

Claverton Parish Council
Minutes of Annual Meeting of the Council held on 5th June 2024
St Mary's, Claverton

Present:

Councillors: Martin Mitchell, Julian Stirling, Mark Mackintosh, Sarah Shore and Graham Lewis
 Clerk: Lesley Watkinson
 Other: None

1. **Open forum** - None
2. **Apologies for Absence** - Anna Beria
3. **Declaration of Member Interests** - None

4. Approve the minutes of the Annual Meeting of the Parish Council held on Wednesday 8th May 2024 and approve the minutes of the Planning Meeting of the Parish Council held on 29th May 2024.

The minutes of the Annual Meeting of the Parish Council held on 8th May 2024 and the minutes of the Planning Meeting of the Parish Council held on 29th May 2024 were agreed as accurate and signed by the vice-chair of Parish Council, Councillor Mitchell.

	Actions
5. Matters arising from the minutes	
Feasibility of a solar powered bus information display board for bus shelter at Claverton to be reviewed.	All
Clerk will prepare a Warleigh Weir update for the Claverton Parish Council website at end of season.	LW
The Clerk contacted the Canal & River Trust (CRT) (in Jan 2024) to report the condition of the life belt and requested that safety signage at Warleigh Weir be reinstated. No satisfactory response to date. Clerk to follow up.	LW
Fingerpost sign at South end of the village in poor state of repair. Councillor Stirling will obtain additional quotes for repair.	JS
Clerk will write to Limpley Stoke Parish Council regarding upstream Weir in danger of collapse.	LW
Councillors to explore possibility of setting up an information session for residents on water conservation and surface water drainage.	
6. Receive Financial Officer's Report	
1. Parish Council to confirm there is no conflict of interest with BDO LLP Parish Council confirmed there is no conflict of interest with BDO LLP	
2. Review 23/24 cashbook, Annual Internal Audit Report and Notice of Public Rights Parish Councillors reviewed cashbook, Annual Internal Audit report and Notice of Public Rights.	
3. Declare Claverton Parish Council Exempt from limited assurance review 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 2024. Parish Council signed Certificate of Exemption - AGAR 2023/24 Part 2	
4. Approve Section 1 Annual Governance Statement 23/24 Audit Councillors approved Section 1 - Annual Governance Statement 2023/24 for Claverton Parish Council.	
5. Approve Section 2 Accounting Statement 23/24 Audit Councillors approved Section 2 - Accounting Statements 2023/24 for Claverton Parish Council.	

	Actions
<p>7. Receive and Discuss Correspondence</p> <p>All correspondence relating to Claverton has been circulated to the councillors in advance by the clerk.</p> <p>Clerk and B&NES advertised Casual Vacancy. B&NES will inform Clerk if an election has been requested. If no request, Parish Council aim to co-opt after the summer holidays. Clerk will seek guidance from ALCA.</p> <p>Resident expressed concern about drivers not always driving with due care through village. It was noted that the speed limit through village is 60mph. Will discuss at July meeting</p>	
<p>8. Reports and feedback from external meetings</p> <p>None</p>	
<p>9. Village maintenance</p> <p>Clerk to follow up with FixMyStreet re graffiti on village bus shelter</p>	LW
<p>10. Transportation update, including actions arising re Warleigh Weir</p> <p>Parish Council will set up an interagency meeting to discuss management of Warleigh after the current bathing season</p>	
<p>11. Exchange of Information</p> <p>Councillor Stirling advised that there has been an incident of magnet fishing in leat at Pumping Station.</p>	

The meeting closed at 8.15pm

Future Council Meeting: Wednesday 5th July 2024, Wednesday 11th September 2024

Signed Date

Cllr Anna Beria, Chairman, Claverton Parish Council