



Sherborne St. John Parish Council

**MINUTES of the
ANNUAL PARISH COUNCIL MEETING
Of SHERBORNE ST. JOHN PARISH COUNCIL
Wednesday 21 MAY 2025: Commenced 8pm
(Immediately after the Annual Parish Meeting)
The Chute Pavilion, Vyne Road**

Councillors present: Richard Morgan – Chair (RM), Linda Agnew (LA), Jane Bechelet (JB), and Carl Davies (CD).

Plus: Councillor Simon Minas-Bound (Basingstoke & Dean BC) and Councillor Rhydian Vaughan

Plus: Melanie Camilleri (MC) – Clerk & Responsible Financial Officer (Locum)
Rosie Burton (RB) – Clerk & Responsible Financial Officer
Terry Buller – Grounds/Site Manager
5 members of the public

MINUTES

- 41/25 Election of the Chair for the municipal year 2025/26:** RM proposed by CD, seconded by JB, and unanimously approved. JB accepted office.
- 42/25 Election of the Vice-chair for the municipal year 2025/26:** RM proposed by CD, seconded by JB, and unanimously approved. JB accepted office.
- 43/25 Public Question Time:** All matters covered under the Annual Parish Meeting.
Vidlers Farm Flats. A discussion took place regarding the unclear property signage at the flats.
- 44/25 Apologies for absence:** Cllr James Rowley
- 45/25 Declarations of Interest:** None
- 46/25 Minutes: RESOLVED:** the Minutes of the Parish Council's Meeting held on **26 March 2025** were approved.
- 47/25 General Powers of Competence (under Localism Act 2011)**
i) **RESOLVED** that SSJPC DOES meet the eligibility criteria and declares General Powers of Competence.
(Clerks Manual Page 143 - states that to be granted GPC you must have 2/3rds of your councillors elected (which we did in 2024 - 80%) and have a fully qualified clerk (which Mel was/i). But the period of GPC remains in place until the May meeting after the next election, in our case 2028 and not if either the clerk leaves or we change councillors.)

48/25

Governance

- s29(1) of the Localism Act 2011: **RESOLVED**: confirmed Councillors' Register of Interests are published and up to date.
- **RESOLVED**: Councillors confirmed their commitment to abide by The Local Government Association's Model Councillor Code of Conduct
- Dates of all Ordinary Meetings of full council up to and including the next Annual Parish Council Meeting in 2026 were agreed.
- **RESOLVED**: The following Policies and Procedures were approved and adopted: -
 - o Standing Orders
 - o Financial Regulations
 - o General Reserves Policy
 - o Publication Scheme and FOI Requests
 - o Complaints Policy

49/25

Finance Part 1: Annual Governance

- i) **RESOLVED**: the signatories on the Council's Bank Accounts for orders of payment are RM, CD, and LA. Agreed to add RB.
- ii) **RESOLVED**: CD appointed to at least once in each quarter, and at each financial year end, verify bank reconciliations (for all accounts)
- iii) **RESOLVED**: continuation of variable DD payments set-up
- iv) NOTED the Annual Subscriptions: ICO and HALC/NALC and SCRIBE
- v) **RESOLVED**: Confirmed insurance cover in respect of all insured risks, as set out in the Asset Register (including land and building assets) and seek additional cover where there is a shortfall.

50/25

Finance Part 2: Internal and External audit

- i) Annual Governance and Accountability Return 2023/24 Form 3
 - a. **RESOLVED**: confirmation that there are no conflicts of interest with the external auditor, BDO LLP
 - b. Noted the Bank Reconciliation ending 31 March 2024
 - c. Noted the Internal Auditor's Report
 - d. **RESOLVED**: Section 1 – Annual Governance Statement was approved
 - e. **RESOLVED**: Section 2 – Accounting Statements was approved. It was noted that the turnover does not exceed £200K and therefore the external auditor does not need to conduct an intermediate review.
 - f. **RESOLVED**: Explanation of Significant Variances Report was approved
 - g. **RESOLVED**: the dates for the period of the exercise of Public Rights and Publication of unaudited Annual Governance and Accountability Return were approved
- MC will now publish the documents on the Parish Council's website and submit all necessary documentation to the external auditor, BDO.

51/25

Finance Part 3: Payments

- i) **RESOLVED**: The Cash Flow Report and payments were approved.
- ii) **RESOLVED**: The Bank reconciliation prepared by RFO and signed off as correct by Members of the council and approved.

- 52/25 Planning**
i) To consider applications received and resolve on recommendations to be made to BDBC Planning Authority
- 25/01008/FUL:** (Full planning application) The Vyne, Vyne Road, Sherborne St John, Hampshire RG24 9HL
- Proposal: Removal of existing freezer air conditioning unit and associated pipework within the stable courtyard, installation of new freezer air conditioning, associated pipework and timber screen and gate.
- Observation Date: 22 May 2025
- RESOLVED:** No Objection
- 53/25 Repairs to Heritage Phonebox used as a book exchange**
RESOLVED: the quote for repairs of £384.00 was approved. JB to contact Contractor.
- 54/25 Ongoing works at the Chute**
i) Further quote required for Repair/Replacement of lighting in Chute car park
ii) Decoration of Chute changing room ceilings
RESOLVED: To appoint mongers to carry out the second quote for job £1365 + VAT
iii) Quote for Gas Heater Replacement in the Chute - Ongoing
iv) Quote for CCTV at the Chute - ongoing
v) Quote to resurface the Chute Car Park - ongoing
To get quotes to encompass all three jobs @ i), iv) & v).
- 54/25 Scribe package additions for Allotments and Chute bookings**
RESOLVED: costs approved to implement two additional packages to scribe (Allotments and Bookings)
- 55/25 Savings account**
Further enquires to be made but to use Lloyds bank in the first instance to open a savings account for the investment of general reserves
- 56/25 Annual Contribution by SSJ Football Team**
RESOLVED: Full council approved the 2025 annual contribution, by the SSJ Football Team, for use of the Chute facilities at £500
- 57/25 Financial contribution to the Villager**
RESOLVED: Full council approved a financial contribution of £1000 towards the production of the Villager publication, as a one-off payment
- 58/25 Play Park Tenders**
To return to tenders received to get further clarification on quotes.
- 59/25 Councillors Reports**

60/25 Correspondence, AOB, urgent matters

61/25 Date of next meeting

If agreed, the date of the next **Sherborne St.John Parish Council Meeting** will take place on **Wednesday 23 July 2025** in **The Chute Pavillion, Vyne Road.**