

# Chitterne Parish Council

Chairman: Councillor Charles Horsfall

**DRAFT Minutes of the meeting of Chitterne Parish Council held on Monday 10<sup>th</sup> July 2023 at 7.00pm.**

**Present:** Councillors, Charles Horsfall, John Dillon, Julia Hendrickse, and Jane Bell.

**In attendance:** Councillor Christopher Newbury, Several members of the public / parishioners.

**Public Question Time** Public Bodies (admissions to meetings) Act 1960 s  
Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

The Chitterne Community Pub Group (CCPG) updated parishioners at 6.30pm on matters concerning the King's Head. Parishioners were invited to ask any questions of the CCPG and Councillor Christopher Newbury, in attendance.

## **23/001 Acceptance of apologies for absence**

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

**Resolved:** none received.

## **23/002 To receive and sign the minutes of the Full Council meeting held on Monday 22<sup>nd</sup> May 2023 (Previously circulated) LGA 1972 Sch 12 para 41(1)**

**Resolved:** Councillors noted the observations around the AGAR. Chairman deferred signing the Minutes to another meeting – all agreed.

## **23/003 Dispensations**

**Resolved:** none received.

## **23/004 Declarations of interest, members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulation 2012 (SI 2012/1464) (NB this does not preclude any later declarations)**

**Resolved:** none given.

**23/005 Exclusion of the Press and Public Standing Order #1c** The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**Resolved:** not required.

### **23/006 Chairman's announcements**

It should be noted that the Notice of Public Rights and Publication of Annual Governance & Accountability Return (AGAR) for accounts ended 31<sup>st</sup> March 2023 has not been displayed on the website and the notice board. This is due to ongoing discussion with the Internal Auditor. In the absence of a Clerk the quarterly budget will be delayed but it will be worked on.

**Resolved:** Agreed.

### **23/007 Election of Vice Chairman**

**Resolved:** Councillor John Dillon elected.

### **23/008 Councillor Vacancies & Co-option**

Council to note that Councillors Christian Emmerson and Lexa Turner resigned on 5<sup>th</sup> June. There are now 3 Councillor vacancies. Publicity concerning vacancies has been actioned and one application has been received.

If approved and the applicant is present, Council is asked to witness the signing of the Declaration of Acceptance documentation.

**Resolved:** Councillor Newbury reminded the Council to note that there are two Wards in Chitterne and therefore when co-opting it should be noted which Ward the new Councillor will be representing. The vacancy is in Chitterne All Saints Ward.

Councillors unanimously agreed to co-opt Kato O'Driscoll. She will represent Chitterne All Saints Ward.

### **23/009 Clerk Vacancy**

Sarah Jeffries the Clerk also resigned on 5<sup>th</sup> June and finding a new Clerk is ongoing. A temporary solution is to engage a Locum Clerk for up to 10hours/month @ £15 per hour.

Chairman has been in touch with WALC and SLCC who can provide a Locum at a cost of £25 p/ hour. This is in excess of our budget.

**Resolved:** Councillor O'Driscoll to put vacancy advert on the Chitterne Facebook page and Councillor Dillon will pursue information from WALC. Councillor Bell to contact local clerks to see if anyone would be interested in taking on the Chitterne Parish Council. Councillor Bell to monitor Parish Clerk email address.

### **23/010 Kings Head – Public Works Loan Board (PWLB) extension**

Council to consider CCPG request to extend PWLB expiring on 25<sup>th</sup> July for a further 12 months.

**Resolved:** Councillors were unanimous in supporting the CCPG and their request was approved.

### **23/011 Chitterne Village Website / Parish Council website**

Council to consider a combined Village and Parish Council website.

Councillor Hendrickse informed the meeting that the original Chitterne Village website has been removed and replaced by the Parish Council website. The previous Clerk had set up an account with IONOS and the Chitterne website Domain name has now been taken for the Parish Council website. Councillor Hendrickse asked what the original mandate for the website had been (as previous to her joining the Council). Councillor Dillon confirmed that it had been agreed at a previous Parish Council meeting that there would be a separate website.

**Resolved:** Councillor Hendrickse to contact IONOS to try and access account and try and correct this. Council agreed that there should be one website for Chitterne – the original Chitterne website, with links to Parish Council information. Councillor Hendrickse to investigate with IONOS to see if original website can be retrieved. Going forward, someone will need to be responsible for uploading information to the website – to be discussed at future meeting.

### 23/012 Village Hall Events Funding

Council to consider request from Village Hall for £1,000 towards community events.

The Chairman confirmed that there is nothing in the Budget or in previous Minutes of meetings referring to this amount as requested.

**Resolved:** However, Council approved a payment of £500 towards ChitFest on this occasion. Further discussions needed with the Village Hall regarding the cost of flooring, other forms of funding including grants that could be applied for and how the Parish Council might be able to help.

### 23/013 Banking – Lloyds Bank & signatories

Council to consider maintaining account with Lloyds Bank.

Signatories to be added and deleted.

**Resolved:** Council agreed to maintain account with Lloyds Bank.

Councillor O’Driscoll to be added to Bank signatories.

### 23/014 Payments:

a) Retrospective payments made on 8<sup>th</sup> June to:

Sarah Jeffries for:	Salary – June 2023	£254.91
	Final Salary	£406.62
	Travel reimbursement	£14.04
Website		£46.80
Village Hall wi-fi invoice		£226.74

**Resolved:** approved

b) Other payments:

Stewart Penny Services – Mower repairs	£161.40
Auditing Solutions Ltd	£384.00

**Resolved:** approved

### 23/015 Roles & Responsibilities

Sports field/Trees/Cricket Club	Councillor Charles Horsfall
Allotments	Councillor John Dillon
Traffic, Landfill & LHFIG	Councillors Jane Bell & Julia Hendrickse
Parish Steward	Councillor Kato O’Driscoll
Flood warden & flood equipment	Paul Johns (parishioner)
Village Hall liaison	Councillor John Dillon
Website – <a href="http://chitterne.com">chitterne.com</a>	Councillor Julia Hendrickse
Play Area Safety Checks	Councillor Kato O’Driscoll
Environment & sustainability	Councillors John Dillon & Kato O’Driscoll
Maintenance of the Cut	Councillor Charles Horsfall

**Resolved:** responsibilities agreed as listed above.

### 23/016 Flood equipment shed

To consider purchase and installation of a shed to accommodate the Flood equipment and to be located adjacent to the shed on the playing field.

**Resolved:** agreed shed to be positioned on the playing field, subject to planning – Councillor Horsfall to check. Previous quotes for shed approved. Shed may require a base – to be reviewed.

Cost of base, if required, approved at discretion of Chairman (up to £500) in conjunction with the Council (in lieu of a parish clerk).

**23/017 Any other matters to report**

Before the next meeting in September, Council to produce an action plan to prioritise activities going forward.

**Resolved:** agreed.

- a) Council email to parish clerk regarding Public Works on B390. Email to be distributed to parishioners via PeteNet. Councillor Bell to action.
- b) RA Hunt – to be included on next agenda.
- c) Councillors agreed funding of £100 for mulching to break down the greenery from the Cut, to help clear it and keep the water flowing.
- d) Parish Clerk email. Out of Office message required. Councillor Bell to action.
- e) Councillor O’Driscoll email to be noted. Councillor Bell to action.

**23/018 Date of the next meeting**

**Resolved:** that **Monday 11<sup>th</sup> September 2023** is the date of the next Parish Council meeting. The meeting will start at 7.00pm All are welcome to attend.

The meeting ended at **8.45pm**.

Signed Councillor ..... Dated .....