

Claverton Parish Council
Minutes of Annual Meeting of the Council held on 14th June 2023 at St Mary's, Claverton

Present:

Councillors: Anna Beria, Glennis Naylor, Julian Stirling and Mark Mackintosh

Clerk: Lesley Watkinson

Other: None

1. **Open forum** - None

2. **Apologies for Absence** - Sarah Shore and Martin Mitchell

3. **Declaration of Member Interests** - None

4. **Approve the minutes of the Annual Meeting of the Parish Council held on 10th May2023.**

The minutes of the Annual Meeting of the Parish Council held on 10th May 2023 were agreed as accurate and signed by the chair of Parish Council, Councillor Beria.

	Actions
5. Matters arising from the minutes	
Councillor Mackintosh will continue to investigate the potential for a solar powered bus information board on the bus shelter and should have update at July Ordinary meeting.	MMac
Councillors Beria and Mackintosh will draft an emergency response plan as recommended by B&NES Council.	AB/ MMac
Councillor Mitchell had alerted Mr J. Palmer about the potential risks relating to the current state of Ferry Steps but has not had any response to date. Clerk contacted B&NES Building Inspectorate but was redirected to Public Rights of Way team who will inspect steps and advise.	
Clerk to wrote to Wessex Water and the American Museum regarding overflowing drains on Claverton Hill, after obtaining further information from local residents with knowledge of the issue. Councillor Mackintosh will arrange to speak to Matt Amos, AM, for an update.	MMac
Cllr Beria will contact NH to highlight the issue of poor state of the grass verge along the A36 (opposite Ferry Lane).	AB

	Actions												
<p>6. Receive Financial Officer's Report</p> <p>1. Review 22/23 cashbook, Annual Internal Audit Report and Notice of Public Rights.</p> <ul style="list-style-type: none"> Parish Council reviewed cashbook, Annual Internal Audit report and Notice of Public Rights <p>2. Declare Claverton Parish Council Exempt from limited assurance review.</p> <ul style="list-style-type: none"> Councillors declared Claverton Parish Council exempt from limited assurance review as Claverton Parish Council is a smaller authority where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023. Parish Council signed Certificate of Exemption - AGAR 2022/23 Part 2. <p>3. Approve Section 1 Annual Governance Statement 22/23 Audit</p> <ul style="list-style-type: none"> Councillors approved Section 1 - Annual Governance Statement 2022/23 for Claverton Parish Council. <p>4. Approve Section 2 Accounting Statement 22/23 Audit</p> <ul style="list-style-type: none"> Councillors approved Section 2 - Accounting Statements 2022/23 for Claverton Parish Council. <p>The following invoices were presented for payment at meeting:</p> <table> <tr> <td>284</td> <td>Clerk APM Expenses</td> <td>£54.50</td> </tr> <tr> <td>285</td> <td>Coronation Expenses</td> <td>£150</td> </tr> <tr> <td>286</td> <td>APM wine Expenses</td> <td>£94.70</td> </tr> </table> <p>Further to the PC's decision to donate £500 to Claverton Pumping Station towards essential repairs, the PC were notified of satisfactory audit of the Pumping Station Accounts for the period ending 10 January 2023. Cheque cut.</p> <table> <tr> <td>287</td> <td>Claverton Pumping Station Trust</td> <td>£500</td> </tr> </table> <p>Councillors confirmed that there are no conflicts of interest with BDO LLP (External Auditor).</p>	284	Clerk APM Expenses	£54.50	285	Coronation Expenses	£150	286	APM wine Expenses	£94.70	287	Claverton Pumping Station Trust	£500	
284	Clerk APM Expenses	£54.50											
285	Coronation Expenses	£150											
286	APM wine Expenses	£94.70											
287	Claverton Pumping Station Trust	£500											
<p>7. Correspondence File</p> <p>All correspondence relating to Claverton has been circulated to the councillors in advance by the Clerk.</p> <p>Parish Council has been advised that B&NES Planning officers are recommending the University of Bath planning application (22/04720/FUL) for permission subject to a number of conditions and legal agreement to secure biodiversity net gain (off-site). The application was referred to the Chair and Vice Chair as per the Planning Scheme of Delegation. The application will be debated at Planning Committee on 28th June 2023.</p> <p>Clerk contacted B&NES Planning Enforcement regarding agreed removal of new dwelling on Orchard Fields.</p>													
<p>8. Reports and Feedback from External Meetings</p> <p>Councillor Shore attended University of Bath residents meeting on 15th May (online) and has updated the Parish Councillors. No matters of immediate concern for Claverton.</p>													
<p>9. Village Maintenance</p> <p>Refurbishment of fingerpost sign postponed to early 2024</p>	JS												
<p>10. Transportation update, including actions arising re Warleigh Weir</p> <p>Parking chaos has returned at bottom of Ferry Lane. Police were called on one occasion and intimidating behaviour has been observed by residents. Clerk will write to BNES to notify them of issues and if there is anything we can do to ameliorate the situation</p>	LW												

	Actions
<p>11. Exchange of Information</p> <p>Clerk not available for next scheduled Ordinary Meeting on 12th July. Meeting may be brought forward to 5th July or cancelled.</p>	

The meeting closed at 8pm.

Future Council Meetings: Wednesday 12th July 2023 (to be confirmed), Wednesday 13th September 2023

Signed Date

Cllr Anna Beria, Chairman, Claverton Parish Council