

CASTLE EATON PARISH COUNCIL

Annual General Meeting of the Parish Council held on
Thursday May 14th, 2020, at 7.00 pm via Zoom Virtual Media

MINUTES

1. APOLOGIES FOR ABSENCE

Apologies were received from Clerk A Gorton due to health issues.

2. DECLARATIONS OF INTEREST

All Councillors confirmed there is no declaration of interest.

3. MINUTES OF THE MEETING OF MARCH 12th, 2020

The Minutes had been circulated previously and were presented without amendments. It was agreed that they represented a fair and accurate record and were signed by the Chairman.

4. MATTERS ARISING FROM PREVIOUS MINUTES

4.1 Interest bearing bank account is still work in progress.

The Parish Councils' banking is currently located in a noninterest bearing account, the Chairman is endeavouring to find an improved way of investing money and will report back at the next meeting.

4.2 Drains

Councillor L Saunders has advised there have been several visits from Thames Water, although they have not returned to flush under D Sainsburys orchard, which appears to be where the problem has been identified. Although Thames Water appear to be doing nothing at present, this may be due to reallocation of workforce due to Covid 19. This situation is ongoing, L Saunders will pursue. Councillor M Penny advised she will progress this.

4.3 Speed watch

As raised at meeting on 12.3.2020, MP confirmed due to COVID 19, workforce have been reallocated elsewhere, although the request has been made, it will be sometime before this will be implemented.

4.4 Annual Parish Meeting

This has now been deferred to 2021, the Chairman has confirmed this meeting is a general AGM of the Parish Council.



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5. FINANCE

5.1 Presentation of Annual Accounts 2019 – 2020

Accounts were presented prior to the meeting and reviewed by all, the Chairman requested comments, no matters of concern raised.

5.2 Risk Assessment, Under 2014 Act

The Chairman advised this assessment is slightly out of date and suggested that cheques and Bacs payments can be made between meetings, if all such payments are ratified by the Parish Council at the next meeting. Cheques will still require two signatures and Bacs payments will be raised by the Clerk and authorised by the Chairman, as is the case currently. All agreed.

5.3 Internal Auditors Report 2019 – 2020

The Internal Audit Report was provided prior to the meeting and reviewed by all, the Chairman requested comments, no matters of concern raised.

5.4 Accounting Statement 2019 – 2020

These were presented prior to the meeting and reviewed by all, the Chairman requested comments, no matters of concern raised. The Chairman will sign appropriately.

5.5 Annual Governance Statement 2019 – 2020

The Chairman has circulated a copy of this document and has requested comments. No comments made. This will be signed appropriately.

5.6 Certificate of Exemption 2020

The Certificate of Exemption was provided prior to the meeting, the Chairman requested if there were any comments, as there is no external auditor required. No comments made; Chairman will sign off.

5.7 Invoices received / Payments to be authorised

The Chairman discussed the invoices and payments, refer to spreadsheet attached as Appendix A. All been paid by BACS, there are currently two cheques made, although not presented to the bank. The Chairman will check with A Gorton regarding the two unpresented cheques.

6. PLANNING APPLICATIONS

S/LBC/20/0438 - Installation of 3no. replacement casement windows in gabled dormers and replacement rear door. The Malt House, The Street Castle Eaton Swindon SN6 6JZ
Received: Sun 05 Apr 2020 | Validated: Mon 27 Apr 2020 | Status: Registered

S/TWC/20/0536 – Works to Trees within Conservation Area. Maroubra Waters, The Street Castle Eaton Swindon SN6 6JZ
Received: Fri 24 Apr 2020 | Validated: Fri 24 Apr 2020 | Status: Registered



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7. OTHER BUSINESS

7.1 Planning – change of window frames at Malt House, no comments made.

7.2 A Gorton has tendered his resignation as Clerk for the Parish Council and will be retiring as soon as he has tied up loose ends.

7.2.1 DN thanked AG for his support and dedication to the Parish Council and personally as Chairman.

7.2.2 DS offered AG a deep 'thank you' for everything he has done for the Parish Council, a wise, friendly character, who always has time to listen. We wish him all the best.

7.2.3 MP, suggested that the Parish Council should write to AG to thank him for his service.

8. Open Forum

Dogs in the churchyard, off their leads

Inappropriate, please approach the individuals and request they are put on their leads

Dangerous dogs

Dangerous dog has bitten someone in the village, some dog owners are not looking after their animals as they should whilst outside, if they give you cause for concern, please report to the SBC Dog Warden.

9. DATE OF NEXT MEETING

The next meeting will be Thursday 17th September, venue or means of holding meeting will be confirmed closer to the time.

Signed



..... (Chairman)

..... (clerk)

..... (date)

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APPENDIX A - INVOICES RECEIVED / PAYMENTS TO BE AUTHORISED 2019 - 2020

Finance						
Bank account as at May 1, 2020						£ 12,140.86
Payments to be authorised:						
Castle Eaton Village Hall Trustees (half yearly grant)						£ 2,118.00
Castle Eaton Village Hall Trustees (Post Office)						£ 250.00
Village Internet (office supplies)						£ 14.50
Mrs E Newman (Internal Audit)						£ 150.00
A Gorton (salary)						£ 1,598.05
WALC subscription						£ 107.35
Payment by cheque:						
HMRC (PAYE)						£ 70.45
Bank account after payments and presentation						£ 7,832.51

