

**MINUTES OF ETCHILHAMPTON ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 20 MAY 2019 at 7.30pm in the VILLAGE HALL**

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

**Apologies:**

**In attendance:** Mrs Cowdry, Mr Hanson

**AGENDA**

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

- Chair, Mr Woods. Proposed by Mr Holgate and seconded by Mr Smith. Unanimous
- Vice-Chair, Mr Smith. Proposed by Mr Woods and seconded by Mr Holgate. Unanimous
- Clerk (unpaid), Mr Woods. Proposed by Mr Smith and seconded by Mr Holgate. Unanimous
- Treasurer/RFO (unpaid), Mr Nash. Proposed by Mr Woods and seconded Mr Smith. Unanimous.
- Internal auditor (unpaid), Mr Hanson had volunteered and this was unanimously agreed.

**2 Declarations of Acceptance of Office**

All officers, not including the Internal Auditor, declared their acceptance of office and agreed to the Council's Code of Conduct.

**3 Declarations of Interests and Dispensations Requests**

Mr Woods declared his interests in Items 15a and 15b (18/05984 & 18/05990 and 19/04017) as an adjacent landowner in 15a and owner in 15b. His application for dispensation for item 15a to participate in proceedings and vote for four years or as long as needed was agreed unanimously.

For 15b he was given permission to speak but he would not vote.

**4 Register of Councillors' Interests**

Councillors were given relevant Wiltshire forms to complete and reminded to update their declared interests and send to Wiltshire and/or the Clerk.

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

Standing Order No 45 was amended to increase the spendable amount from £500 to £750. Other changes would be made by the Clerk as required.

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

Mr Woods was reappointed to attend Devizes Area Board and DCATG meetings.

**7 Minutes of the last meeting**

These were approved and signed by the Chairman.

**8 Mr Roberts' safety report**

Mr Roberts' had contacted The Clerk to say his safety report would not be available until July.

**9 Matters Arising**

- a BT Telephone Kiosk – Mr Woods had contacted BT about voluntary refurbishing the Kiosk and asking where to obtain the official paint. BT had said that their

works department would need to inspect the Kiosk before the matter could be taken forward by themselves or by volunteers.

- b Defibrillator – Mrs Bridewell would ask Mrs Hare to contact Mr Nash about the battery costs and invoice. She would also notify Mrs Hopgood that the PC would be taking over the defibrillator.
- c Street light at Church Farm – Mr Woods had spoken to Wiltshire about the number of times this had been reported as defective but still no action had been taken. Wiltshire said this was contracted out to Ringway who said they could not get their vehicles down to the light. Mr Woods had suggested a smaller vehicle or use of a portable alloy scaffold tower. Wiltshire would contact Ringway and notify the outcome accordingly.

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

The public present asked if the cover of the gully opposite 1-3 The Mixon could be cleaned.

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

Mr Nash reported:

- Zurich Insurance invoice - £446.66. Approved
- Playing Field slope - Molloy Groundworks invoice £7,150.50 of which £6,256 was covered by the Lottery Grant. Approved. The Council commented on the excellent work done by the contractor.
- Mr Roberts' invoice – No invoice yet as no report ready.
- WALC subscription invoice for 2019 - £59.96. Approved
- Kernon Countryside Consultants' invoice re planning 18/05984 and 18/05990 - £204.00. Approved
- St Andrew's Church green bin emptying. Wiltshire's invoice - £50.00. Approved

Balances – Lloyds Bank £5,049.97

## **12 Annual Governance and Accounts**

All the items listed below were considered and approved.

- a List of expenditure over £100, including invoices.
- b Register of assets - The WWI Commemorative Trees would be deleted from the list.
- c Risk register, analysis + safety report from Mr Roberts – Pending Mr Roberts' new list the existing list was approved to be taken forward.
- d Internal auditor's report and internal controls – Mr Hanson's report that no action was required was welcomed and Mr Hanson was thanked for his excellent work.
- e Annual Governance Statement - The Annual Governance Statement was approved by unanimous resolution. Proposer Mr Smith, Seconder Mrs Bridewell.
- f Annual Accounting Statements - Mr Nash, RFO, presented the accounts. These were approved. No changes were needed.
- g Annual accounting statements – The Council resolved to approve the Statements presented in Item 12(f). Proposer Mr Smith, Seconder Mrs Bridewell.
- h Public Inspection of Accounts – Mr Nash would adopt the dates suggested by PKF Littlejohn and these would be published.
- i Exemption Certificate – The Council approved the Exemption Certificate for accounts below £25,000. This would be sent to PKF.
- j Mr Nash would scan the accounting documents and forward them to Mr Woods for publication.

Mr Woods thanked Mr Nash for his hard work on the accounts and new auditing arrangements.

**13 Correspondence and Consultations (see Annex) – to agree action not otherwise on the agenda**

No-one wished to attend the CPRE AGM on 20 June. Other items on the Annex were noted for no further action.

**14 Reports of Meetings**

No meetings were reported.

**15 Planning Applications**

Mr Woods declared his interests as per Item 3 above. Dispensations for both Items had been given as above.

- a Manor Farm, All Cannings - 18/05984 and 18/05990. Mrs Bridewell had been spoken to informally by Mr Butler who would be contacting Wiltshire. He had mentioned rotation of the heaps opposite Wayside. Mr Woods reminded the Council that this was not part of the planning applications but a separate matter to be pursued with the Environment Agency if desired.

Mr Woods was instructed to continue to take whatever action he thought appropriate to pursue the Council's objections to 18/05984 and 18/05990.

- b 19/04017/TCA. Mr Woods explained that a parishioner had asked for the trees/bushes opposite her house to be cut back to improve access of light to her garden. This application was approved unanimously with Mr Woods not voting.

**16 Annual Parish Meeting**

The arrangements for the APM on Thursday 30 May 2018 at 7pm were agreed.

**17 Parish Stewards**

Priority for the next visit on 24 June was to cut grass on visibility problem areas on the C60 and sides of the central village track. Also to clear the top of the verge gully opposite 1-3 the Mixon.

**18 Fete**

Use of the playing field for the Fete on 6 July at 11am – 2pm was approved.

**19 Other Business**

- a Mr Woods reported Wiltshire's closure of the Allington Road on 8 July between 9.30 and 3pm.
- b Mrs Bridewell and Mr Holgate indicated that they would like to stand down from the Council. Mr Woods would ask Wiltshire for the relevant procedures and forms including notification of vacancies and potential by-election if more than two candidates put their names forward as replacements.

There being no other business the meeting closed.

**ANNEX**

- 1 – CPRE Invitation to AGM on 20 June 2019
- 2 – Briefing note 19/011 – Consultation on vision for special schools
- 3 – Wiltshire Annual Town and Parish Council Report 2018/19