

CHITTERNE PARISH COUNCIL

Clerk: **Nikki Spreadbury-Clews**

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**The Meeting of Chitterne Parish Council will be held on
Monday 11th March 2019 at 7.00pm**

All Parish Council Meetings are open to the Public and Press

5th March 2019

To All Members of Chitterne Parish Council

Dear Councillor

You are summoned to The Meeting of Chitterne Parish Council at the Village Hall, Chitterne, on Monday 11th March 2019 to transact the business set out below.



Nikki Spreadbury-Clews
Parish Clerk

MEETING SCHEDULE

7.00pm

Public Participation

To enable members of the public to address the Council, regarding any matter relating to the village.

COUNCIL MEETING AGENDA

- 1. Acceptance of apologies for absence**
- 2. Report from Unitary Authority Member.**
- 3. To approve** as a correct record, the minutes of the Meeting of the Parish Council held on 14th January 2019, copies of these minutes have been circulated.
- 4. Dispensations and declarations of interest** Council is asked to discuss any written requests for dispensation the Clerk may have received from councillors. Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities.
- 5. Casual Vacancies for Councillor.** Wiltshire Council have confirmed that no requests have been received to hold an election for the Councillor vacancy, as advertised on 25 January 2019, in respect of The Parish of Chitterne St Mary Ward. The Parish Council may now proceed with the co-option of a new Councillor.

A further vacancy was advertised on the 15 February for The Parish of Chitterne All Saints Ward, If by 7 March, 2019 (14 days after the date of this notice) a request for an election to fill said vacancy is made in writing to the Returning Officer by TEN electors from the Parish of Chitterne (Chitterne All Saints Ward), an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option.

6. Parish Council Make up and Chairmanship. For discussion.

7. Parish Council Elections - Poll Cards. Members to discuss and make decision to have in place delegating power to an individual to make decision, or a blanket decision on whether or not poll cards are produced

8. Updates from members.

(1) **Allotments** – Cllr Wilkinson.

(2) **Cricket Club, Trees/grass cutting.** Cllr Horsfall

(3) **Flood Warden.** Cllr Kent

(4) **Village Clean up day.** Cllr Kent

(5) **Playground.** A member responsibility is required.

Update on area board grant.

The quote from Active Garden, dated June 2018, has increased from £8,816 to £8,945.00, of which £21.50 is VAT, this quote is valid until 22 March 2019.

(6) **Other updates.** Including Clerk updates

9. Planning Applications to discuss and make recommendations.

(Please note: in planning matters the Parish Council acts as consultee of the Principal Authority. The Principal Authority being the deciding Body)

19/01896/FUL Conversion of former stable, currently used as workshop with office over,
& **19/02212/LBC** into granny annexe The Round House, 109 Chitterne, Chitterne, Warminster,
Wiltshire, BA12 0LH

10. Planning Decisions from Wiltshire Council for noting: -

The following was responded by Chitterne Parish Council to Wiltshire Council 'No Comment'

18/11870/CLE Certificate of lawfulness for continued use of land to the rear as domestic garden.
Land to the rear of The Old Chapel 94 A Shrewton Road Chitterne BA12 0LW.
Wiltshire Council decision - Approved.

The following was responded by Chitterne Parish Council to Wiltshire Council 'No Comment- no meeting held'

19/00973/TCA T1 Ash tree - remove 7 lateral branches over the greenhouse and garden of 47
Chitterne. 45 Chitterne, Chitterne, BA12 0LG. Wiltshire Council decision - No
Objection.

11. Future Planning applications. Members to discuss and make decision on what action the Clerk is to take when planning application comments are to be returned to Wiltshire Council prior to a Parish Council meeting being held.

12. Speed Indicator Device. One device was vandalised (reported to Police). Members to discuss and make decision on payment of £306.00, inclusive of VAT, for replacement and to proceed with insurance claim.

13. Accounts for Payment: Members are asked to approve the following payment:

Payments for ratification

Mr R Whatling	100626	£595.00
Dupliquick Ltd	100627	£84.00

Payment for approval

Clerks Salary (Q4 Jan to Mar 2019)	100628	£605.15
Clerks reimbursement of expenses	100628	£45.28
CPRE membership	100629	£36.00
SWARCO	100630	£306.00
Dupliquick Ltd	100631	£84.00

14. Approval and signing-off of parish accounts

The Clerk will present the parish accounts for 28th February 2019 for approval.

15. Bank Mandate. Members to discuss and make decision on the current signatories on the Bank mandate. Members to authorise the Clerk to collect a copy Bank statement from Nationwide as at 31 March 2019 in order to complete year end accounts.

16. Parish Council Lap Top. Members authorised purchase of lap top to value of £449 at meeting held 6 December 2018 minute ref 18/63. This particular spec is only available for collection from Salisbury. Members to discuss and make decision on alternative.

17. Operation London Bridge. Members to discuss and make decision if any further action is required

18. CPRE Wiltshire and The Hills Group Best Kept Village Competition 2019. Members to discuss and make decision as to whether to enter the village, as per information forwarded 23 January

19. Boundary Review – this will affect the division at Wiltshire Council which Chitterne Parish falls within. The consultation is open until 15 April, for further information please visit www.lgbce.org.uk. Members to advise Clerk if the Parish Council wish to comment.

20. Annual Parish Meeting of the Electorate.

This is not a Council meeting, it is a meeting of the parish electors taking place between 1 March and 1 June. Electors can contribute to the agenda and in practice often celebrate local activities and debate current issues in the community. The Chairman of the Council, any two councillors or six members of the public can call the Annual Parish Meeting.

Members to discuss and make decision on date and format of the meeting.

21. Clerks training. The Clerk wishes to advise she has attended SLCC Managing Local Council Elections webinar £60 +VAT, Microsoft Excel Essentials training £70 and WALC Finance training £65 +VAT. The costs will be divided between all the councils the Clerk is employed by.

22. Additional Hours worked by the Clerk. The Clerk is contracted for 4 hours per week, this year to date she has worked an additional 10 hours.

23. Correspondence received. Clerk to advise.

24. Future Partnership Meetings

- **Warminster Area Board** – Tuesday 2 April 2019
- **Neighbourhood Tasking Group (NTG)** – Tuesday 7 May – 6.00pm – Civic Centre
- **Local Highway Town and Parish Council Meetings** – all in May 7.00pm to 9.00pm – Chippenham 1st, Salisbury 8th, Trowbridge 15th and Devizes 22nd.

25. Date of next meeting

Members are asked to note that the next meeting of the Full Council will be held on Monday 13th May 2019 at 7.30pm, this will be the Annual Meeting of the Council.

The minutes of this meeting will be available to all members of the public from the village website www.chitterne.com, the Parish Notice board or by contacting the Parish Clerk.