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**WALTON-IN-GORDANO PARISH COUNCIL**

Walton-in-Gordano - Walton Down - Walton Bay

**Clerk: Donald Hill**

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## **Minutes of the Meeting Held on Monday 29th May 2019**

*All meetings are held at 7.30pm at the Village Hall unless stated otherwise*

*This meeting replaced the planned meeting of June 10th, which would have been inquorate and was cancelled.*

*The substance of the meeting was necessarily conducted beforehand, electronically, and the meeting took place principally to ratify actions taken, receive a Clerk's update, and to complete various audit forms that needed signature at a meeting.*

**Present:** Cllrs Mike Ralston (Chair), Brian Cannell, Rachel Dickinson (electronically)

**In Attendance:** Don Hill (Clerk)

**Public Attendance:** 0

**059/19 APOLOGIES** - Cllr Nigel Wilyman, NSC Cllr Nigel Ashton, Colin Medus - NSC Liaison

**060/19 DECLARATIONS OF INTEREST** - none

**061/19 i) LAST MEETING MINUTES** of May 13th were pre-circulated and agreed unanimously. They were signed by Chair and Clerk.

**ii) THE ANNUAL PARISH MEETING MINUTES** of May 13th were circulated electronically to all attendees of the meeting and confirmed as a true record. The Chair and Clerk duly signed them as such.

**062/19 MATTERS ARISING NOT DEALT WITH ELSEWHERE** - none

**063/19 ANNUAL GOVERNANCE STATEMENT:** In relation to the Annual Review of Governance documents (Minute 28/19 of the March meeting), Section 1 of the 2018-19 Annual Governance and Accountability Return (AGAR) - The Annual Governance Statement - was pre-circulated with the meeting papers, reviewed and unanimously agreed. It was signed at the meeting by the Chair and Clerk as a true representation of the Council's internal governance controls.

**064/19 PLANNING**

**Decisions Due: 19/P/1083/FUH** Drovers Brook revision.

**Granted: 19/P/0968/TRCA** Tree work at The Manor.

**065/19 PARISH MAINTENANCE**

**End Gully at Rear of Home Farm Cottage:** Camera investigation done. Work timetable awaited.

**Utility Covers at Coast Road/Two Acres Junction:** With Bristol Water to rectify.

**Village Gateway Preparation:** NSC informed of our concerns about repositioning of speed restriction signs. Village Gateway work held in abeyance during this apparent impasse.

**Coast Road:** Damaged Weston-in-Gordano grit bin on Coast Road with them to progress.

**Moor Lane:** potholes are breaking out again at the bottom of Harley Hill now on NSC job list.

**B3124:** Overgrowing bushes at Roseway Cottage. **Cllr Wilyman undertook to speak with owner.**

**066/19 COUNCILLORS' REPORTS**

AutoSpeedWatch information recently circulated by the Clerk to be placed on July meeting agenda.

067/19 FINANCE

- i) **2019-20 Accounts:** pre-circulated, reviewed and noted.
- ii) **Annual Governance and Accountability Return 2018/19 (AGAR) Section 2 - Accounting Statements 2018-19:** This presents a summary of the accounts prepared by the Clerk and internally audited. It was pre-circulated with the meeting papers, reviewed and, electronically agreed unanimously to be a true and accurate record: the Chair of the meeting signed it as such.
- iii) **Hall Hire Fees:** Awaiting Hall Committee decision re the payment of hire fee by standing order.
- iv) **The Bank Accounts:** Our banking arrangements, subject to periodic review to ensure have 'the best deal', have been in place for over 20 years. To ensure that the optimum monies are held in the interest bearing account, our current account (called a Treasurer's Account), always has a closing daily balance of £150. Any monies drawn from, or added to our current account are offset at the end of each day by transfers to or from our deposit - interest bearing - account (called a Business Banking Instant Access Account). Lloyds call this daily transfer a 'sweep'.  
A curiosity has emerged from the system in that, if 2 standing orders fall due on the same day and the £150 daily opening balance is not enough to cover them, the 2nd one to be processed will be bounced and re-presented the following day to see if enough money is in the account to pay it. In April, the Clerk's wages SO was bounced on April 15th because its attempted input immediately followed the posting of our monthly website SO. When it was automatically re-presented on April 16th, the half year precept of £2402 was also paid in by NSC. As a result, the April wages were paid - a day late - and, at the 16th end-of-day, the balance in excess of £150 - some £2200 - was transferred to the deposit account.  
On May 15th exactly the same thing happened, but with no money being paid into the account the Clerk's wages were bounced again: on May 16th they remained bounced, as no monies had been paid into the current account during that day. The Clerk was paid the May wages by cheque (see below).  
On the day all this was sorted out with Lloyds, the cheque for the Councils Annual Insurance premium - £224 - had been paid out, the balance being marked on the statement as an overdraft of £74 (daily opening balance £150 - less £224). That 'overdraft' (the account is not allowed to be in overdraft), disappeared when, at the end of the working day, the current account was re-balanced by a 'sweep' from the deposit account to the current account. This has always been the procedure in the past.  
To overcome this 'glitch' in the Lloyds system we could either alter the date of one of the standing orders, or increase the daily current account end-of-day balance from £150 to £500. Members agreed, electronically, to raise the account end-of-day balance to £500 and this has been done. **This action was unanimously confirmed and ratified at this minute.**
- v) **The Financial Regulations:** An Appendix relating to Clause 5 of the Financial Regulations, and setting out protocols for the conduct of Internet Banking were agreed electronically by members as a prelude to lodging the Internet Banking application. **This action was per minute 053/19 of the May meeting and was unanimously confirmed and ratified at this minute.**
- vi) **The Online Banking Application:** Has been completed, signed and lodged. **This action was per minute 053/19 of the May meeting and was unanimously confirmed and ratified at this minute.**
- vii) **Cheques:** 782 D Hill £171.80 (Minute 067/19 iv)). 783 Philip Smith, Internal Audit £51.00. 784 HMRC for PAYE £108.00. **Cheques 782 and 783 were pre-signed and ratified here.**

The meeting closed at 7.45pm