

MINUTES OF THE SMANNELL PARISH COUNCIL MEETING HELD ON 29TH MAY 2024 AT APRIL'S FARM, SMANNELL

Cllrs. Present: Cllr. Marianne Black, Cllr. Paul Dunning, Cllr. Andrew Hooker, Cllr. Stephen Jenkins, Cllr. David Martin, Cllr. Erica Mason (from 19.02 hours), Cllr. Rob Price

In attendance:

Members of the public

1. APOLOGIES

County Cllr. Kirsty North – Hampshire County Council
Borough Cllr. Phil North – Test Valley Borough Council

2. TO CO-OPT A SERVING PARISH COUNCILLOR TO THE PARISH COUNCIL

The Parish Clerk advised members that he is in receipt of an application from a Stephen Jenkins for the vacancy as Parish Councillor. Members gave this serious consideration and RESOLVED to co-opt Stephen Jenkins as a serving Parish Councillor forthwith.

ACTION

The Parish Clerk to ensure that Test Valley Borough Council is informed of the newly appointed serving Parish Councillor.

3. PUBLIC QUESTIONS NOT ON THE AGENDA

None recorded

4. DECLARATIONS OF INTEREST

None recorded.

5. TO RESOLVE THE FULL COUNCIL MINUTES OF THE MEETING HELD ON 4 MARCH 2024

The Chair reviewed the Minutes of the Full Council meeting held on 4 March 2024. Members unanimously RESOLVED to accept the Minutes of this meeting as a true and correct record. The Chair signed the Minutes accordingly.

6. MATTERS ARISING FROM THE MEETING HELD – 4 MARCH 2024

The Chair reviewed all the action points that were raised from the meeting held 4 March 2024, which had been carried out. There were no significant matters to discuss further.

7. CORRESPONDENCE

The Parish Clerk advised members of all correspondence received to date, which were noted without further comment.

8. TO RESOLVE APPROVAL OF THE ANNUAL INSURANCE PREMIUM FOR THE SMANNELL PARISH COUNCIL

The Parish Clerk advised members that he has received the insurance documentation for the renewal of the annual insurance from Clear Councils as part of the three year long-term agreement. The Parish Clerk advised members that the insurance schedule remains compliant and meets the current requirements of the Parish Council. The current insurance policy expires on 19 June 2024. The annual premium is £431.06 plus £51.73 for Insurance Premium Tax and £45.00 for the policy administration fee. This brings the total overall insurance premium to £527.79. Members RESOLVED unanimous agreement to the renewal of the insurance policy.

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ACTION

The Parish Clerk to arrange the insurance renewal with effect from 19 June 2024.

9. TO RESOLVE THE FINANCE SCHEDULE OF EXPENDITURE FOR MAY 2024

The Parish Clerk advised members of the expenses of the Parish Council for May 2024, which amounted to £4,144.96 as scheduled below, together with the latest financial position of the Parish Council.

£216.75 – Kevin Glyn-Davies – March Salary

£35.00 – JK Computer & Website Services - Invoice 5007 dated 3 April 2024 - Website Domain Name transfer from JKCWS to 20i

£135.00 – Enham Trust – Invoice SINV507039 dated 1 April 2024 – Grass maintenance of Little London Playing Fields 09/08/2023 and 31/08/2023

£101.26 – Enham Trust – Invoice SINV512010 dated 1 April 2024 – Grass maintenance of Little London Playing Fields 05/10/2023

£216.75 – Kevin Glyn-Davies – April Salary

£96.00 – Defib Store – Invoice 39046 dated 6 May 2024 – Polycarbonate defibrillator phonebox signs set of 4

£81.99 – Amazon – Invoice DS-ASE-INV-GB-2024-192885729 dated 4 May 2024 – Nestling 8 pack 88E long range walkie talkies

£6.28 – Amazon – Invoice GB-140579851-2024-56549 dated 5 May 2024 – AED safety sign self adhesive sticker

£52.14 – HFE Signs – Invoice 52763 dated 22 May 2024 – Self adhesive vinyl sign, PVC banner, hem and eyelets

£2,262.00 – PP Sanitation Limited – Invoice 000000256 dated 15 May 2024 – Liberty green disabled toilet

£527.79 – Clear Councils – Invoice LCO01452 dated 4 May 2024 – Annual Parish Council insurance renewal

£414.00 – J. Humphry Associates Limited – Invoice 17627 dated 26 April 2024 – Preparation of annual accounts for year end 31 March 2024

Members unanimously RESOLVED the expenditure of the parish council for May 2024 as prescribed.

The Chair requested that the Parish Council considers a discretionary spend limit of £500.00 by the LLPF and Events Team per event for goods bought for profitable resale such as food and drink but anything that needs to be purchased such as signage, walkie talkies, advertising must be agreed by the Parish Council. The Chair commented that non-

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profitable expenditure needs to be accounted for and needs to be disclosed to the Parish Council. Members agreed with this policy position.

10. TO RESOLVE APPROVAL OF THE UNAUDITED ACCOUNTS OF THE SMANNELL PARISH COUNCIL FOR THE FINANCIAL YEAR 31 MARCH 2024, TO COMPLETE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/2024 AND ANNUAL GOVERNANCE STATEMENT 2023/2024 AND ANNUAL REVIEW OF INTERNAL AUDIT

The Parish Clerk advised members of the legal audit requirements in the completion of the Annual Governance and Accountability Return 2023/2024. He explained that as the income and expenditure for Smannell Parish Council has now exceeded £25,000, it can no longer meet the qualifying criteria as set out in the Certificate of Exemption and able to declare themselves exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review.

Every smaller authority that either received gross income or incurred gross expenditure exceeding £25,000 must now complete Form 3 of the Annual Governance and Accountability Return. The Parish Clerk explained that the Parish Council **MUST** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both documents must be approved and published on the Smannell Parish Council Website before 1 July 2024.

It was reported that Smannell Parish Council will determine the internal audit scope of work to be undertaken by the internal auditor. If no such programme of work is agreed by the Council, then the minimum reporting requirement for internal audit will be met by completing the annual internal audit report within the Annual Governance and Accountability Return. The Internal auditor may also report in greater detail to the Council for example providing a written internal audit report. The Council may consider the following list of the key systems and processes they can ask internal audit to review from time to time as part of its work:

- proper and thorough book-keeping including the cash book;
- standing orders and financial regulations;
- payment controls;
- income controls;
- budgetary controls;
- payroll controls;
- asset control;
- bank reconciliations;
- year-end procedures; and
- risk management arrangements.

Review of the Effectiveness of Internal Audit

On an annual basis, Smannell Parish Council will carry out a review of the effectiveness of the overall internal audit arrangements. As part of the review, this may include the appointment of an internal auditor. The review should balance the Councils internal audit needs and usage. It should provide sufficient assurance for the Council that standards are being met and that the work of internal audit is effective. The review is designed to assure Smannell Parish Council Internal Audit Policy

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Reviewing the Effectiveness of Internal Audit

Members reviewed the annual internal audit process and RESOLVED that it has maintained the standards of an adequate and effective internal audit of its risk management, control and governance processes. The review included, as a minimum, making an assessment of each of the following:

- the scope of internal audit;
- independence;
- competence;
- relationships with the clerk and the authority; and
- audit planning and reporting.

Members RESOLVED approval of the unaudited accounts of the Smannell Parish Council as at 31 March 2024, which were previously circulated to all. Members carefully considered Section 1 of the Annual Governance Statement and RESOLVED to complete this with 'Yes' statements accordingly. The Chair and the Parish Clerk signed this section as required. Members then considered Section 2 Accounting Statements and RESOLVED agreement for this to be signed by the Chair and the Parish Clerk as necessary.

11. TO RESOLVE APPROVAL OF THE APPOINTMENT OF THE INTERNAL AUDITOR TO THE ACCOUNTS

The Parish clerk advised members that he has spoken to Paul Reynolds who is based in Eastleigh and he has agreed to carry out the internal audit of the Parish Council accounts. Members RESOLVED approval to appoint Paul Reynolds as the internal auditor to the accounts. Members further RESOLVED and confirmed that the internal auditor does not undertake tasks or give advice which may compromise or fetter their independence or invalidate the smaller authority's insurance. Members RESOLVED to accept the Internal audit scoping report proposal previously circulated and prepared to all members to be sent as part of the formal appointment to Paul Reynolds (Internal Auditor).

12. TO REAFFIRM AND RESOLVE APPROVAL OF THE PLAY AREA TENDER FOLLOWING GRANT APPROVAL SUCCESS

The Parish Clerk advised members that he has formally received a letter from Jenny Brain at Test Valley Borough Council dated 29 April 2024 confirming that a Community Asset grant of £17,137.90 has been agreed and awarded to Smannell Parish Council as a contribution towards the play area upgrade. The Parish Clerk advised members that he has contacted Nicci Aplin at Kompan to advise accordingly. The quote stood at £31,416.27 plus VAT (£6,283.25) to total £37,699.52. Nicci Alpin is currently evaluating the quote to see if there are any further discounts that can be offered and to finalise the quotation prior to proceeding. The Parish Clerk advised member that he has been advised by Kompan today (29 May 2024) that the design team have done a final check through the site design, and have some concerns over the levels of the areas. Nicci Alpin has asked the team to double check what and if additional ground works may be needed to cope with the site.

The team have recommended a little more "cut and fill" to level the areas than anticipated from the concept design. She states that she will do her best to ensure that the quote is as close as possible to the last quotation.

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Members noted this and agreed to await the final quotation in light of this additional information received. It was noted that as one of the conditions in the quotation documents, it states 'Customer responsible for offloading; however Kompan can provide a quotation for the Hiab delivery upon request'. Members requested that the Parish Clerk seeks clarification on this condition.

ACTION

The Parish Clerk to seek clarification from Kompan in respect of offloading arrangements at the site.

13. TO RESOLVE AGREEMENT TO THE PARISH EQUIPMENT POLICY

The Chair advised members that the Smannell Parish Council owns a number of assets, which could be used by its parishioners for their short-term personal use. Such occasions include private parties. A document has been devised and circulated setting out terms of agreement, returnable deposits required or charges where appropriate. It is advised that users take their own insurance out where deposits required do not meet the repair costs in cases of severe damage. All deposits are required to be banked in the Smannell Parish Council bank account a week before the equipment is due to be released. If the toilet is required, it must be emptied and cleaned before being returned. If it is not clean before being returned a £250 fee will be applied. It is down to the discretion of the Smannell Parish Council if any equipment is requested from individuals or bodies outside of the Parish.

Members RESOLVED approval of the Parish Equipment policy with immediate effect and requested that the policy is uploaded to the Smannell Parish Council Website.

ACTION

The Parish Clerk to upload the Parish Equipment Policy to the Smannell Parish Council.

14. TO RECEIVE AN UPDATE FROM THE LLPF AND EVENTS TEAM AND ACTIVITIES

A report was provided by Cllr. Andrew Hooker. The site for the disabled toilet has been completed and prepared. The toilet has been delivered and placed on site but it needs to be serviced, ready for use. The existing toilet needs to be cleaned and prepared. The broken toilet needs to be removed. Test Valley Borough Council has refused to remove it. Summer Fete preparations are almost complete and the posters are in place. Steps for the cabin have been constructed and put in place. The music event line up has now been finalised and agreed and the posters printed. The LLPF and Events Team are very pleased concerning the result of the grant application to Test Valley Borough Council. Everyone is looking forward to seeing the playground work starting this summer. The defibrillator sign has been added to the Smannell notice board. Furthermore, defibrillator signs have been designed and received, to be added to the Telephone Box in Little London.

15. TO DETERMINE PLANNING APPLICATIONS

None received.

16. FOOTPATHS AND ROADS UPDATE

Cllr. David Martin advised members that he had no footpaths update to provide. In respect of roads, he stated that he has extracted the statistics from the Speed Indicator Devices

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and can advise that 15% of drivers are over the prescribed speed limit. He advised members that he intends to provide a report on this matter for members.

ACTION

Cllr. David Martin to provide a report on progress in respect of the collection of data and statistics recorded by the Speed Indicator Devices to date.

17. BOROUGH AND COUNTY COUNCIL REPORTS

None received other than the written reports already tabled in the previous meetings held earlier.

18. MEMBER QUESTIONS

None recorded.

In the absence of any further business to transact, the Chair closed the meeting at 19.30 hours.

The next meeting of the Parish Council will be at April's Farm on on 1 July 2024 at 18.30 hours.