

Swinbrook & Widford Parish Council Meeting

Sunday 26th June 2016

Minutes of the Parish Council Meeting held at the, Swinbrook Village Hall, on Sunday 26th June 2016 at 7pm.

Present

John Matthews (Chairman), Jeremy Duckworth (JD), Neil Norridge (NN), Andrew Mitchell (AM)

In attendance: Lisa Harrop (Clerk)

Apologies: Linda Baille (LD)

The meeting was called to undertake the following business

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1. Review the BDO Issues Arising Report for the Year Ended 31 March 2015 dated 30 September 2015;
 2. Review and Approve the Annual Governance Statement (Section 1 of the 2015/2016 Annual Return);
 3. Annual Return;
 4. Review and Approve the Accounting Statements (Section 2 of the 2015/2016 Annual Return) and supporting documentation;
 5. Review the Annual Internal Audit report undertaken by Mrs Sue Meech; and
 6. Authorise Jeremy Duckworth, the Responsible Financial Officer to continue the 2015/2016 Annual Return process
 7. Discuss the Speeding Meeting held with the Parishioners in May

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1. Review the BDO Issues Arising Report for the Year Ended 31 March 2015

Jeremy Duckworth presented a report by BDO for the year ended 31 March 2015 financial period which noted the following issues:

- a) The Accounting Statements had not been approved by the PC before 30 June 2015 as required
- b) The Council had not minuted a review of a risk assessment as part of its review of the effectiveness of internal control during the year; and
- c) An error in the completion of the Annual Return

It was accepted that these issues would not be repeated and indeed would be addressed: point a) is being addressed by agenda item 3 of the meeting today and point b) was also being addressed by agenda item 2 of the meeting today. Jeremy Duckworth confirmed that he would not repeat any completion errors.

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2. Annual Governance Statement 2015/2016

It is the responsibility of the members of the PC to ensure that there is a sound system of internal control regarding the running of the PC during the year on behalf of the local electors. This internal control system also includes the preparation of the Accounting Statements.

As part of this responsibility, an annual risk assessment review exercise has been undertaken and a copy of this review was presented to the meeting. Where relevant, appropriate insurance protection has been taken to protect the PC, eg public liability.

The Chairman and Clerk were satisfied that all of the risks facing the council have been identified and safeguards, including insurance, have been put in place to protect against these risks. Matters arising from both internal and external auditors, where relevant have also been taken into account: see 1 above. The Annual Governance Review was therefore duly approved and the Chairman and Clerk were authorised to sign the Annual Governance Statement 2015/2016 (Section 1 of the 2015/2016 Annual Return)

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3. Accounting Statements 2015/2016

Jeremy Duckworth presented to the meeting the following:

- a) The Accounting Statement (Section 2 of the Annual Return);
- b) The 2015/2016 Income and Expenditure Statement, together with variance analysis and bank reconciliation as at 31 March 2016; and
- c) Annual internal audit report statement from Mrs Sue Meech.

Jeremy Duckworth confirmed that the accounting statements in the Annual Return present fairly the financial position of the PC as at 31 March 2016 and its income and expenditure for the year ended 31 March 2016.

Jeremy Duckworth also confirmed that Mrs Sue Meech had again undertaken the annual internal audit review and report on behalf of the PC (see 3 below). No matters arising had been noted.

All the documents were reviewed at the meeting and were approved.

Jeremy Duckworth was therefore authorised to certify the Accounting Statements and The Chairman was authorised to confirm that the Accounting Statements had been approved by the PC.

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4. Review of Internal Audit Report 2015/2016

Jeremy Duckworth presented to the meeting the following:

- a) A review of the scope and effectiveness of the internal audit ; and
- b) The Annual internal audit report 2015/2016 prepared and signed by Mrs Sue Meech.

It was agreed that the scope and effectiveness of the internal audit process was appropriate for the PC.

It was noted that the internal audit report had reported full compliance with the internal control objectives and to a standard adequate to meet the needs of the PC.

The Chairman wished it to be noted that the members of the PC were very appreciative of the work undertaken by Mrs Sue Meech, and hoped that she would continue to undertake the annual internal audit report in the future.

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5. Authorisations of 2015/2016 Annual Return Process

Following the conclusion of items 2 to 4 above of the meeting, the Chairman authorised Jeremy Duckworth, the Responsible Financial Officer, to i) make available to local electors from 1 July 2016 a) a copy of the Annual Governance Statement, b) the Accounting Statements and c) a statement detailing the exercise of public rights with respect to the Annual Governance Statement and Accounting Statements and ii) by no later than 25 July 2016, to submit to BDO LLP, the PC's external auditors, the Annual Return and supporting documentation.

This concluded the annual report meeting.

0007 An overview of the speed meeting was given to AM who was unfortunately unable to attend due to previous commitments. AM raised a question surrounding the data received following the speed survey as their appeared to be difference in interpretations between Sue Matthews and Michael Bloor's AM requested that a formal response be obtained on the true nature of cars speeding through the village.

LH to contact Christian Mauz to obtain a formal response.

0008 JM informed the meeting that Christine Standen had contacted people in the village following the speed meeting to get their responses to 3 proposals that had been discussed in the meeting. AM asked what the 3 proposals where and LH informed him they were as follows:-

- Reduce the speed in the village to 20Mph
- Reduce the speed in the village to 20Mph and additionally reduce the speed on all other village approach roads to 40Mph
- Apply for Quiet Lane status

AM asked whether the PC had seen the data that had been collected by Christine Standen. LH confirmed that she had been copied in on all responses however LH was yet to receive the full analysis from Christine. AM asked what the general response had been and LH confirmed that the overall response was in favour for all 3 options. JM confirmed that there had been a number of response not in favour of the above proposals, which LH confirmed was true. JM asked how many people had been contacted and confirmed there are 110 people registered on the electoral role in the village. LH confirmed that this would be provided by Christine when she provided a breakdown of the data.

0008 AM asked if we had an idea of the costs associated with placing an application to reduce the speed limit from 30mph to 20mph. JD informed AM that the application cost was £2,500 however there would be additional costs associated if the application was successful, however the PC did not have a full understanding of what these additional costs would be.

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At the speed meeting Anthony Kirkwood indicated that the approximate additional costs would be £4,500 just to implement a 20Mph speed limit in the village. JD also informed the meeting that if we wanted to include reducing the speeds into the village from the A40 into Swinbrook, out past Widford and then out past South lawns in the application that the cost would be significantly more. JD also confirmed that if we did it in phases for each application we would need to pay £2,500.

LH to speak to Anthony Kirkwood regarding the costs and get a full understanding of the breakdown.

LH to speak to Gloucester Council regarding 20's plenty and the terms.

JM to provide a copy of the letter received from Julie Jones to AM.

NN asked what the PC thought about the Solar Panel Signage that flashed up when someone was exceeding the speed. JD informed NN that Anthony Kirkwood confirmed they cost approximately £7,000 per sign.

AM commented that we needed to get a full view of the costs before proceeding. AM suggested the following approach be taken:-

- Costs for just changing the speed limit in the village from 30Mph to 20Mph.
- Costs for extending the 30Mph zones out along the approach roads into the village.

LH informed the meeting it would be useful to understand the number of signs and markings throughout the village and approach roads so Anthony Kirkwood could give a better idea of the costs.

The PC confirmed that before proceeding with any decision a full idea of the costs needed to be understood as the PC only had limited funds. JD confirmed that the PC could look to raise the precept next year to assist with the funding specifying in the Precept application that it would be used to fund an application to reduce the speed limits and as the expected timescale for applications typically took 12 – 18 months we potentially had sufficient funds to finance the full application.

The PC also understood that whilst the application to reduce the speed limit to 20Mph would take some time that the PC needed to be seen to be acting on the issue. AM suggested that some strategically placed 20's plenty's signs around the village could be used in the short term. LH indicated that Wolfi Bauer was in favour of 20's plenty signs as they are a cheaper option and could be deployed quickly, in the speed meeting Wolfi informed everyone that Gloucester Council officially endorse the 20's plenty initiative.

JM explained that he had a letter from Julie Jones confirming that the signs should not be placed in a position permanently without the PC applying for Planning permission. LH confirmed that in the speeding meeting Anthony Kirkwood informed the meeting when asked for his views on the signs, that the Council did not have a problem with the signs being placed around the village as long as they were placed away from the official 30 Mph signs so not to cause confusion and that the police do not like the signs to look like official speed signs and should not mimic the statutory signs.

The PC asked LH to speak to Gloucester council to understand the terms of their 20's plenty initiative. JM to provide a copy of the letter from Julie Jones to AM.

At this point the speed meeting was concluded with the PC agreeing that in order to proceed a make a decision that a full understanding of the costs would be required and the data received from Christine Standen. Meeting to be scheduled once data and costs received.

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AOB

LH to check if planning permission is required.

NN raised the issue about the mast that had been erected up near South Lawns to provide broadband through Wurzel Broadband and asked the question whether it should have applied for planning permission.

This concluded the end of the meeting and the meeting was closed at 8.20pm.

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