

DRAFT MINUTES FOR ETCHILHAMPTON ANNUAL PARISH COUNCIL MEETING ON WEDNESDAY_22 MAY 2024 AT 6.30pm IN THE VILLAGE HALL

Present Mr. P. Hanson (Chairman), Mrs. L. Clark (Vice-Chairman), Mr. J. Nash (RFO), Mr. M. Harris and Mrs. C. Wimble (Clerk)

In Attendance: Mrs. S. Cowdry

- 1 Appointments of Chairman, Vice-Chairman, Treasurer/Responsible Financial Officer, Internal Auditor and Clerk
 - Mr. P. Hanson was elected Chairman (proposer Mr. Nash and seconder Mrs. Clark)
 - Mrs. L. Clark was elected Vice-Chairman (proposer Mr. Nash and seconder Mr. Harris)
 - Mr. J. Nash was elected Treasurer/Responsible Financial Officer (proposer Mr. Hanson and seconder Mr. Harris)
 - Mrs. C. Wimble was elected as Clerk (proposer Mr. Hanson and seconder Mrs. Clark)
 - Mr. J. Garland was confirmed as Internal Auditor.
- 2 All Officers declared their Acceptance of Office and signed the Declaration of Acceptance of Office.
- 3 All Councillors declared their acceptance of the Code of Conduct and signed the relevant form.
- 4 Register of Councillors' Interests – Mrs. Wimble to assist Mrs. Clark to log in and update her declaration of interests.
- 5 Declarations of Interests and Dispensations Requests – Mr. Hanson reported he might have to apply for dispensation due to upcoming heart by-pass operation.
- 6 There were no apologies for absence.
- 7 Treasurer's Report
 - A It was reported that the bank balance at 21 May, 2024 was £4,130.13 and the following payments were ratified since the last meeting on 26 February:

<u>Income</u>		£
19 April	Wiltshire Council	3000.00
2 May	HMRC VAT reclaim	536.26
<u>Expenditure</u>		
	1&1 Internet	
14 March, 12 April, 15 May		32.40
22 March	CPRE	50.00
2 April	Community First	40.00
3 April	D.P. Roberts	200.00
8 May	M. Goddard	441.00
	Total	763.40

Mrs. Wimble to check WALC invoice.

The annual payment to Wiltshire Council for £70 for emptying the Church wheelie bin was agreed. It was preferable the dead flowers were disposed of in

the bin rather than left in the churchyard. Councillors agreed the annual fee of £350 paid to Bishops Cannings PCC for maintenance of Etchilhampton church yard would continue to be paid unless there was a query.

- B **AGAR** – all items below were considered, approved by resolution where necessary and signed by the Chairman:
- i List of expenditure over £100, including invoices were submitted.
 - ii Register of Assets – the same as previously.
 - iii Risk Register, analysis and safety Report from Mr Roberts was noted.
 - iv The Internal Auditor's Report – was noted.
 - v Accounts, variances, and bank reconciliation signed by the Chairman and Treasurer.
 - vi Annual Governance Statement by Council Resolution (Proposer Mr. Hanson and seconder Mr. Harris)
 - vii Annual Accounting Statements from the RFO/Treasurer by Council Resolution were agreed. (Proposer Mr. Hanson and seconder Mr. Harris).
 - viii Dates for public inspection of accounts were agreed and Mr. Nash to put on notice board. (Proposer Mr. Hanson and seconder Mr. Harris).
 - ix Exemption Certificate for Councils with accounts under £25,000 agreed (proposer Mrs. Clark and seconder Mr. Hanson). The Clerk to send to external auditors

- 8 The Minutes of the last meeting held on 26 February, 2024 were approved and signed by the Chairman.

9 Matters Arising

a. Highways and flooding – Mrs. Clark reported no response had been received from Mr. Cadwallader from two emails. The gulley tanker had arrived as part of the concessionary service however the gullies by the Plum Tree Cottage, Shortlands and Heath Knapp Cottage had been missed. A parishioner had helped clear the gully by Heath Knapp Corner. MegaRod were not prepared to work on areas attended by Highways. Mr. Harris reported gulley outside Mixon was full. The ditches between Coate Junction and Shortlands Corner had been cleared. Mrs. Clark reported that gravel had been delivered to Shortlands and it was not clear whether this was a Council initiative or had been done by Mr. Butler. It may be necessary to contact Mr. Whitehead as he could have an influence on Highways Enforcement. The pothole was now a danger to motorists and action needed to be taken. Mr. Hanson would report this issue again through the app. He reported that potholes could be filled relatively quickly but that gulleys need traffic management and therefore took some time. There were now 6 tankers available in Wiltshire 3 to clear problems and 3 reactive to issues reported. During 15-21 July we would have a gulley tanker at Etchilhampton to clear the drains. Mr. Hanson reported that it was unacceptable not to attend if the potholes were a traffic hazard. The issue had been reported through the app and compensation would be given to motorists. Mr. Hanson would report the Shortlands potholes again. Mrs. Clark reported that potholes can be reported using What3Words which was probably easier than a grid reference.

b. Parish Steward's jobs – gulleys were not on his remit. He can fill some potholes and do the strimming. Due to only having half a day in Etchilhampton he was always short of time. The Council had outsourced to a different maintenance company and they will only do what is instructed and nothing further. Steward due again on 7 June. Mr. Harris asked who oversaw cutting the hedge and verge by Whiterig as it was very difficult to see right at the Coate junction. Mr. Hanson to report.

- c. Defibrillator – Mrs. Clark confirmed that Mrs. Roberts had taken on responsibility for the defibrillator and she is registered with Community First. Mr. Hanson reported that he should be able to apply for a grant from Community Infrastructure for the 2026 replacement defibrillator.
 - d. D-Day Celebrations – it was reported that sadly there will be no celebrations for D-Day on 6 June.
 - e. Village Green - the gate post was broken. Mr. Nash was getting no response from the contractor and suggested he contacted Chris who had installed the bench on the village green. Mrs. Clark asked if he had contacted Mr. Goddard. It was agreed that some mesh should be put round the oak tree planted for the Queen's Jubilee as the bark had been damaged.
- 10 Questions/Points from the Public – a parishioner commented the bus shelter by the Mixon had become quite overgrown and it was difficult to see if a bus was approaching. Mr. Hanson said he would make sure it was cleared. It was confirmed that parishioners must telephone to book the bus. Mr. Hanson reported a problem with the church bell. The Church Warden had been asked to come and have a look. It would be nice to have the bell working on D-Day.
- 11 Correspondence and Consultations. None
- 12 Planning Applications
All Applications received since the last meeting have been approved.
- 13 Other Business
- The Agenda for Parish Meeting on 22 May 2024 at 7.45pm was approved.

There was no further business and the Chairman thanked Mrs. Cowdry for attending.

C Wimble, Clerk
www.etchilhampton.uk