

TORMARTON PARISH COUNCIL

The minutes of the Meeting of Tormarton Parish Council held on Monday 20th May 2024 at 18:30 at Tormarton Parish Hall.

Councillors: Cllr Simon Stevens (Chairman), Cllr Katy Pool, Cllr Janet Wells, Cllr Rebecca Derry-Evans and Cllr Sue Giles.

In Attendance: Richard Cole (Parish Clerk), SGC Cllr Ben Stokes, SGC Cllr Marilyn Palmer.

Members of the Public: Two.

20/05/2024– No 1. To elect a Chairman to Tormarton Parish Council for the ensuing year.

Cllr Stevens was elected Chairman and his declaration of acceptance was received.

20/05/2024- No 2 To elect a Vice-Chairman to Tormarton Parish Council for the ensuing year.

Cllr Pool was elected Vice Chairman and her declaration of acceptance was received.

20/05/2024 – No 3. To receive any questions from members of the public present.

None were received.

20/05/2024 – No 4. To receive apologies for absence.

None were received.

20/05/2024- No 5, Declaration of Interest.

The Chairman stated that any member having a disclosable pecuniary interest in a matter to be discussed should declare it during the meeting as specified in the Code of Conduct required by the Localism Act 2011 Section 27 and should leave the room while the matter was discussed.

**20/05/2024 – No 6. To approve the minutes of the Meeting of Tormarton Parish Council held on
a)Friday 3rd May 2024 and to note any issues and
b)Monday 8th April 2024 and to note any issues.**

RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record.

20/05/2024 – No 7. To receive any reports from South Gloucestershire Council Councillors.

Cllr Palmer confirmed the SGC Local Plan had been approved.

The future of Three Shires Medical Practice was discussed with Cllrs Palmer and Stokes meeting with the Practice again in early June. Cllr Pool to discuss with Richard Prince.

Cllr Stokes stated that the cutting of fields should be held back owing to damage done to skylark nests. Clerk will forward e-mail on this topic sent by Cllr Stokes.

There was discussion regarding the Stoney Acre planning application, with Cllr Stevens requesting that Cllrs Palmer and Stokes confirm whether 'anonymous' objections would be subject to FOI requests.

20/05/2024 – No 8.

To receive, consider and approve recommendations of the Internal Audit Report for the Financial Year 2023/2024.

The Internal Audit Report for Financial Year 2023/2024 was received, considered and the recommendations were approved.

20/05/2024 – No 9. To consider and approve annual accounts and annual procedures.

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- a) To consider the certificate of exemption-AGAR 2023/2024 part 2 and agree to sign the document. The document was signed for use with AGAR.
- b) To note the Internal Auditor's report section of the AGAR 2023/2024. The section was noted.
- c) To receive and approve the Annual Governance Statement 2023/2024. Approved.
- d) To receive and approve the Accounting Statements for 2023/2024 with an explanation of variances. This was received and approved.
- e) To note the period of public rights and publication of the Annual Governance and Accountability return. Noted.

20/05/2024-No10. To approve the removal of the previous Parish Clerk, Jack Turner, from the bank mandate and the addition of the new Clerk Richard Cole to the mandate.

This was approved and will be actioned by the new Clerk.

20/05/2024-No11. To elect members to Tormarton Parish Council's Staffing Committee (3) and to approve the Terms of Reference for this committee.

Cllrs Giles, Wells and Derry-Evans were elected to the Staffing Committee. Terms of reference were approved.

20/05/2024-No 12 To elect representatives to the following committees:

- a) **Village Hall** - Cllr Giles
- b) **Village Pond** - Cllr Wells
- c) **Playing Fields** - Cllr Stevens
- d) **Avon Local Council's Association** - Cllrs Stevens and Pool
- e) **Community Engagement Forum** - Cllr Stevens
- f) **Town and Parish Council Forum** - Cllr Wells
- g) **Neighbourhood Plan Steering Group** - Cllr Derry-Evans

20/05/2024-No 13 To consider any planning applications received before and after the agenda had been issued.

None were received.

20/05/2024-No 14. To consider the readoption of the following unchanged policies and procedures.

- a) **Standing Orders**
- b) **Financial Regulations**
- c) **Equality and Diversity Policy**
- d) **Safeguarding Children and Young People and Vulnerable Adults Policy**
- e) **Code of Conduct for Members**
- f) **Grant Awarding Policy**

All were readopted, apart from b) Financial Regulations which needs updating.

20/05/2024-No 15. To carry out the Annual Review of Tormarton Parish Council Asset Register.

This was reviewed and approved.

20/05/2024 No 16. To carry out the Annual Review of Tormarton Parish Council Earmarked Reserves.

This was reviewed and approved.

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20/05/2024 No17. To appoint an internal auditor for the financial year ending 31st March 2025.
Stuart Pollard of Solutions Auditing Solutions Ltd was reappointed.

20/05/2024 No 18. To Review Tormarton Parish Council Finance. To receive the bank reconciliation, bank statements, income, expenditure and monthly accounts reports for May 2024.
The accounts reports were received. All approved, but Cllr Pool to review a credit of £4337.50 (this was later clarified).

20/05/2024 No 19. To review Tormarton Parish Council's Annual Report for 2023/2024 and agree to publish the report.

This was reviewed and agreed to publish it.

20/05/2024 No 20. To receive updates from members on ongoing Parish issues.

- a) **Traffic and road issues within the parish inc A46 car park.** A list of West Littleton potholes to be compiled to be sent to Streetcare by the Parish Council.
- b) **Planning Issues.** Nothing new
- c) **Neighbourhood plan.** There will be a zoom meeting with Stuart Todd on 23 May regarding next steps.
- d) **Local Nature Action Plan.** No update.
- e) **Parish Event for D-Day 80 in June 2024.** West Littleton 'picnic' on 8 June and Tormarton 'rounders' on 9 June
- f) **Any items considered urgent as directed by the Chairman or Clerk.**
Cllr Palmer to advise how to replace lost bin by the Majors Retreat.
The cost of replacement gravel for the path in West Littleton was approved.

20/05/2024 No 21 To receive an update from the following committees

- a) **Village Hall Committee** – playground gyro being repaired
- b) **Village Pond Committee** – no update
- c) **Playing Field Committee** – no update

20/05/2024 No 22 To set the date of meetings of Tormarton Parish Council

Next meeting Monday 10th June 2024 at 6.30pm

Monday 8th July 2024 at 6.30pm

Monday 2nd September 2024 at 6.30pm

Monday 7th October 2024 at 6.30pm

Monday 4th November 2024 t 6.30pm

Monday 2nd December 2024 at 6.30pm

Monday 3rd February 2025 at 6.30pm

Monday 3rd March 2025 at 6.30pm

Monday 7th April 2025at 6.30pm