UPTON SCUDAMORE PARISH COUNCIL

Minutes of the Meeting of Upton Scudamore Parish Council
Held at St Mary's Church on Tuesday 9th June at 7:30 p.m.

Present: Councillors
Lesley Welch (Chair), Malcolm Pryor (Vice-Chair) Chris Allinson and Steve Foot.

In attendance: Rebecca Hathaway-White (Parish Clerk)

Public Participation

26/28 Acceptance of apologies for absence. Resolved: Jane Faulkner

26/29 Minutes. The minutes of the meeting held on 9th May 2026 were approved as a true record and signed by the Chair.

26/30 Dispensations and Declarations of interest. Resolved: None

26/31 Exclusion of the press and public Standing Order #3d **Resolved:** None

26/32 Consultations on planning applications. (Please note: in planning matters the Parish Council acts as consultee of the Principal Authority, the Principal Authority being the deciding Body)

None

26/33 Accounts for Payment LGA 1972 s150 (5)
Resolved: Council resolved to ratify the payments as listed, the Clerk made the payments via Online Banking. Two signatories checked and signed the invoices.

Payments for ratification

Employment costs (May)	£233.44
ICO	£52.00
PATAS (Internal Audit)	£165.00

26/34 Approval and signing-off of Parish Accounts for month ending 31st May 2026
As previously circulated, along with year to date spend against budget for the month ending 31st May 2026.
The clerk reported Bank balances as at 31st May 2026:-

Current account	£221.83
Savings account	£ 9806.41
	£ 10,028.24

Resolved: Councillors resolved to approve the accounts. The Clerk and Chair signed the accounts.

Councillors have reviewed the Parish Council financial transactions for May 2026 and found them to be accurate; the Chairman signed the bank statements.

26/35 Council Insurance and its renewal. Resolved: Councillors resolved to renew the insurance policy with Zurich, through Community First for £264.40. The long-term agreement expires on the 31st May 2027.

26/36 Internal Audit Report Internal Audit Report 2025/26. Resolved: Councillors resolved to approve and adopt the Internal Audit report from PATAS. The Clerk to action the following recommendations;

- Clearly state the Parish Clerk is also the RFO on the website for transparency
- Upload minutes previous to February 2025 onto the website
- Recommend that Council increases General Reserves over the next few years to reflect the annual precept set
- Upload the Asset Register onto the website for transparency
- Exemption for 2024/25 approved April 15th 2025 however there are no minutes to support this. Recommend this be addressed and that a formal resolution is passed and properly recorded (Items 10-12 on this agenda)
- Council approves and adopts an IT Policy
- Data Protection Requirements, complete a data audit, training for staff and Cllrs, Data Protection Policy, Secure Data to protect it from Data Breaches, FOI Publication Scheme, Data Breach and Subject Access Request Policies.

26/37 The Annual Governance and Accountability Return (AGAR) 2024/25. Certificate of Exemption.

Council resolved to approve that the authority meets the qualifying criteria, as per page 3 of the return and wish to certify themselves as exempt from a limited assurance review and for the Clerk to submit to PKF Littlejohn LLP.
Councillors noted the commencement for the exercise of public rights will commence on Tuesday 3 June 2025 and will continue for a 30-day working period until Monday 14 July 2025.
Publication Requirements - The Clerk will publish the following documents on the Council's Website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2024/25**, page 4
- **Section 1 – Annual Governance Statement 2024/25**, page 5
- **Section 2 – Accounting Statements 2024/25**, page 6
- 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 2024/25 completed by Auditing Solutions Ltd

26/38 The Annual Governance and Accountability Return 2024/25 Part 2. Section 1 – Annual Governance Statement 2024/25. Council resolved to approve and to authorise the Chairman of the meeting and the Clerk to sign the Annual Governance Statement 2024-2025, as per attached.

26/39 The Annual Governance and Accountability Return 2024/25 Part 2. Section 2 – Accounting Statements 2024/25. Council resolved to approve and to authorise the Chairman of the meeting to sign the Accounting Statement 2024-2025, as per attached.

26/40 The Annual Governance and Accountability Return (AGAR) 2025/26. Certificate of Exemption. Council resolved to approve that the authority meets the qualifying criteria, as per page 3 of the return and wish to certify themselves as exempt from a limited assurance review and for the Clerk to submit to PKF Littlejohn LLP.

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- **Annual Internal Audit Report 2025/26**, page 4
- **Section 1 – Annual Governance Statement 2025/26**, page 5
- **Section 2 – Accounting Statements 2025/26**, page 6
- 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 completed by PATAS.

26/41 The Annual Governance and Accountability Return 2025/26 Part 2. Section 1 – Annual Governance Statement 2025/26. Council resolved to approve and to authorise the Chairman of the meeting and the Clerk to sign the Annual Governance Statement 2025-2026, as per attached.

26/42 The Annual Governance and Accountability Return 2025/26 Part 2. Section 2 – Accounting Statements 2025/26. Council resolved to approve and to authorise the Chairman of the meeting to sign the Accounting Statement 2025-2026, as per attached.

26/43 Update on Items from previous meetings to include:-

i) **Finger Post Directional Sign and Village Name Signs –** Highways have said that a work instruction has been created. Bliss Close sign is also still waiting for replacement through the insurance claim due to the lorry driving into it.

ii) **Parish Steward –** Hope to have a visit towards the end of June.

iii) **LHFIG –** Still waiting for the metro count. Cllr Pryor will attend this month's LHFIG meeting.

iv) **Resilience Initiative –** Clerk has applied for the SSEN Grant. Cllr Welch has sent off our requirements to the person creating the resilience form.

v) **Condition of the road at Upton Scudamore -** There is a Bobcat booked in to repair the road, however there is no date confirmed yet.

26/44 Update from Meetings; None

26/45 Partnership Meetings to consider attending: -

i) **Warminster Area Board** – 2nd July 2026, 19th November 2026

ii) **Warminster LHFIG** – 18th June 2026, 11th November 2026, 4th March 2027

26/46 Date of next meeting.

The next meeting of the Council will be held on 11th August 2026 at 7.00pm at St Mary's Church.

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.uptonscudamoreparishcouncil.gov.uk or by contacting the Parish Clerk.