Atworth Parish Council

Minutes of a CONFERENCE Meeting of Atworth Parish Council held on 20th May 2020

www.atworth.org

Invited:

Cllrs. Effie Gale-Sides (EGS) (Chairman), Richard Clark (RC) (vice-chair) and Cllrs. Heather Chaplin (HC), Andrew Gooding (AG), K. Hartley (KH)

Clerk: Philip McMullen

Ref. **Agenda items**

145/20 1. **Introduction**

The Clerk explained that Further to the Prime Minister's announcement at 8.30pm on Monday 23rd March regarding the COVID-19 pandemic, the Government has now passed an Act allowing us flexibility in meetings during the Coronavirus lock down. This was effective from Saturday, 4th April 2020. The Prime Minister's update on 10th May 2020 had suggested a potential for the relaxing of the rules governing small groups of people meeting together whilst maintaining adequate social distancing in July, but for the time being it's clear that the Parish Council should only meet virtually.

http://www.legislation.gov.uk/…/392/…/uksiem_20200392_en.pdf

146/20 **2. Notes from previous meeting**

EGS proposed that the notes of the April meeting be accepted as a true record.

147/20 **3. Receive Reports from External Agencies**

3.1 Police Report

The Clerk reported that he had received one report of note: in Bath Road, Atworth it was reported that overnight on the 10th May an offender has attempted to gain access to the rear of a property. Scuff marks were visible on the door. No entry believed gained.

Following a question from EGS, the Clerk explained that the Police were no longer producing the regular issues report following a complaint about the content of the summary from another Parish Council in the area. He would continue to keep an eye on the regular Community Messaging updates.

148/20 **4. Planning Applications**

None received.

Plans are available to view on Wiltshire Council's website at http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx

149/20 **5. Finance**

5.1 The Clerk noted that the first instalment of the Parish Precept had been paid by Wiltshire Council on 24th April. Sum: £14,164.00

5.2 Approval of Payment Schedule and authorisation of cheques

Approvals for the meeting taking place in			May 2020				
Date	**Payee Name**	**DD/Chq No**	**Net £**	**VAT £**	**Gross £**	**Payment Details**	**Approved By**
	PM via Amazon	DD	34.19	-	34.19	Toner cartridge	
	PM via Amazon	DD	8.45	-	8.45	Printer paper	
	IdVerde	DD	310.28	62.06	372.34	Grounds Maintenance Works May	
	Zurich Insurance	DD	1,990.97	-	1,990.97	Village Hall insurance	
	WALC	DD	407.65	81.30	489.18	WALC annual subs	
	Philip McMullen	DD	462.88	-	462.88	Salary and Office Allowance	
	HMRC	DD	115.72	-	115.72	HMRC income tax for wages	

The Clerk explained that an urgent requirement had arisen to purchase two replacement flags. This payment, and the Income Tax payment to HMRC which needed to be submitted by 19/05, had been approved and pre-paid by delegated authority by agreement of the Chair and the Clerk. The remaining payments would be made on or after 21/05.

AG proposed, EGS seconded and the approvals were accepted as a true record.

5.3 Approval to accept Budget Monitoring Statement to end of April 2020

Atworth Parish Budget Monitoring 2020/21
May 2020

	Annual Budget	Spend to date	Balance Remaining
Expenditure			
	£	£	£
CLERKS SALARY	5,600	565	5,035
CLERK'S OFFICE EXPENSES	560	57	503
WI VILLAGE CLEAN & TIDY	580	-	580
GENERAL ADMIN	500	-	500
INSURANCE	4,300	1,476	2,824
WALC	500	-	500
SLCC	50	-	50
BENCHES	3,800	-	3,800
SID DEPLOYMENT	400	-	400
VILLAGE MAINTENANCE	1,700	-	1,700
AUDIT FEES	300	-	300
VILLAGE HALL RATES	135	157	(22)
REC RATES	170	174	(4)
VILLAGE HALL	6,000		6,000
WATER RATES	145	146	(1)
GRASS CUTTING	4,500	310	4,190
ARMISTICE WREATH (S.137*)	20	-	20
YOUTH CLUB RENT	30	-	30
PRESENTATIONS	100	-	100
HIGHWAYS WORK	5,000	-	5,000
COMMUNITY RESILIENCE EQUIPMENT	450	-	450
INFORMATION BOARDS	3,000	-	3,000
TREE PLANTING AND WILDINGS	2,000	-	2,000
NOTICE BOARDS	0	-	0
VILLAGE ENHANCEMENTS	1,250	-	1,250
CLOCK TOWER	0	-	0
VAT ON PAYMENTS	0	62	(62)
HMRC	-	-	0
Total Expenditure	**41,090**	**2,947**	**38,143**
Income	**£**	**£**	**£**
PRECEPT	28,521	14,164	14,261
B/F from existing balances			-
HMRC			0
Interest			-
VAT refund			0
Total Income	**28,521**	**14,164**	**14,261**
Net Expenditure	**-**	**(11,217)**	**23,882**

Balance Brought Forward	***24,378***
Current Balance (Cashbook)	**35,595**
Current Balance (Deposit A/c)	**-**
-Current Balance (Bank)	**35,595**
=Unpresented cheques	*£0*

Acceptance of the Budget Monitoring Statement was Proposed by AG and seconded by EGS and approved by consent.

150/20 **6. Clerk's report**

6.1 Covid-19 update

The Clerk reported that although the rules on the public using open recreational spaces have been relaxed, Play-parks are to remain closed in line with the guidance released 11th May which states: "People may exercise outside as many times each day as they wish. For example, this would include angling and tennis. You will still not be able to use areas like playgrounds, outdoor gyms or ticketed outdoor leisure venues, where there is a higher risk of close contact and

touching surfaces. You can only exercise with up to one person from outside your household – this means you should not play team sports, except with members of your own household."

The rules on tennis courts were quite specific:

- Only one family group at a time OR a maximum of 2 people, each from a different household.
- It is recommended that you wear gloves due to touching of the gate/lock/nets etc. or bring hand sanitizer.
- Please remember to wash your hands afterwards.
- Social distancing should continue to be observed.
- Please be mindful of others waiting to use the court

6.2 Planning Enquiry

The Clerk reported that he had completed and submitted an application to Wiltshire Council Planning Dept. on 14th March 2020 seeking confirmation whether a proposed Change of use of interior changing room / shower in the Village Hall to office accommodation would require planning permission. Confirmation had been received in writing on 30th April that this would be considered permitted development.

> Application No: 20/03582/PDENQ
>
> Proposed internal change of use of interior changing/shower room, to office accommodation
>
> Village Hall, Bath Road, Atworth, Melksham, Wiltshire, SN12 8JY
>
> I am writing further to your enquiry in respect of the above proposal, received on 16 March 2020
>
> From the information you have supplied, it would appear the proposal is PERMITTED DEVELOPMENT under the provisions of the Town & Country Planning (General Permitted Development) Order 2015.
>
> Therefore planning permission is NOT required from this Council providing you do not deviate from the information you have supplied.

6.3 End of Year audit. The Clerk reported the External Auditors, PKF Littlejohn, had been in contact to explain that the completed AGAR (annual accounting return) and supporting documents must be with them by Friday 31st July 2020 latest. The draft had now been completed and he had arranged for it to be passed (without meeting) to the internal auditor on Thursday 7th May.

The Council may need to hold a public meeting in mid-July to authorise and witness the signing off of the documentation. If Covid-19 restrictions are still in place at that time this will need to be held via ZOOM or using some similar technology.

EGS expressed concern whether a Zoom meeting would be successful since at least two of our councillors could be excluded. Hopefully we may be holding meetings in the Hall again by then.

151/20 **7. Agenda items**

7.1 Village Hall Insurance. The Clerk reported that the Village Hall insurance policy with Zurich was due for renewal 1st June 2020 to 31/05/21. There were three options:

Annual Premium: £1990.97
3 Year Long Term Undertaking: £1874.60
5 Year Long Term Undertaking: £1780.66

Premiums are inclusive of Insurance Premium Tax.

The Clerk confirmed that in agreement with the Chair a five-year renewal had been authorised using the delegated authority approved at the April meeting.

7.2 Film Club. Proposal from Cllr. Clark that the MPCL licence should be purchased by the village hall rather than a grant given to the Film Club for purchase of same as previously proposed. The Parish Council could still grant the hall the cost of the licence if they are minded to do so. That way if anyone hires the hall and shows a clip from a movie or a clip from a TV show, the Village Hall would be covered by the licence. If the licence was issued to the Film Club as previously proposed, the licence would be held only by the Film Club and others hiring the village hall would not be covered.

AG seconded the proposal. EGS observed that she assumed the Film Club was still postponed.

7.3 Flags. Proposal from EGS to purchase two new Union Flags. The Union Flag at Shell Court has been removed as it was in shreds and the Union flag at the Clock Tower has become tattered. Both of these need replacing. AG seconded the proposal. The Clerk confirmed that an order had been placed (total: £151.20 including VAT and delivery) using the delegated authority vested in him at the April meeting.

7.4 Adoption of revised Code of Conduct. The Clerk explained that the current Code of Conduct Policy had been Adopted by the Council on 2nd September 2017 with a Review date of September 2019 which was now overdue. The revision had been drafted in line with current advice from the National Association of Local Councils. EGS stated that she was happy to propose the adoption. AG seconded. Resolved to adopt the revised Code of Conduct with immediate effect.

7.5 New bin at junction of Bath Road and Purlpit. EGS requested that the Clerk investigate the replacement of the litter bin.

7.6 Bath Road eastern bus shelter ivy cut-back, roof repairs and new window. The Clerk reported that a letter was posted to residents on 4th May asking them to cut back branches.

7.7 Benches and noticeboard. Quote received to remove and replace the benches at the Clocktower for £100 each and the notice boards will be £90 each. c/f until after the removal of Covid-19 restrictions.

7.8 Annual Parish Assembly. The Clerk reported that this had been postponed until the lifting of Covid-19 restrictions in line with Government advice.

7.9 Annual Meeting of the Parish Council. In line with advice from the National Association of Local Councils this has been deferred until May 2021.

7.10 Stone repairs to clock tower. The Clerk confirmed that he had spoken in person with the stonemason on 8th May who confirmed the damaged masonry would be repaired as soon as possible. The Stonemason had subsequently confirmed on 18th May that the work was now complete.

7.11 The Clerk confirmed that fixings had been purchased for the previously obtained "Private Verge" sign in anticipation of the new noticeboard and benches being installed by the Clocktower post-lockdown. The sign had now been erected. The invoice would be added to June's list of approvals.

152/20 **8. Correspondence**

8.1 Councillors noted a request received from Shield Wiltshire.

Letter from Shield Wiltshire seeking a community volunteer

8.2 The Clerk reported that Wiltshire Council had issued an Order to close temporarily to all traffic road C231 (Part), Atworth; from its property known as Gable Cottage for a distance of approximately 500 metres in a southerly direction to enable BT to carry out works to replace 1 existing telegraph pole.
Alternative route: via C231 (unaffected length) – Chalfield Road – Bradford Leigh - C169 and vice versa.
The closure and diversion route will be clearly indicated by traffic signs.
This Order will come into operation on 09 July 2020 and the closure will be required for 1 day.

8.3 The Police and Crime Commissioner and Wiltshire Police would like to know councillors' thoughts about how effective policing has felt during the pandemic so that they can build a better understanding of our views as the Coronavirus situation continues.

https://www.wiltshire.police.uk/article/6146/COVID-19-Survey

153/20 **9. Date of the Next Meeting of Atworth Parish Council**

There will be a further virtual meeting on 17th June. The Clerk will continue to maintain a documentary record of actions.

Signed……. **Date …….**