Minutes of the ordinary Council Meeting of Atworth Parish Council held on Tuesday 17th October 2023 at 7:30pm in the village hall.

Present: Cllr Roberts (Chair), Cllr Davies, Cllr Telling, Cllr Green and Cllr Addis
In attendance: Martin Kyte – Parish Clerk, Trevor Carbin – Wiltshire Councillor, five members of the public

Public Participation:

In line with the councils Standing Orders Public speaking time is restricted to 15 minutes. There was no public participation.

144/23 Apologies and Vacancies:
Apologies were accepted from the Comms & Projects Officer. The Chair confirmed that there are three vacant APC seats and was hoping to address this via co-option resolution at agenda item 151/23.

145/23 Declarations of Pecuniary and Non-Pecuniary Interests:
None declared.

146/23 Dispensations:
No requests received.

147/23 Exclusion of the Press and Public:
There were no matters which would require exclusion

148/23 Election of Council Vice-Chair
No Councillors wished to put themselves forward for this role at this time. This agenda item will be raised again at the November council meeting.

149/23 Previous meeting minutes:
The minutes of the September 19th 2023 Ordinary Council meeting were formally approved by the council and were signed by the Chair as a correct record.

The minutes of the extraordinary meeting held on September 26th 2023 to consider the future ways of working with Atworth Village Hall & Rec Committee were formally approved by the Council and signed by the Chair as a correct record.

150/23 Actions Outstanding from Last Ordinary Council Meeting on 19th September:
Parish Clerk explained the new Action Log and updates were given as to progress with the purchase of the SID and arrangements and comms with WI for Remembrance commemoration.

151/23 Co-Option Proposal:
Council voted unanimously to accept the application from David Hough to join as a councillor and the declaration of acceptance was signed and witnessed. David Hough then joined the meeting as a co-opted councillor at this juncture.
It was noted that Heather Chaplin was unable to attend and that consideration for her Co-Option to the council would be added to the November meeting agenda.

Meeting was adjourned for 3-4 minutes to allow opportunity for a Council photograph as requested by former chair David Webb

152/23 Reports from Partner Organisations:

a. Wiltshire Councillor Update:
Cllr Carbin reminded the councillors of the upcoming BOA Highways Matters Area Board on 1st November. Cllr Carbin also informed the meeting that the Western Area Planning Committee meeting planned for 25th October had been cancelled due to insufficient business and therefore any progress with reference to the Whistle-mead Solar Farm would be delayed.

b. Village Hall Committee:
Council noted written report and discussion ensued as to who was responsible for cost of repair of the hole in the Recreation Ground Wall and the responsibility for cleaning park benches previously purchased by the Council. The Chair suggested that repairs to the wall should be considered further as part of the future ways of working at the November meeting and that ownership/responsibility for the wall itself should be clarified. The cleaning of the benches would be considered and future responsibility of said benches would again be considered as part of the future ways of working such that the council donate these assets to the AVH.

c. Youth Club:
Council noted that no update had been provided this month.
Action: Parish clerk to pursue update for later circulation

d. Wiltshire Police:
Council noted that no update had been provided this month.
Action: Parish clerk to pursue update for later circulation

153/23 Footpath, Footways and Highways Issues:

a. Council noted the written report from Cllr Telling. In presenting a summary, Cllr Telling informed the meeting that Roundels on the Bradford Road surfaced will be refreshed to represent the new 20mph limit and that flashing lights acting as a secondary warning cannot be employed as the speed limit is not an advisory one.
Issues with safe Parking outside the School on Bradford Road were noted and Chair suggested that this issue be looked at by the newly formed APC Traffic & Highways committee. A suggestion was also made as to why further warning signs stating 'New Speed Limit' could not also be employed, this would also be looked at by the Traffic & Highways Committee.

b. Traffic & Highways Committee:
Cllr Telling expressed her concerns about having a formal Committee and that a more informal way forward, without the necessity of minutes and disclosure, would be more beneficial and aid the flow of staffing to the formal council meetings for timely decision making. Parish Clerk explained that a Working Group could be formed instead which would be less formal.
Resolved: Council agreed to reject proposed Terms of Reference for a Traffic and Highways Committee on the basis that a Working Group be formed.
Action: Parish Clerk to confirm Terms of Reference for a Traffic & Highways Working Group.

PLANNING

154/23 **New Applications:**

The following application was noted, this had been communicated separately with no objection;

Application Ref PL/2023/08080 - Proposed Works to Trees in a Conservation Area
Address: 110 BRADFORD ROAD, ATWORTH, MELKSHAM, SN12 8HY
Proposal: T1 - Whitebeam. Fell and replace tree. Heavy historic pruning has lead to trees decline, Annual early leaf drop and sparse crown. Family member also high allergic to white beam pollen. tree to be replaced with Scotts pine.
Applicant Name Mrs Victoria Visser **Case Officer:** Beverley Griffin
Respond By: 13-10-2023
Application Link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001BD1jb

155/23 **Planning Decisions:**

Council noted the decision made by Wiltshire Council as below and there were no objections:

Application Ref PL/2023/02865 - Householder Application
Address: Westfield House, 226 Little Chalfield, Wilts, SN12 8NN
Proposal: Siting of 2 no. Air-Sourced Heat Pump (ASHP) units next to western wall of annexe
Applicant Name: Mrs Joanna Towers Case Officer: Selina (Nina) Parker-Miles
Decision Date: 03-10-2023 Decision: Approve with Conditions
Application Link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AZZt2

VILLAGE MAINTENANCE

156/23 **Maintenance of Jubilee Copse:**

Cllr Addis updated the meeting with costs from the two quotes received via Neston Park contacts for a one off clearing and tidying of the Copse. It was agreed by the council that 'The Ledbury's quote and proposal was the preferred way forward. However, council were concerned about ongoing maintenance and that a plan must be in place before commitment to the clearing and tidying of the Copse.

Resolved: The Ledbury's would be employed to clear and tidy the Copse.

Action: Cllr Addis to obtain two quotes for ongoing maintenance for consideration and approval at the November meeting before any commitment to clear the area is made.

Action: Comms & Projects Officer to communicate with Parish as to the plan for the Jubilee Copse area.

Post meeting note - subsequent to the meeting Cllr Addis arranged for the work on the Copse to be started and reported that 20 trees had been saved.

157/23 **Parish Steward:**

(a) Council noted jobs completed by Steward on his visit on 3rd and 4th October. Clerk informed meeting that only one formal job request was made by the Council and that the council should be able to direct the Steward to more specific tasks.

(b) Chair suggested that perhaps Parishioners could be more involved in suggesting appropriate tasks for the Steward and that the council needed a forum/means by which this could occur. Cllr Hough mentioned footpath encroachment from Householders trees and hedges and that some sort of reminder needs to be posted to encourage cutting and maintenance as appropriate.

Action: Clerk to investigate means by which a regular reporting forum can be set up to report potential jobs for the Parish Steward.

Action: Comms & Project Officer to post a reminder to parishioners re encroachment of footpaths and pavements.

158/23 **Clocktower Christmas Celebration:**
Cllr Green updated the council on progress and how Christmas lighting installation would tie in with the removal of the Remembrance lighting. A formal quote had been requested from Light Fantastic and that would be available for consideration at the November meeting.

159/23 **Armistice Wreath:**
Resolved: Council approved the not to exceed budget of £50 for purchase of wreath/items for remembrance commemoration.
Action: Cllr Green would attend the formal commemoration to ensure that there was representation from the Council.

COMMUNICATIONS & PROJECTS

160/23 **Comms & Project Officers Progress Report:**
Council noted written report which updated the council on a range of activities. There were three items that required attention as follows;

(a) **Community Action Whitley & Shaw (CAWS)**
Resolved: Council approved the need to work more closely with this voluntary group and for the Comms & Projects Officer to take forward issues of joint interest such as road safety and speed awareness.

(b) **Parish Website & Logo –** A draft design of the new APC website has been received but the sizing and orientation of the APC Logo may need to be revisited due to website design limitations. Chair stated that the public consultation for preference of the logo (choice of two designs) must still happen and the council would then look at how the preferred choice be represented on the website.

(c) **Halloween Pumpkin Code:**
Resolved: Council agreed that this voluntary code whereby households have either a pumpkin, Halloween decorations or signage on show to let 'trick or treaters' know they can visit, should be publicised as widely as possible and include the School and Youth Club. If households do not display Halloween items then they do not wish to be disturbed.
Action: Comms & Projects Officer to post on social media and Parish websites and arrange awareness for the School and Youth Club. A note is also to be added asking parishioners to look out for any vulnerable or elderly neighbours and put a note on their door as to whether they will accept 'trick or treaters'.

FINANCE

161/23 **Banking**

a. **Invoices** – The following invoices totalling: **£2,593.19 Inc VAT** were considered for payment

Authority	Payee	Description	Net	VAT	Gross
LGA 1972 s.112(2)	Staff Pay/Tax/NI	Oct Pay	£1,121.83	-	£1,121.83
LGA 1894s.8(1)(i)	ID Verde	Rec Grass Cutting Oct	£310.28	£62.06	£372.34
LGA 1972 s.142	Parish Council Websites	Website Design	£369.85	£73.97	£443.82
LGA 1972 s.142	Parish Council Websites	Domain Hosting (2 years)	£135.00	£27.00	£162.00
LGA 1972 s.111	PKF Littlejohn	External Audit Costs	£210.00	£42.00	£252.00
LGA 1972 s.111	SLCC	ILCA Qualification	£120.00	£24.00	£144.00
LGA 1972 s.143	Geoxphere	Parish Online subscription	£81.00	£16.20	£97.20

Resolved: The Council approved the payment of the invoices

b. To note the bank balances as at 30th September 2023:
Council was invited to review and note the bank balances of the two accounts held by the Council.

Resolved: The council noted the bank balances

Lloyds	£0.00
Unity	£41,267.02

162/23 External Audit – Financial Compliance:
Council noted the External Audit report and the Clerk's Implementation Plan to address all audit recommendations. Cllr Green informed the council of the outcome of the independent review of the financial records that was conducted by herself. She was able to assure the council that the audit trail for transactions sampled was in place and that sound financial and accounting practices had been adopted to address the recommendations from both internal and external audit as at 30th September. A similar review will take place after the third quarter and at financial year end.

163/23 Budget, Spend & Forecast as at 30th September 2023:
Council noted the position of spend against budget as at 30th September and also the forecast spend position against budget as at the year end.
Clerk informed the council that there was a minor projected overspend against the In Year budget but this was well within the funding and bank balance currently held.
Action: Clerk to prepare Spend & Forecast to Budget data each quarter for formal review at appropriate council meeting.
Action: Clerk to issue first draft of budget for next financial year for consideration by councillors prior to November council meeting such that amendments and additions can be formally approved at the November meeting in readiness for the Precept submission.

ADMINISTRATIVE

164/23 AVH Ways of Working Update:
Council noted latest correspondence on discussions with AVH re future ways of working.
Chair confirmed that this item was to be on the November Meeting agenda with AVH trustees invited to further discuss this issue.
Council Chair then allowed a member of the public representing the AVH to speak and they confirmed that the AVH had not agreed to the proposed resolution for future ways of working. Council noted this.

165/23 Items for future meetings
Council identified the following items for the November agenda;
(a) AVH ways of working
(b) Precept Budget
(c) Christmas Lights
(d) Jubilee Copse ongoing maintenance
(e) Traffic & Highways Working Group feedback

166/23 **Correspondence -** Council is asked to note correspondence forwarded to councillors by the clerk in the weekly Friday Night Updates on 29 Sept, 6 Oct and 13 Oct.

167/23 **Date of Next Scheduled Meeting**
21st November 2023 at 7.30pm Atworth Village Hall

Meeting Closed 8.51pm

Signed Chair: ……..

Date: ……