

FIRSDOWN PARISH COUNCIL
Mrs AC Purves, Parish Clerk
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26th April 2024

Dear Councillor

You are summoned to attend the **Annual Meeting of Firsdown Parish Council** to be held in the Meeting Room of Winterslow Village Hall on **Thursday 2nd May 2024 at 7.45 pm** to transact the following business.

Yours faithfully,

Catherine Purves

Mrs AC Purves FSLCC
Parish Clerk

The Press and Public are invited to attend., and so there will be an **Open Forum** at the beginning of the meeting to allow members of the public to ask questions or make comment regarding the work of the Council or other items which affect the Parish.

Please note that proceedings may be recorded.

Wiltshire Councillor Rich Rogers will give his report.

AGENDA

28.24 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office

29.24 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office

30.24 To receive apologies for absence.

31.24 To receive any Declarations of Interest from Members

- a. To receive any **Declarations of Interest** in respect of matters contained in this agenda.
- b. To consider any **Dispensation Requests** received by the Parish Clerk and not previously considered.

Councillors are reminded that it is their responsibility to ensure their Register of Interests is up to date.

32.24 Minutes

- a. To approve and sign as a correct record the minutes of the ordinary Parish Council meeting held on 8th March 2024 - draft previously circulated.

33.24 Governance

- a. To review the and approve the following governance documents:

- i. Internal Control Policy, ii Risk Assessment, iii Effectiveness of Internal Audit Policy, vi Asset Register, noting any alteration required.
- b. Standing Orders and Financial Regulations

34.24 To appoint an Internal Auditor for 2024/2025.

35.24 To appoint representatives to the under mentioned bodies as required:

- a) Wiltshire Council's Southern Area Board (1 representative)
- b) Wiltshire Council's Local Highways & Footpaths Improvement Group (1 representative)
- c) Wiltshire Association of Local Councils (1 representative)

36.24 To consider any items raised in the public session (Note no decision can be made)

37.24 To receive reports from:

- a. The Chairman
- b. The Parish Clerk
- c. The Council's representative to the Southern Area Board

38.24 Finance

- a. To note the Q4 2023/2024 bank reconciliation as at 31st March 2024
- b. To confirm the payment of a schedule of accounts for May 2023 in the sum of £4895.83
- c. To note the 2024.2025 Budget Monitoring form, including the half year precept
- d. To note the bank balance as at 30th April 2024

39.24 To complete and sign the Annual Governance & Accounting Return for 2023/2024

- a. To consider the redaction of the signatures on the AGAR documents uploaded to the FPC website, to protect signatories from "specific & identifiable threats" of identity theft, and GDPR concerns.
- b. To note and accept the Internal Audit Report for 2023/2024 and any recommendations from the Internal Auditor
- c. To approve and sign the Annual Governance Statement for 2023/2024
- d. To approve and sign the Annual Accounting Statement for 2023/2024
- e. To resolve to certify that Firsdown Parish Council is exempt from a Limited Assurance Review by the External Auditor, as it meets the qualifying criteria.
- f. To approve the dates for the period of the Public Right of Inspection of Accounts for 2023/2024 – Monday 3rd June 2024 to Friday 12th July 2024

40.24 New Issues raised for consideration and action as necessary.

- a. Possible installation of a baby/toddler specific swing

41.24 Highway/Parish Steward/Footpath matters.

- a. *To note any new Highways issues.*
- b. *To note any new tasks for the Parish Steward*
- c. *To note any new footpath matters:* - vehicle vandalism of the Byway Open to All Traffic – also see 41.24diii below
- d. *To note any updates from the Local Highways and Footpaths Group meeting held on 23rd April 2024*
- i. Safety Improvements at Dunstable Crossroads – to consider a 11% contribution towards the cost of a topographical survey (including survey of invert drainage levels) total cost £7750.00 plus VAT FPC contribution £861.11, subject to Winterslow and Pitton & Farley Parish Councils

agreeing to their contribution in the sum of £861.11 each.

ii. Installation of a dropped kerb at Firs Road/A30 junction – the Wiltshire Council Traffic Officer is still awaiting advice from Legal Services concerning the land ownership about the best way to claim the land as public highways as no registered owner is recorded.

iii. Proposed downgrading of status of Byway Open to All Traffic to a restricted Byway/Bridleway

iv. Update on A30/London Road speed review project.

42.24 Planning

a. *To consider a response to planning applications received:* None

b. *To consider a response to applications notified between the publication date of the agenda and the date of the meeting, if necessary*

c. *To confirm the response determined by email for applications received since the last meeting:*

PL/2024/01415 – demolish existing garage and conservatory, replace with single storey side and rear extension. Enlarge existing dormer, alterations to fenestration, render to front of property at 13 Great Croft, Firsdown. Response – no objection

d. *To note planning decisions made by Wiltshire Council since the last meeting:* None received.

43.24 To review other ongoing matters.

a. Bank mandate

b. Roundbarrow Farm

c. Pitton Community Shop

d. Provision of recycling bins – waste licence

44.24 Items for the next agenda

To note any items for the next agenda

45.24 To note the date and time of the next ordinary meetings of the Council.

Thursday 4th July 2024 at 7.30 pm in Winterslow Village Hall

46.24 To close the meeting.

Councillors must consider the following when discharging their duties: Equal Opportunities (Race, Gender, Sexual Orientation, Marital Status, and any Disability), Crime & Disorder; Health & Safety; Human Rights; Bio-Diversity