

**MINUTES OF ETCHILHAMPTON ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 22 MAY 2018 at 8.15pm in the VILLAGE HALL**

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**Present:** Mrs Bridewell, Mr Holgate, Mr Nash, Mr Smith and Mr Woods (Chairman)

**Apologies:**

**In attendance:**

**AGENDA**

**1 Appointment of Chairman, Vice-Chairman, Clerk/Proper Officer and Treasurer/Responsible Financial Officer**

- Mr Woods was appointed Chairman and unpaid Clerk
- Mr Holgate was appointed unpaid Vice-Chairman
- Mr Nash was appointed unpaid Treasurer/RFO

Unanimously agreed

Mr Peter Hanson was appointed internal auditor

**2 Declarations of Acceptance of Office**

All officers declared their acceptance of office and agreed to the code of conduct.

**3 Declarations of Interests and Dispensations Requests**

All Members' previous declared interests and dispensations were carried forward for four years or as needed. For this meeting the commemorative trees and tarmac slope dispensations were specifically relevant as agenda items.

**4 Register of Councillors' Interests – to confirm up-to-date and notify Wiltshire Council and the Clerk of entries**

Councillors had seen Wiltshire Briefing Note 345 (March 2018) and declared no changes of entries for the register for Wiltshire and the Clerk but Mrs Bridewell and Mr Woods added they were members of the Social Committee and Mr Woods was no longer a member of the Village Hall Committee.

**5 Authorisation and adoption of revision of all governance provisions**

This item was ongoing and would carry forward to the next meeting. The IT equipment was still to be purchased and the new Data Protection scheme would be added to the Governance provisions. Standing Orders revisions were to be published in due course.

Mr Woods was authorised to revise all matters relating to governance including the increase of the contracts item to £12,000.

**6 Appointments to outside bodies – Devizes Area Board, DCAP & DCATG, Devizes Area Board etc**

Mr Woods' appointments to outside bodies were renewed.

**7 Minutes of the last meeting**

These were approved and signed by the Chairman.

**8 Matters Arising**

- a Broadband – Some broadband FTP connections had not yet been made. Mr Woods had contacted the engineers but had not had a proper reply.
- b Stile near No5 Church View – Mr Woods had reported this to Wiltshire and had asked about grants. Mr Nash said he was repairing the stile himself.
- c Mud on central village path – This had been reported to Wiltshire for urgent action by the Stewards.
- d IT equipment – This was still ongoing.
- e Children sign- This had been reported to Wiltshire by Mr Woods and following receipt of a second invoice Mr Nash had told them that the bill had already been paid though the work still did not conform to the original request for a "Slow Children" sign.
- f Risk register/Mr Roberts' report –Mr Roberts had told Mr Woods that day that he hoped to deliver his report within the next couple of weeks when his exams were over. His invoice could then be sorted out.
- g Goalposts – Mr Woods had made enquiries but firms seemed to want only to supply compete goal sets. Mr Woods suggested use of acrow props to raise the tilted post but Mrs Bridewell said she would ask Mr Edwards if his tractor could raise it when he brought up the bales for the Village Fete.
- h BT kiosk – A reply re painting was still to be obtained from BT.
- i Removal of caravans – The caravans had been removed following Mr Woods' discussion with PCSO Sam Burnside.

- j Playing field access slope - Mr Woods and Mr Nash's interest declarations and dispensations applied. Mr Nash tabled a second quote for the work. It was agreed that both quotes could be used in pursuit of a grant which Mr Woods had underway. The quotes were £5,675.00 + VAT (Molloy) and £5,430.00 + VAT (Valletta).
- k Mr Hopgood's repair to seats – Mr Hopgood had only done half the seat repairs. Mrs Bridewell would follow this up with him.

## **9 Questions/Points from the Public**

Following requests from some parishioners it was agreed that future meetings would be held at 7.30pm or 8.15pm as convenient.

## **10 Treasurer's Report; invoices and payments**

Mr Nash reported:

- Lloyds Bank balance - £5,308.48, including £320.07 VAT
- Zurich Insurance invoice £470.17 approved for payment. Mr Nash said that Zurich had offered a slightly cheaper 3 year deal. He was authorised to pursue this.
- Grass-Cutting – No invoice had yet been received from Mr Derek Stevens.
- Payments to St Andrew's of £250.00 for churchyard maintenance and £48 for green bin emptying were agreed.

## **11 Correspondence and Consultations (see Annex) – to agree action**

- Items in the Annex were noted
- Royal Wedding medals – in view of the lack of interest these would not be purchased
- WWI Commemorative Beacon – it was agreed to participate in a World War I commemorative beacon on the usual site, which Mr Edwards had agreed, to co-ordinate with the nationwide beacon lighting.

## **12 Reports of Meetings**

- World War I Commemorative trees – Mr Woods would attend a meeting being arranged by Wiltshire
- Highways – He also hoped to attend a Wiltshire meeting on highways

## **13 Planning Applications**

None.

## **14 Annual Parish Meeting – to note arrangements for the APM on Thursday 24 May 2018 at 7pm in the Village Hall.**

The agenda and details of the Annual Parish meeting on 24 May were agreed. Mr Woods reported that Councillor Philip Whitehead wanted to give a slide presentation. Mr Smith said he would look out for an old screen which he had stored away.

## **15 Parish Stewards – to ask the steward to cut grass on visibility problem areas on C60 road.**

It was agreed to ask the steward to give priority to the central village track from the Village Hall to the Old Mission Hall and cutting the grass on difficult visibility locations on the C60.

## **16 Fete - To approve use of the playing field by the Village Hall Social Committee for the Fete on 30 June 2018.**

Agreed that the playing field be used for the Fete on 30 June. Mr Woods reported that Mrs Jane Garland and Mr Colin Read were arranging the insurance for the Fete.

## **17 Other Business**

There being no other business the meeting closed.

## **ANNEX**

1 – CPRE Invitation to AGM on Monday 18 June 2018

2 – Wiltshire Briefing Notes:

- Note 348 - Consultation on new division boundaries
- Note 349 – Changes to Planning Legislation
- Note 350 – Fostering, recruitment of foster carers
- Note 351 - Update on transformation of adult social care services

3 - Royal Wedding medals

4 - WWI Commemorative Beacon