

NOTICE OF A PARISH COUNCIL MEETING

Dear Councillors,

I hereby give notice that on Thursday 23 May 2024 a meeting of Zeals Parish Council will take place at the Village Hall, Zeals immediately after the Village Hall meeting. All members of the Council are summoned to attend for the purpose of considering and resolving upon the business set out hereunder.



Signed by Fran Hill, Clerk

Date: 16 May 2024

PUBLIC SESSION

An opportunity for members of the public or other authorities to address the Council on any agenda item or matter concerning the village.

Wiltshire Council Report - Cllr G Jeans

AGENDA

ZPC 24/1 TO RECEIVE AND AGREE APOLOGIES FOR ABSENCE

ZPC 24/2 DECLARATIONS OF INTEREST

- (i) To consider any written requests for dispensations by the clerk.
- (ii) To receive any declarations of interest

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Zeals Parish Council Code of Conduct for Members and by the Localism Act 2011

ZPC 24/3 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE 28 March 2024 and the planning meeting held on 21 March 2024.

ZPC 24/4 ACTIONS FROM PREVIOUS MEETING (not covered by other agenda items)

ZPC 24/5 FINANCE MATTERS

- (i) To note the balance of the account. **£9,203.39** (30/04/24) in current account and £10,135.25 in the deposit.
- (ii) The Parish Council is asked to RESOLVE to pay the following payment and any that come in after the agenda has been sent out.

Mrs Hill Salary 1/03/24 – 30/04/24 39 3/4 @£14.17 = £639.25 Expenses inc Homeworking allowance (£8pm = 8pm) Mar - Apr = £16 Expenses – Microsoft 365 £59.99	£639.25	
HMRC Tax and NI for Clerk	£TBC	By DD
Adrian Light - grass cut @ £45 31/3/24 14/4/24 24/4/24 12/5	£180	
Insurance PC - Community First - option of 1 year at £615.64 or a 3 year option at £584.86	?£584.86	
Insurance Hall - Community First - year 2 of 3	£704.77	

Insurance for Green Pastures – Access Insurance Renewed under delegated powers	£1036.41	
AOS – Payroll 2024 -2025 to include online filing and production of P60 – Annual Fee	£160	
Water2business	£38.40	

(iii) To note payments paid out under delegated powers:

WALC	£282.62	1129
------	---------	------

- (iv) Council are asked to **RESOLVE** to pay Water2Business by direct debit in the future. Currently the bill arrives twice yearly but the clerk usually has both bill and a final demand arrive between meeting dates. The direct debit will be 'on demand' and will be taken in March and September.
- (v) Council are asked to **APPROVE** and sign the Accounts to 31 March 2024. Council is asked to note the Parish Council accounts show an income of £10,249,011, expenditure of £10,641,304 with a bank balance of £14,028. (already circulated).
- (vi) Council are asked to **RESOLVE** to certify Zeals Parish Council "exempt" from external audit (2023-24). Certificate of Exemption to be approved and signed.
- (vii) Annual Internal Auditors Report 2023-24
Council is asked to **RESOLVE** to appoint AOS Accounts as Internal Auditor and to consider the effectiveness of the internal audit.
- (viii) Council are asked to **APPROVE** & Sign the Annual Governance Statement 2023-24 (Section 1)
- (ix) Council is asked to **APPROVE** and sign the Accounting Statement for 2023-24 (Section 2)
- (x) Council is asked to **NOTE** the Notice of Public Rights and Publication of Annual Governance & Accountability Return (exempt Authority).

ZPC 24/6 PLANNING APPLICATIONS

- (i) Applications to consider at the meeting: or any urgent applications that come in after the agenda goes out

Leaping Frogs Planning Application to create a new classroom for youngest children		
PI/2024/04070 Fountain Cottage Zeals Removal of condition 6 on PL/2022/04563 to allow independent occupation of the dwelling known as Fountain Cottage		

- (ii) Applications considered/determined since last meeting: For Information

Application	Zeals PC Comment	Wiltshire Council Decision

ZPC 24/7 COMMUNITY GOVERNANCE REVIEW –

- (i) Council is asked to discuss any updates and to RESOLVE to approve the next steps. Cllr Gray

ZPC 24/8 WESTFIELD PLAYGROUND

- (i) Update on checks - Cllr Patch Aprils' report

ZPC 24/9 SID

- (i) Council to receive update on SID - Cllr Gibbons

ZPC 24/10 DEFIBRILLATOR

- (i) Council is asked to consider the letter received from Paul Cosh regarding the defibrillator and to RESOLVE to accept the gifted Defib and whether to move it as suggested at the previous meeting. A quote has been received to install electricity to the hall with an internal transformer; £410.plus VAT.

ZPC 24/11 CENTRAL RESERVATION

- (i) Council is asked to consider the email received from a resident regarding the removal of the central bit in the road to allow allotment holders to park.

ZPC 24/12 BOYES TRANSPORT

- (i) Council to discuss the situation and RESOLVE a way forward.

ZPC 24/13 CLERKS REPORT

ZPC 24/14 CORRESPONDENCE Council is asked to note the items below

- (i) Email 13/5/24 from Paul Cosh of SWAST regarding update on defibrillator (Previously Circulated)
- (ii) Email from resident 21/04/24 re removing the central bit in the road for allotment holders to park.
- (iii)

ZPC 24/15 ITEMS FOR NEXT AGENDA

- (i) Community Governance Review and CIL

ZPC 24/16 DATE OF NEXT MEETING –Thursday 25 July 2024 at the Village Hall

Members are reminded that the Council has a general duty to consider the matters above in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status or disability), Crime & Disorder, Health & Safety and Human Rights.