting and highways issues. Cllr Deane co-ordinated with WC over various issues including fly tipping. The Clerk requested that a Cllr be responsible for the playground and also the bus shelters. Cllr Wood stated that responsibility for the playground was the Village Hall Committee. Cllr Cordle volunteered to take responsibility of the bus shelters, to include maintenance, cleaning and removal of unwanted advertising.

20. To note any items to be reported to Highways or for the Parish Steward.

This continues successfully through My Wiltshire app and the Clerk.

21. Clerk's report.

Nothing else to add.

22. Items for the next agenda.

Please note that any items for the agenda should be sent to the Clerk by 9am on 3rd July 2019.

23. Date of next meeting: The next meeting will be at 18.30 on July 9th, in Teffont Village Hall.

Cllr Wood closed the meeting at 20.15.