

# **Chitterne Parish Council**

Minutes of the Meeting on  
Monday 28th April 2025  
Chitterne Village Hall  
Village Hall at 7.00pm.

## **Present:**

Charles Horsfall (chair), Tony Hulton, Jane Bell, Julia Hendrickse, Barry Ricketts (clerk).

### **1. Election of the Chairman.**

Charles Horsfall was re-elected.

### **2. Election of the Vice-Chairman**

Tony Hulton was elected vice chair.

### **3. Acceptance of apologies for absence**

There were no absences.

### **4. Minutes of meeting held on 3rd March 2025.**

Approved as a correct record.

### **5. Dispensations**

No requests for for dispensation received from Councillors.

### **6. To receive declarations of interests**

Members to declare any interest they may have in agenda items. There were no relevant interests.  
To declare

### **7. Chairman's announcements**

No Chairman's announcements.

### **8. Councillor Vacancies**

Currently two councillor vacancies. Mr Graham Potter tendered his resignation. This was accepted, his contribution to the council was much appreciated and he was unanimously thanked for his efforts on behalf of Chitterne.

### **9. Clerk vacancy**

Councillor Barry Ricketts currently assisting, with Mr John Terry acting as Responsible Financial Officer. A vacancy still exists for a professional Clerk.

### **10. Planning applications**

There were no planning applications.

### **11. Correspondence**

Emails have been received from Ms. Gill Hermes and the Information Commissioner's Office, with a Freedom of Information complaint. Dealt with by Clerk. Mr Nick Martin (parishioner) has suggested a reply to the Letter from Earthline following a site visit. Cllr Hulton will suggest he submits a draft.

### **12. Banking, assets & finances:**

Treasurer's account, P&L and Balance sheet updated by RFO to 28th April 2025.  
Bank balance at 28th April 2025 - £15,495.62.

### **13. Receipts & Payments:**

Payments and receipts are as indicated in the Bank statement 1st -28th April.

#### **14. Parish Accounts:**

Approval and signing of Parish Accounts to year end 31st March 2025 and to 30th April 2025.

#### **15. Reports from Councillors:**

##### **Traffic Report** Councillors Jane Bell & Julia Hendrickse

This year we have been successful in receiving funding from the LHFIG towards permanent horse & pedestrian signs. This may help reduce the speed of traffic. Meanwhile, we have sourced temporary signs from the BHS to erect around the village. We have had many discussions with the LHFIG regarding other possible traffic calming measures. We are unfortunately unable to have any physical traffic calming measures or other road markings. We will continue to bring this up with the LHFIG to see if newer options become available in time.

I have requested the re-painting of the 'red boxes' and roundels, and although Wiltshire Council rejected our request last financial year on the grounds of 'no budget' we will re-submit our request in this new financial year.

We have contacted National Highways expressing our concern about diversions during A303 closures, especially in light of the weight restriction on the B390. The weight restriction is lifted as the HGV's are unable to be diverted along the A36 due to the low bridge at Wilton and there is no alternative. National Highways have informed the police of the diversion and passed on our concerns to the police. We also contacted the police directly to reiterate our concerns.

##### **YSI Devices**

Tom O'Driscoll continues to monitor the devices.

##### **Wiltshire Local Transport Plan**

We have completed the survey and look forward to receiving further information regarding the new Plan.

##### **Police Speed Watch**

We have had conversations with our Neighbourhood Policing Team and they have reiterated the benefits of having a local Speed Watch Group. Unfortunately we have not had any volunteers come forward, but if anyone would be interested in setting a group up, please be in touch with the parish council. We continue to request police presence to help deter speeding drivers. I am planning on meeting with the Neighbourhood Police Officer to discuss our issues with him in detail.

##### **Roadside Maintenance**

The pavements at the entrance to St Mary's Close have now been repaired by Wiltshire Council.

Red box /30 mph painted road markings – request to be repainted. Villagers are advised that any general roadside maintenance issues can be reported directly on the Wiltshire Council MyWiltsapp or via the Wiltshire Council website at [www.wiltshire.gov.uk/mywilts-online-reporting](http://www.wiltshire.gov.uk/mywilts-online-reporting)

##### **Allotments and Grazing Area.**

Cllr Ricketts reported that new allotment plots have been provided, clearing the grazing plots of discarded garden machinery, general rubbish and redundant fencing is well underway. An application to the Forestry Commission for a EWCO grant is in preparation. If a grant is offered to the village to plant trees in the ex-grazing fields, full consultation will take place with parishioners.

## **Chit-Chat**

Seven issues have been published and an eighth is in preparation. Villagers continue to contribute enthusiastically to content.

### **16. CPC Code of Conduct:**

Councillors asked to re-endorse the LGA Code of Conduct for 2018 (2 pages) adopted in May 2024. Carried.

### **17 Risk Assessment**

Councillors asked to endorse the Risk Assessment as 2024 carried forward with slight amendments to reflect reduced risk in play equipment and the remedial treatment of trees in the playing field. Carried.

### **18. Responsibilities & other roles for 2024 /25.**

Councillors to approve:

Responsible Financial Officer	John Terry
Clerk, Allotments	Councillor Ricketts
Traffic & LHFIFG	Councillors Bell and Hendrickse
Chitterne website	Councillor Hendrickse
Playing field, MOD liaison, Play equipment & Parish Steward.	Councillor Horsfall
Wiltshire Police liaison & Neighbourhood watch	Councillor Ricketts
Flood Warden & Chitterne Brook	Councillor Hulton
General maintenance	Brian Lee and Kevin Foster
SIDs	Tom O'Driscoll
Defibrillator	Kato O'Driscoll
ChitChat editor	Barry Ricketts
Tree Warden	Aileen Fenlon

### **19. Standing Orders and Financial Regulations.**

Councillors adopted and approved Standing Orders and the Financial Regulations.

### **20. Appointment of internal and external auditors.**

Councillors approved:

**Internal auditor** - Auditing Solutions Limited, Clackerbrook Farm, Chippenham.

**External auditors** - PKF Littlejohn LLP, 1 Westferry Circus, London, E14 4HD.

### **21. Annual Governance and Accountability Return (AGAR) 2024/2025 Form 2**

#### **21.1. Section 1 Approve Annual Governance Statement**

Councillors approved accounting statements.

#### **21.2. Section 2 Certify the Accounting Statements 2024/2025 - Annual Year End Accounts**

Councillors approved the Accounts and certify it is exempt from External Audit

#### **21.3. Signing the AGAR**

Councillors witnessed the signing of the AGAR by the Chairman & Responsible Finance Officer.

### **22. Approve the dates for the Public to exercise their rights**

Council were asked to note that the External Auditor has recommend that the dates be advertised as Monday 3rd June 2025 to Friday 14th July 2025.

**23. Asset Register.**

Councillors approved inventory of assets.

**24. Council insurance.**

Councillors to note and approve insurance cover via Community. Current cover expires on 31st May 2025. Renewal was approved.

**24. Data Protection Fee**

Councillors asked to note the GDPR/Data Protection renewal fee will soon be due and ICO will be requesting £35.00.

**25. Other matters:**

There was no other business

**26. Dates of next meeting:**

Monday 30th June 2025.