

**MINUTES OF ANNUAL ETCHILHAMPTON PARISH COUNCIL MEETING HELD
ON 24 MAY 2021 AT 6.30pm IN THE VILLAGE HALL**

Present: Mrs Clark, Mr Hanson, Mr Nash, Mr Smith and Mr Woods (Chairman)

Apologies:

In attendance:

AGENDA

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

Mr Woods was elected Chairman (proposed by Mr Hanson and seconded by Mrs Clark); Mr Nash was elected Treasurer/RFO (proposed by Mr Smith and seconded by Mr Woods); Mrs Clark was elected Vice-Chairman (proposed by Mr Smith and seconded by Mr Woods); Mr Woods was elected Clerk (proposed by Mr Hanson and seconded by Mr Smith). Mr Garland as previously agreed was confirmed as the Internal Auditor.

2 Declarations of Acceptance of Office

Mr Nash, Mrs Clark and Mr Woods declared their acceptance of office as per item 1 and as Councillors. All other Councillors declared their Acceptance of Office as Councillors.

3 Declarations of Acceptance of Code of Conduct

All Councillors declared their acceptance of the Code of Conduct which they signed.

4 Register of Councillors' Interests

Councillors agreed to check their entries were up to date and to notify Wiltshire and the Clerk of any changes.

5 Election Expenses Forms

All Councillors had nil expenses but noted that they had to send the relevant forms to Wiltshire by 3 June.

6 Declarations of Interests and Dispensations Requests

Mr Woods declared his interest in Items 15b and 15e and was granted dispensations.

7 Authorisation and adoption of all Governance provisions

These had been circulated on 20 October 2020 and were unanimously approved.

8 Appointments to outside bodies

Mr Woods was appointed to Devizes Area Board and to Devizes Community Area Transport Group.

9 Approval of the Minutes of the last meeting

The Minutes of the previous meeting were approved and signed by the Chairman.

10 Mr Robert's Safety Reports

The latest edition was not yet due. Mr Woods reported that Mr Roberts had diligently carried out inspections of equipment and had also dealt with all requisite Covid protection. His report of December 2020 was noted.

He had reported the broken child's swing seat which Mr Nash had kindly replaced with a safety approved new seat at a cost of £102.00. Mr Roberts and Mr Nash were formally thanked for their work.

11 Matters Arising

- a Parish Stewards' Jobs and Flooding – Mrs Clark and Mr Hanson reported on their meeting with Mr Dobson (Northern Highways) on 21 May. The main points to follow up were:
 - i Mr Dobson would approach Mr Butler regarding the blocked ditches North/South and East/West at or near the Coate Junction. Flooding here caused the runoff from both roads and adjacent lands to go into the OpenReach manhole which then came out from another OpenReach manhole in the Village central track near Church Farm making it impassable in winter
 - ii Mr Dobson would add the lack of white lines at the Coate junction to the Stewards' list
 - iii Mr Dobson would try to locate any drainage plans for the village as these seem to be connected to the gullies outside the Village Hall thus possibly producing foul drainage but the water going through the open ditch in No4 Manor Farm Cottages was not foul so there must be a system of two pipes running down the central village track
 - iv Mr Dobson would supply information for the PC to arrange a visit by the gully tanker – Vactor to suck out the gullies in the village
 - v All gullies in the C60 needed cleaning
 - vi The manholes by Shortlands' junction would be cleaned once the necessary remedial works had been carried out.
- b Playing field gate chain and lock – This was on the gate but not locked. Mr Hanson would get another combination lock for the PC shed.
- c Village Portrait Book – The Information Commissioner had advised the PC not to publish anything on its website.
- d Defibrillator – Mr Woods would prepare a note to be sent to Mr and Mrs Hopgood once he had sorted out this issue with Community Heartbeat.

12 Questions/Points from the Public

None.

13 Treasurer's Report

- A Mr Nash reported on the following invoices for payment/ratification:
 - i Work to Oak Tree in Playing Field - £216.00
 - ii Zurich Insurance Annual Premium - £422.09
 - iii Lock and chain for playing field - £45.98
 - iv WC Church bin collection - £50.00
 - v Grass cutting - £384.00

All were agreed

Lloyds Bank balance stood at: £6,138.60.

- B AGAR – All the issues below were considered and approved by resolution where necessary:
 - i List of expenditure over £100, including invoices
 - ii Register of Assets
 - iii Risk Register, analysis and safety Report from Mr Roberts
 - iv The Internal Auditor's Report and internal controls
 - v Accounts, variances and bank reconciliation

- vi Annual governance statement by Council Resolution (proposer Mr Hanson, seconder Mrs Clark)
- vii Annual accounting statements from the RFO/Treasurer by Council Resolution (proposer Mr Hanson, seconder Mrs Clark)
- viii Dates for public inspection of accounts to be published by the RFO. Mr Nash proposed 14 June to 31 July. Agreed
- ix Exemption Certificate for Councils with accounts under £25,000 agreed and Mr Woods to send to external auditors.

14 Correspondence and Consultations

See Annex

15 Planning Applications

- a 2021/03665 - Playing Field Oak Tree. This had now been done
- b 2021/03876 – 8&9. Removal of 2 small Ash trees suffering from Ash dieback. No objections had been received.
- c 21/02017 - Etchilhampton House. Installation of a low level fully retractable cover for existing swimming pool. No objections had been received.
- d 2021/04184 – The Lodge. Trim Yew tree. No objections had been received.
- e 19/10845 – Manor Farm, All Cannings. Mrs Clark reported that the entrances on the North side of the C60 were still under consideration by the Enforcement Division and the Planning Division of Wiltshire. She was in contact with Mr Steven Jenkins, Wiltshire, about all this.

16 Reports of Meetings

A follow up note to the discussion with Devizes Development Partnership would be prepared and circulated for comments and possible follow up action when answers to a number of the Council's questions were received.

17 Other Business

The Agenda for the Parish Meeting on 24 May 2021 at 7.45pm was approved.

There being no further business the meeting closed at 7.45pm.

ANNEX

- 1 – WC Scam Warning
- 2 – Numerous Covid updates