Minutes of the ordinary Council Meeting of Atworth Parish Council held on Tuesday 16th January 2024 at 7:30pm in the village hall.

Present: Cllr Roberts (Chair), Cllr Green (Vice Chair),Cllr Davies, Cllr Hough, Cllr Addis and Cllr Chaplin
In attendance: Martin Kyte – Parish Clerk, Trevor Carbin – Wiltshire Councillor, two 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.

220/23 **Apologies and Vacancies:**
Apologies were accepted from Cllr Telling and Comms & Project Officer Tracey King.

221/23 **Declarations of Pecuniary and Non-Pecuniary Interests:**
None declared.

222/23 **Dispensations:**
No requests received.

223/23 **Exclusion of the Press and Public:**
There were no matters which would require exclusion

224/23 **Previous meeting minutes:**
The minutes of the December 19th 2023 Ordinary Council meeting were formally approved by the council and were signed by the Chair as a correct record.

225/23 **Actions Outstanding from Last Ordinary Council Meeting on 21st November:**
Parish Clerk confirmed that four actions still required full resolution as follows;

a. **Cllr Addis to obtain firm quote and arrange bramble clearance –** Cllr Addis updated the meeting that he had been unable to secure a firm commitment for this work although he had one option to pursue with a gentleman called Frank Freeman.
b. **Cllr Telling to contact ID Verde and Trowbridge Town Council to obtain quotes for initial set up and assembly of new SID –** Cllr Telling's December report noted how she had made several attempts to gain a quote from ID Verde but the POC was not forthcoming with suitable information. Clerk was attempting to follow up this request also.
c. **Clerk to draft form of words for recruitment action for village caretaker contractor role** - Clerk had not yet formed the Terms of Reference for the role and would use this as the basis for the recruitment action, although there was one possible expression of interest via a contact through Cllr Hough.
d. **Clerk to liaise with local planning expert and submit Listed Building Consent for Clocktower Lighting –** Local planning authority expert had carried out an inspection on 12th January and had been in contact today (16th) to confirm that current light affixations and level of illumination were within acceptable tolerances and a Listed Building Consent (LBC) application was not required. He also advised what was acceptable for additional temporary lighting for commemorative and celebratory purposes and provided this advice was adhered to this should mean that future permissions in the form of LBCs would not be needed.

226/23 **Reports from Partner Organisations:**

a. **Wiltshire Councillor Update:**
Cllr Carbin stated that he was expecting an update on the change to Council Tax rates but this has been delayed by a day or so.

b. **Village Hall Committee:**
Council noted that there was no written report submitted by the AVH as the Village Hall had been closed over the festive period.
c. **Youth Club:**

Council noted written report submitted by 4Youth and was complimentary about the range of activity and subject matter the Youth Club were engaging in. Cllr Addis was keen to go and visit the Youth Club one evening to learn more and see the Club in action.
Action: Clerk to arrange and facilitate a visit for Cllr Addis.

d. Wiltshire Police:
Council noted that there was no further update specific to the Parish but Wiltshire Police had stressed that parishioners should be more vigilant as burglaries within the local area were on the rise.
Action: Clerk to signpost police advice on social media and Council website.

227/23 Footpath, Footways and Highways Issues:
Council noted the written report from Cllr Telling.

PLANNING

228/23 New Applications:
The following application was noted, this had been communicated separately with no objection;

Application Ref: PL/2023/10530 Householder Application
Address: 5 Pye Corner, Bath Road, Atworth, Melksham, SN12 8HA
Proposal: Proposed single storey side extension and detached annexe for parents
Applicant Name: Dr Wain **Case Officer:** Gen Collins
Respond By: 10-01-2024
Application Link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001CFNqt

229/23 Planning Decisions:
There were no new planning decisions made by Wiltshire Council this month

VILLAGE MAINTENANCE

230/23 Memorial Plaque:
Resolved: Council approved the request put forward by Cllr Roberts on behalf of Linda Jane Fawcett. This is to facilitate the placement of a memorial plaque on the bench at the entrance to Chapel Rise to celebrate the lives of her parents, Audrey and Fred Lorimer who lived in the village for 57 years.
Action: Cllr Roberts to inform Ms Fawcett of the decision. Arrangements would then be made to affix plaque once purchased by requestor.

231/23 Parish Steward:
Clerk informed meeting that the Steward was unable tp complete Parish work in January as he was tasked with emergency flood work. The new Parish Steward schedule has been published and he is next working in the Parish on 1st and 5th of February.

COMMUNICATIONS & PROJECTS

232/23 Newsletter:
Resolved: Council approved the planned agenda for the first Newsletter Editorial Group that is planned for 24th January. Cllr Green walked the Council through the background of the agenda items and also shared a Newsletter calendar such that dates for editorial content and distribution of the newsletter can be planned.
Actions:
a. Further suggestions for the Editorial Group meeting must be with Cllr Green by cop 23rd January. All
b. Cllr Green to ensure cut-off dates for content for each newsletter publication are communicated and shown in the calendar

FINANCE

233/23 Banking
a. Invoices – The following invoices totalling: £1,567.34 Inc VAT were considered for payment

Authority	Payee	Description	Net	VAT	Gross
LGA 1972 s.112(2)	Staff Pay/Tax/NI	Jan Pay	£1,195.00	-	£1,195.00
LGA 1894s.8(1)(i)	ID Verde	Rec Grass Cutting	£310.28	£62.06	£372.34

Resolved: The Council approved the payment of the above invoices.

b. **To note the bank balances as at 31st December 2023:**
Council was invited to review and note the bank balances of the two accounts held by the Council. Parish Clerk informed the Council that the Lloyds account should now be closed but was awaiting formal confirmation.

Resolved: The council noted the bank balances

Lloyds	£0.00
Unity	£29,224.09

ADMINISTRATIVE

234/23 **Items for future meetings**
Council identified the following items for the February 2024 agenda;
(a) Annual Parish Meeting Plans
(b) Interim Audit outcome
(c) Newsletter Content
(d) Youth Club Grant application
(e) Tree Planting

Forward Agenda List:
Clerk presented the draft forward agenda list and informed the Council of items added since the last meeting. It was agreed that plans for the May APM meeting should be brought forward to the February agenda and plans to discuss the refresh of the local Flood Plan be put back to March. Chair encouraged Councillors to feed items to this forward agenda list on a regular basis.

235/23 **Correspondence -** Council noted correspondence forwarded to councillors by the clerk in the weekly Friday Night Update on 12th January.

236/23 **Date of Next Scheduled Meeting**
Tuesday 20th February 2024 at 7.30pm Atworth Village Hall

Meeting Closed 8.11pm

Signed Chair: ……..

Date: ……