

CHITTERNE PARISH COUNCIL

DRAFT

Minutes of the Annual Meeting of Chitterne Parish Council Held at Chitterne Village Hall on Monday 17th May 2021 at 7.20 p.m.

Present: Councillors

Murray Kent (Chairman), Jeff Barella, Jackie Bull, Peter Emmerson, and Virginia Neal.

In attendance: Nikki Spreadbury-Clews (Parish Clerk), Cllr Christopher Newbury (Unitary Councillor) and one member of the public.

Public Participation

Resident shared the data from the Speed Indicator Device (SID) for 7 May, which showed a total of 3766 vehicles both ways of which 2079 vehicles travelling up to 29mph, 1334 between 30-34mph and 353 at 35mph or over (9.3%).

21/1 Election of Chairman. Cllr Kent was prepared to continue, Cllr Bull proposed Cllr Kent, seconded Cllr Neal, voting unanimous in favour. Cllr Kent took the Chairmanship.

21/2 Election of Vice Chairman. No members volunteered.

21/3 Councillors signed their Declaration of Acceptance of Office.

21/4 Co-option of new members. Six members of the public were elected uncontested in the local elections, with a total of seven seats available, therefore the Parish Council can co-opt one member.

If you are interested in supporting your local community and becoming a Councillor, please contact the clerk.

21/5 Acceptance of apologies for absence. Resolved: Cllr Horsfall.

21/6 Minutes. The minutes of the Council meeting held on 22nd April 2021 were approved as a true record and signed by the chairman.

21/7 Dispensations and Declarations of interest. Resolved: None

21/8 Roles and Responsibilities.

- a) Allotments** – Cllr Barella
- b) Cricket Club** – Cllr Horsfall
- c) Parish Steward** – Cllr Emmerson
- d) Play Park** – Cllr Bull
- e) Traffic** – Cllr Neal

21/9 Updates on village issues and items from previous meetings: -

- a) **Allotments.** Clerk advised there are 3 residents on the waiting list, one has mentioned two allotment do not appear to be attended to and could they have one of these. Cllr Barella will speak with relevant allotment tenants.
- b) **Cricket club** – Members discussed the letter from the Chairman of the Cricket Club dated 28 April, noting the Cricket Club had not invoiced the Council for the correct amount since 2016 and the Council had not budgeted for the additional expenditure of £372.50 this year.
Resolved: On this basis Cllr Barella proposed the Council were not in a position to pay the additional amount, seconded Cllr Emmerson, voting unanimous in favour.
- c) **Chancel/churchyard** – questions were raised over who is legally responsible for the up keep – Clerk to enquire.
- d) **Mobile phone signal.** Cllr Kent reported the EE Emergency Service Network (ESN) mast should be live for users of mobiles with providers of EE by late summer.
- e) **Parish Steward (PS).** Cllr Emmerson advised there are some pot holes he will ask PS to do, if anyone has any other items, please let him know.
- f) **Kings Head Pub.** Application for loan has been submitted and the CCPG have invoked the full moratorium for asset of community value which will be in place until 17 September 2021.
- g) **Traffic.** After much discussion it was resolved to: -
 - 1) Engage with local resident who had produced a report.
 - 2) Write to the new Wiltshire Council (WC) leader and cabinet members who are being elected on 18 May.
 - 3) Seek support to start a new Community Speed Watch (CSW) group (support from Wiltshire Police has improved and carry out joint speed checks)
 - 4) Cllr Newbury will enquire to Peter Bingley of WC who was working on a roads/traffic.

21/10 Planning Applications for Decision:

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

PL/2021/03195 Demolition of existing outbuilding and construction of single storey extension. 68 Shrewton road, Chitterne, Warminster, BA12 0LN.

Resolved: Cllr Kent proposed supporting the application, seconded Cllr Neal, voting unanimous in favour.

21/11 Stratton's future plans. Clerk to request if planning department can include Chitterne Parish Council on future consultations.

21/12 Accounts for Payment: LGA 1972 s150 (5)

Resolved: Members authorised six payments as listed. Proposed Cllr Emmerson, seconded Cllr Barella, voting unanimous in favour.

WALC (Cllr training)	100738	£36.00
Information Commissioner	100739	£40.00
Duplicquick Ltd	100740	£84.00
Mr M Potter	100741	£525.00
Mr M Kent	100742	£42.18
Clerks salary (May)	100743	£261.51

21/13 Approval and signing-off of Parish accounts for the month ending 30 April 2021. As previously circulated, along with spend against budget to 30 April 2021.

The clerk reported Bank balances as at 30 April 2021 were: -

Bank account	£17,708.62
Less Outstanding payments	£ 756.41
Add receipts	£ 40.00
	£16,992.21

Resolved: Cllr Bull proposed acceptance of the accounts, seconded Cllr Emmerson, voting unanimous in favour. The Clerk and chairman signed the accounts.

21/14 Bank account mandate.

Resolved: Mike Lucas and Rachel Wilkinson to be removed as signatories. Proposed Cllr Bull, seconded Cllr Neal, voting unanimous in favour. The Clerk is to arrange the paperwork.

21/15 Members noted and adopted Chitterne Parish Council Code of Conduct as previously circulated. Proposed Cllr Barella, seconded Cllr Neal, voting unanimous in favour.

21/16 Standing Orders and Financial Regulations. Based on NALC model regulations circulated prior to meeting, the documents were taken as read.

Resolved: Cllr Kent proposed approval and adoption of the standing orders and financial regulations, with Cllr Barella reviewing the accounts every other month, seconded Cllr Emmerson, voting unanimous in favour.

21/17 Appointment of Internal and External Auditors.

Members approved the Internal Auditor, Auditing Solutions Ltd of Clackerbrook Farm, 46 The Common, Bromham, Chippenham are to continue to carry out the Council's internal audit.

Members approved the external auditors will be PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD. Members noted PKF Littlejohn have been allocated as external auditors to all Wiltshire local Councils under the audit regulations.

Resolved: Cllr Neal proposed approval of both internal and external auditors, seconded Cllr Bull, voting unanimous in favour.

21/18 Councils Asset register.

Resolved: Members approved the inventory of assets as previously circulated. Cllr Kent proposed, seconded Cllr Emmerson, voting unanimous in favour.

21/19 Members noted 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.

21/20 Council Insurance and its renewal.

Members noted the Councils current Long-Term Agreement (LTA) with Pen Underwriting Ltd, via Came and Company Local Council Insurance, expires 31 May 2021.

The clerk had obtained and circulated three quotes prior to meeting.

Resolved: Members considered the Insurance quotes and policies and confirmed adequate cover for the Council and its assets and they would continue to insure all assets with the play equipment on an impact only basis. Cllr Emmerson proposed accepting the three-year LTA £422.89 with Zurich Insurance via Community First, seconded Cllr Barella, voting unanimous in favour.

21/21 Correspondence. None

21/22 Partnership Meetings to consider attending: -

- 1) Climate Strategy Climate Event** - Thursday May 20th 10.00 – 11.30 am via Microsoft teams. No volunteers to attend, although the Clerk may attend.
- 2) Warminster Area Board** – Thursday June 24th 7.00pm.

21/23 Clerks Annual Leave. Members noted the Clerk will be on annual leave from 28 June to 2 July 2021.

21/24 Date of next meeting.

The next meeting of the Council will be held on Monday 12th July 2021 at 7.00pm at Village Hall.

The meeting closed at 8.41pm

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.chitterne.com or by contacting the Parish Clerk.

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