

ALLINGTON & BOSCOMBE PARISH COUNCIL

Clerk: Rebecca Hathaway-White
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Minutes of the Meeting of Allington & Boscombe Parish Council held at The Brunton Memorial Hall on Tuesday 19th May 2026 at 7.30pm

Present: Councillors

Tim Price (Chairman), Rich Rolfe (Vice Chairman), Glynis Barnes, Camille Mourier, Paul, Rice, David Stanford.

In attendance: Rebecca Hathaway-White (Clerk) and 6 members of the public.

Public Participation

None

Meeting of the Council Started at 7.34pm

26/1 Election of Chairman. Cllrs resolved to elect Cllr Price as Chairman

26/2 Election of Vice-Chairman. Cllrs resolved to elect Cllr Rolfe as Vice-Chairman

26/3 The Chairman and Vice Chairman signed their Declarations of Acceptance of Office.

26/4 Acceptance of apologies of absence. Resolved: None.

26/5 Minutes. The minutes of the Council meeting held on the 21st April 2026 were approved as a true record and signed by the Chairman.

26/6 Dispensations and Declarations of Interest. Resolved: Cllrs Price, Mourier and Rolfe are shareholders in the Riverside Rise Residents Association. Cllr Stanford is a Village Hall Trustee.

26/7 Accounts for Payment LGA 1972 s150 (5)

Resolved: Councillors ratified the payments listed below, Cllr Price and Stanford checked and signed the invoices.

Clerk Salary	£392.50
HMRC	£109.02
Fire Alarm Consultancy	£240.00
Fire Alarm Consultancy	£65.52
Moore Secure	£9.00
South West Landscapes	£373.00
Community First (Insurance)	£921.21

DJD Property Maintenance	£612.00
Hurdcott Landscapes	£8.04

26/8 Approval and signing off of Parish Accounts for the month ending 30th April 2026

As previously circulated.

The reported bank balances as at 30th April 2026 were :-

Current Account	£1358.83
Savings Account	<u>£15,524.44</u>
Total	£16,883.27

Resolved: Cllrs resolved to approve the accounts. Cllr Barnes checked the bank statements against the accounts and found them to be accurate. The Clerk and Chairman signed the bank reconciliation. The Clerk provided accounts which included a budget report.

26/9 Consultations on planning applications. Council to discuss and make decision on responses: (Please note: in planning matters the Parish Council acts as consultee of the Principal Authority, the Principal Authority being the deciding Body)

None

26/10 Internal Audit Report 2025-26 Resolved: Councillors proposed approval and adoption of the report. There are as expected areas which need improvement and Council will look at implementing measures to ensure these are met for the next audit. The full report is available on the Parish Council website, but key points and actions are as follows.

- Budget Review – It is recommended that a quarterly budget monitoring report be submitted to Council for review. **Action:** Clerk to compile a quarterly budget report to be reviewed at Council.
- Public Notice Requirements – It is recommended to formally minute the date of the public notice at the meeting where the AGAR is approved. **Action:** Clerk to formally minute as per recommendation.
- IT Policy – The Parish Council is required to adopt an IT Policy. **Action:** Clerk to write an IT Policy and add to the next agenda.
- Web Page – It is recommended that Council contacts its web provider to ensure it improves the Website Content Accessibility Guidelines (WCAG) assessment. **Action:** Clerk to look at other website providers.
- Data Audit – Council needs to undertake a data audit and present to Council for adoption. **Action:** Clerk to undertake a data audit and add to next agenda.
- Data Retention Policy – Council needs a Data Retention Policy. **Action:** Clerk to write a Data Protection Policy and add to next agenda.
- Data Breach Procedure – Council needs a Data Breach Procedure. **Action:** Clerk to write a Data Breach Procedure and add to next agenda.
- Subject Access Request Procedure – Council needs a Subject Access Request Procedure. **Action:** Clerk to write a Subject Access Request Procedure and add to next agenda.
- GDPR Training – It is recommended that GDPR training is organised for all staff and councillors. **Action:** Clerk to add to next agenda.
- Data Protection – It is recommended that Council ensures that both hard copy and electronic data has relevant protections in place. **Action:** Clerk to review.

26/11 The Annual Governance and Accountability Return (AGAR) 2025/26 Form 3.

Council noted the commencement for the exercise of public rights will commence on Wednesday 3rd June 2026 and will continue for a 30-day working period until Tuesday 14th July 2026.

Publication Requirements – The Clerk will publish the following documents on the Council’s website as best practice.

- Annual Internal Audit Report 2025/26
- Section 1 – Annual Governance Statement 2025/26, page 4
- Section 2 – Accounting Statements 2025/26, page 5
- Analysis of variances
- Bank reconciliation
- List of payments over £100
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
- Internal Audit Report 2025/26

26/12 The Annual Governance and Accountability Return 2024/25 Form 3. Section 1 – Annual Governance Statement 2025/26.

Resolved: Councillors answered yes to questions 1-8, question 9 is not applicable and no to question 10. Councillors proposed acceptance of the Governance Statement. The Clerk and Chairman signed the statement.

26/13 The Annual Governance and Accountability Return 2025/26 Form 3. Section 2 – Accounting Statements 2025/26

Resolved: Councillors approved the Accounting Statement. The Chairman and Clerk signed the statement.

26/14 Alarm Service. Resolved: Cllrs resolved to continue paying the £9 monthly fee by direct debit to Moore Secure for the Alarm Service.

26/15 List of Regular Payments. Resolved: Councillors resolved to approve the list of regular payments. These may be made prior to meetings and included in the next meeting agenda for ratification, as per Financial Regulations.

26/16 Standing Orders and Financial Regulations. Based on NALC model regulations circulated prior to meeting for members perusal. The documents will be taken as read. **Resolved:** Cllrs resolved approval and acceptance of the Standing Orders and Financial Regulations.

26/17 Internet Banking. Resolved: Councillors resolved to authorise the continuation of internet banking as per Financial Regulations. Cllrs resolved to continue paying the £7 monthly banking fee to Unity Trust.

26/18 Bank Account. Resolved: Cllrs Price, Rolfe and Stanford are the current signatories. Clerk is administrator. Cllr Barnes is able to view the accounts. Cllrs resolved to retain the current signatories. Cllr Barnes will do financial checks on a regular basis.

26/19 Appointment of Internal and External Auditors

Members approved that the Internal Auditor for 25-26 will be PATAS of 2 School Villas, Crosslands, Tonedale, Wellington, Somerset, TA21 0AF.

Members approved the external auditor, PFK Littlejohn, LLP, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Council to note PFK Littlejohn have been allocated as external auditors to all Wiltshire local Councils under the audit regulations

26/20 Council Insurance and its renewal

Members to Note the Council is currently insured with Zurich, via Community First. The Long-Term Agreement (LTA) expires 13th June 2027, the renewal premium for 2026 is £921.21. Councillors are asked to check the policy carefully, previously circulated.

Members to consider formally whether all assets should be included on the Council's insurance schedule or some be regarded as 'self-insured' (i.e., the Council would underwrite any loss rather than claim on the insurer)

Members to authorise the insurance policy renewal quotes to be emailed once received and decision to be made via email and confirm that cover is adequate for the Council and its assets.

Resolved: Cllrs resolved to agree to the insurance renewal for 2026/2027

26/21 Asset Register. Resolved: Circulated prior to the meeting for members perusal, the document was taken as read. Cllrs resolved to approve the inventory of assets.

26/22 Annual Inspection of Assets. Resolved: Defer

26/23 Members noted that when assets are disposed of the reason and method of disposal is to be approved and minuted at a meeting of the Council. Any monies received from the disposal to be noted on the asset register.

26/24 Risk Management Register. Resolved: Circulated prior to the meeting for members perusal, the document was taken as read. **Resolved:** Councillors resolved to approve and adopt the risk management register.

26/25 Website. Resolved: Cllrs resolved to agree to continue using Ringstone Media at a cost of £33 per month for the Parish Council website however the Clerk will look into other options for website providers and bring quotes back to the next meeting.

26/26 Village Hall Acoustic Improvements. Resolved: These improvements will reduce the echo and reverberation within the hall with a series of panels on the ceiling. The Village Hall Trustees have put an application into the area board which they will match with funds from the Community Partnership.

26/27 Parish Plan. Resolved: Cllrs resolved to create a 5 year plan but reassess on a regular basis.

26/28 SSEN Community Grant. Resolved: Cllrs resolved to apply for an SSEN Community Grant for resilience items. The Clerk to complete the application.

26/29 Playpark Signs. Resolved: Cllrs resolved to purchase the Play Area Disclaimer Sign from the Sign Shed for £11.50 including VAT plus £3.95 postage.

26/30 Updates and items outstanding from Previous Meetings.

- i) **Cemetery Fence** – The Clerk has been trying to get updated quotes with no success. Add to next agenda.

26/31 Standing Agenda Items

- i) **Parish Steward** – Will be visiting villages again from June.

- ii) **LHFIG** – The budget has been cut and it will now meet 3 times a year instead of 4. Money will be very tight and a proportion of this has already been allocated to projects. Cllrs discussed extending the 30mph speed limit but this is difficult to do.
- iii) **Flood Warden** – No volunteers yet. Remove from the agenda.
- iv) **Village Hall** – The Riverside Rise Management Company, which manages the service charge for the Hall, is due to be handed over to the residents but Annington are taking a long time to sort the switch over. The Annual Service Charge applies to all properties including the Village Hall which pays two shares. However there has been an issue with the service charges which was divided equally at the time of purchase between all properties. Five years on and Annington have found accounting mistakes were made and the Housing Association Houses has an agreement not to pay a full share but a smaller fixed fee. The other residents are to cover the cost of the reduced service charge for the Housing Association properties backdated to the original sale date. This was not disclosed at the time of purchase according to the solicitors who acted for the PC at time of transfer. The Residents have argued that the back charge is not acceptable and this arrangement with the Housing association should have been clearly disclosed. Annington have offered £4000 as a without prejudice offer to settle the matter but upped this to £7449.43 as their final offer to go into the estate management company reserves when the first one was rejected. The Parish Council are seeking advice through WALC on next steps and the requirement for the PC to take legal advice which could be at significant cost. A local solicitor's firm specialising in litigation, suggested to the PC solicitor who managed the transfer of the Hall, have indicated that just an initial assessment and advice could cost £1500-£2000 and very much more if litigation is considered. **Action: Clerk to contact WALC for advice**

26/31 Partnership Meetings to Consider Attending.

- i) Road Safety Information Event – 17th July, County Hall Trowbridge
- ii) Southern Wiltshire Area Board – 4th June, 15th October
- iii) LHFIG – 8th September 2026
- iv) Wiltshire Village Hall Association - June

26/32 Date of next meeting

The next Meeting of The Council will be Tuesday 16th June 2026, 7.30pm at Boscombe Social Club

Approved by the Council as a true record.

Signed..... Dated.....

The minutes of this meeting will be available to all members of the public from the village website www.allingtonboscombewilts-pc.gov.uk or by contacting the Parish Clerk.