

# BICKLEIGH PARISH COUNCIL

Roborough Recreation Hall, New Road, Roborough, Plymouth PL6 7FJ

Office opening hours: Monday & Tuesday 11:00 - 15:00hrs

(other times by appointment)

Telephone: Office (01752) 696972

E-Mail: [parishclerk@bickleigh.gov.uk](mailto:parishclerk@bickleigh.gov.uk)

## MINUTES OF THE ANNUAL PUBLIC MEETING FOR THE PARISHIONERS OF BICKLEIGH PARISH<sup>i</sup> HELD ON THURSDAY 23<sup>RD</sup> MAY 2019 IN THE WOOLWELL CENTRE

Refreshments and cakes were available from 6:45 at the Woolwell Centre.

**COUNCILLORS PRESENT:** Carole Spencer (Chair of BPC), Lynn Tamsett-White (Vice Chair of BPC), Katherine Archer, Paul Blight, Wendy Haymes, Simon Rundell, Barrie Spencer, Larry Taylor.

**IN ATTENDANCE:** Karenza Heald, Clerk and 9 members of the public

Minute ref APM 2019	Item for discussion
1	Carole Spencer, Chair of the Council, opened the meeting at 19:00hrs welcoming those present apologising for the heat and air condition in the room.
2	<b>Apologies for absence</b> – Cllr Nicky Hopwood, who is away on holiday.
3	<b>Minutes from the previous Annual meeting of the Parish</b> The Clerk reported having looked through the files, no minutes were available from the previous year to approve. Linda Crowe, previous Vice Chair of the Council said she had a copy which she would provide to the Clerk. The Chair stated as there were no minutes available to present at the meeting, they were not able to be approved.
4	<b>Approval of Annual Governance Statement (AGS) from 2018/19</b> The Chair explained the necessity for an Internal audit <sup>ii</sup> and that the Council will be signing of the AGS. The Clerk advised that a meeting had taken place with herself, the Chair of the council and Council's appointed internal auditor. The Clerk read the ascertions <sup>iii</sup> from the AGS and, following observations and recommendations from the internal auditor, the relevant boxes ticked. (see Appendix <sup>iv</sup> ). The Clerk asked if anyone had any questions or comments. None received. <b>The Chair and the Clerk duly signed the AGS.</b>  Cllr B Spencer asked if the report would be uploaded on the website. The Clerk confirmed the legal requirements are that the AGS is uploaded on the website. The Chair stated this is one of the obligations the Council has and which it has not been following through.  Cllr B spencer asked if the internal auditor was the same auditor as the previous year. The Clerk confirmed this was the case. Cllr B Spencer then asked if the same individual was the Council's auditor for 2016/17. The Clerk advised the Council had instructed a different auditor, hence the mix up over the V.A.T. reclaims. During these periods the Chair stated there was an understanding with internal auditor, the V.A.T. had been accounted for and would be claimed.  The Chair stressed she had said to the internal auditor that the current Clerk / RFO was not responsible for the areas identified which need addressing from the 2018/19 AGS and the Council are keen to move forward and put correct procedures in place.

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5	<p><b>Report from Neighbourhood Police</b></p> <p>The Chair announced that Tamsyn Dingley would be leaving the Neighbourhood Policing Team to become detective. On behalf of the Council would like to formally wish her the best of luck and thank her for her assistance for her eight years' service. A crime report which for May 2019 was read out. The report included fraud advice.</p>
6	<p><b>District Councillor report – SHDC Bickleigh &amp; Cornwood Ward</b></p> <p>District Councillor Barrie Spencer read a report which he had compiled with some collaboration from District Councillor Nicky Hopwood – Woolwell Ward. He offered his personal congratulations to the returning Councillors and the new councillors. Cllr Barrie Spencer will be sitting on several committees, including Audit, Oversight &amp; Scrutiny and the Local Enterprise Partnership.</p> <p>Cllr Spencer encourages everyone to join his facebook page - '<a href="#">Cllr Barrie Spencer – Bickleigh &amp; Cornwood Ward</a>'. The page will include updates on what is happening at South Hams District Council and also notices and events in the three parishes which he covers. Cllr Spencer's email address is: <a href="mailto:Cllr.Barrie.Spencer@southhams.gov.uk">Cllr.Barrie.Spencer@southhams.gov.uk</a>.</p> <p><u>Planning training</u>: SHDC have agreed to provide targeted training on planning matters to Bickleigh Parish councillors. Members from Shaugh Prior and Cornwood Parish Council have been invited to attend.</p> <p>SHDC had its first full Council meeting on 16<sup>th</sup> May 2019. A working group has been formed to investigate the subject of Climate Change and for Councillors to become better informed about taking this forward. Parishes across the country are doing the same thing and Cllr B Spencer suggested Bickleigh Parish may wish to consider this.</p> <p>District Cllr Barrie Spencer is currently dealing with:</p> <ul style="list-style-type: none"><li>• Spoil outside spoil outside Bickleigh house, following remedial work undertaken relating to flooding</li><li>• Overgrowth bushes and bramble in Village Drive, Roborough</li><li>• Lack of bin collection in Wotter</li><li>• Problems with grass cutting on Roborough Green</li><li>• Fly Tipping at junction of Bickleigh Down Road and Tavistock Road</li></ul> <p>Additionally, he has met with Cornwood &amp; Shaugh Prior Parish Councillors, attended Harford Annual meeting and has passed a complaint to the Parish Council regarding a promised planning application on 21 Leat Walk, which had not been completed.</p>
7	<p><b>Report from Roborough Hall &amp; Recreation Field Committee</b></p> <p>The Chair of the Committee, Mr Bill Hitchins, had advised the Clerk; due to other commitments he was unable to attend this evenings meeting. He had hoped to send a representative.</p>
8	<p><b>Public Forum</b></p> <p>A member of the public said how refreshing it is to have improved communication, particularly the updates on facebook.</p>

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## APPENDIX

### i LEGISLATION – PARISH MEETINGS

Local Government Act 1972, chapter 70, schedule 12, part III – Parish Meetings

14 (1) The parish meeting of a parish shall assemble annually on some day between 1st March and 1st June, both inclusive, in every year. (2) Subject to sub-paragraph (1) above and to sub-paragraph (3) below, parish meetings shall be held on such days and at such times as may be fixed by the parish council or, if there is no parish council, by the chairman of the parish meeting.

### ii INTERNAL AUDITS

The Good Councillors Guide to Finance & Transparency

Every Council MUST undertake an effective internal audit to evaluate the effectiveness of:

- Its system of internal control
- Risk management
- Governance processes

### iii ASSERTAINS

Assertion 1: Financial management and preparation of accounting statements

Assertion 2: Internal control

Assertion 3: Compliance with laws, regulations and proper practices

Assertion 4: Exercise of public rights

Assertion 5: Risk Management

Assertion 6: Internal Audit

Assertion 7: Reports from Auditors

Assertion 8: Significant events

Assertion 9: Trust funds

<https://askyourcouncil.uk/governance-and-accountability/section-1-the-annual-governance-statement/>

### iv ANNUAL GOVERNANCE STATEMENT

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.		✓	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.		✓	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.		✓	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		✓	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.		✓	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.		✓	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓