

Claverton Parish Council
Minutes of Annual Meeting of the Council held on 12th June 2025
St Mary's, Claverton

Present:

Councillors: Anna Beria, Mark Mackintosh, Sarah Shore (Chairman) and Graham Lewis
 Clerk: Lesley Watkinson
 Other: Ward Councillor Fiona Gourley and another member of the public

1. **Open forum** - Member of public asked about upcoming road closure and operation of a bus service

2. **Apologies for Absence** - Martin Mitchell and Matthew King

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

4. **Approve the minutes of the Annual Meeting of the Parish Council held on Wednesday 15th May 2025**

The minutes of the Annual Meeting of the Parish Council held on 15th May 2025 were agreed as accurate and signed by the chairman of Parish Council, Councillor Sarah Shore.

	Actions
5. Matters arising from the minutes	
Feasibility of a solar powered bus information display board for bus shelter at Claverton to be re-viewed.	All
Clerk will prepare a Warleigh Weir update for the Claverton Parish Council website at end of season.	LW
The fingerpost repair preparation is ongoing.	
Councillor Lewis is liaising with B&NES Public Protection Officer and the Emergency Planning Officer to coordinate an interagency meeting to discuss management of Warleigh Weir.	GL
Clerk assessed interest in Defibrillator training session. There is a significant level of interest and Clerk will arrange training session to take place after the summer holidays.	LW
Clerk to notified B&NES and advertised a Casual Vacancy. B&NES will inform Clerk if an election has been requested. If no request, Parish Council aim to co-opt as soon as possible. Any candidates are asked to submit a letter of interest. If there is more than one expression of interest, Parish Councillors will vote for preferred candidate.	

	Actions									
<p>6. Receive Financial Officer's Report</p> <p>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</p> <p>2. Review 24/25 cashbook, Annual Internal Audit Report and Notice of Public Rights Parish Councillors reviewed cashbook, Annual Internal Audit report and Notice of Public Rights.</p> <p>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 2025. Parish Council signed Certificate of Exemption - AGAR 2024/25 Part 2</p> <p>4. Approve Section 1 Annual Governance Statement 24/25 Audit Councillors approved Section 1 - Annual Governance Statement 2024/25 for Claverton Parish Council.</p> <p>5. Approve Section 2 Accounting Statement 24/25 Audit Councillors approved Section 2 - Accounting Statements 2024/25 for Claverton Parish Council.</p> <p>Clerk to send Certificate of Exemption and copy of Notice of Public rights to external auditor. All the audit documentation will be available on the Parish Council website and village noticeboard.</p> <p>The following invoices were presented to the councillors for approval:</p> <table border="0"> <tr> <td>306</td> <td>Clerk (APM expenses £97 and stationery supplies £38.46)</td> <td>£135.46</td> </tr> <tr> <td>307</td> <td>J Padget (APM expenses- wine)</td> <td>£84.70</td> </tr> <tr> <td>308</td> <td>St Mary's donation for use of church</td> <td>£350</td> </tr> </table>	306	Clerk (APM expenses £97 and stationery supplies £38.46)	£135.46	307	J Padget (APM expenses- wine)	£84.70	308	St Mary's donation for use of church	£350	LW
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<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>Parish Councillors agreed to make a donation to Pumping Station to support the Annual Village event as the Pumping Station will run the wheel for the occasion.</p> <p>Clerk advised Councillors that the Parish Council website will require an overhaul and Clerk will contact Melina Traub in September (after the public rights period has expired).</p>	LW									
<p>8. Reports and feedback from external meetings</p> <p>Councillor Shore attended University Residents Meeting. Planning application for new accommodation will be submitted in Summer 2025.</p> <p>Councillor Beria attended Local Plan meeting and updated Councillors.</p>										
<p>9. Village maintenance</p> <p>Village benches and notice board require maintenance Councillor Beria has been in contact with a known contractor. Councillor Shore will obtain another quote. In due course, Clerk will contact our Ward Councillors to apply for grant from empowerment fund.</p> <p>Member of public volunteered to replace reflective tape on lamppost by village entrance. Parish Council will reimburse expenses</p>	SS/LW									

	Actions
<p>10. Transportation update, including actions arising re Warleigh Weir</p> <p>Parish Council aware that Warleigh Weir landowner mooting possibility of creating an “amphitheatre” at the site and Clerk notified our Ward Councillors for their information. Parish Council will enquire if any restrictive covenants are attached to the island.</p> <p>Ward Councillor Gourley will follow up with First Bus to explore options for a bus service for Claverton during period of 6 week road closure at Limply Stoke.</p>	MMac
<p>11. Exchange of Information</p> <p>Parish Councillors expressed concern that a decision has been made by the government not to renew funding for any pan-regional partnerships with an English Mayoral Combined Authority including the Western Gateway Partnership, from 31 March 2025. Ward Councillor Gourley will find out more.</p>	

The meeting closed at 8.50pm

Future Council Meeting: Thursday 11th September 2025, Thursday 9th October 2025

Signed Date

Cllr Sarah Shore, Chairman, Claverton Parish Council