

Chitterne Parish Council

Chairman: Councillor Charles Horsfall

Minutes of the meeting of Chitterne Parish Council held on Monday 11th September 2023 at 7.00pm.

Present: Councillors, Charles Horsfall, John Dillon, Julia Hendrickse, Jane Bell and Kato O'Driscoll.

In attendance: Two 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 Chairman discussed the situation the parish council finds itself in with no parish clerk. Although a councillor is monitoring the emails, it is felt that specific help is required in the financial administration of the parish council and therefore the Chairman suggested we split the role of the parish clerk and create a role of Responsible Financial Officer. John Terry, a member of the Chitterne community is interested in taking on this role on a voluntary basis. Council discussed his offer and the need for specific financial support. Chairman to share financial information with Mr Terry in order for him to see what is expected of the parish council finances and to prepare for 2023/24 Internal Audit.

Resolved: All agreed.

The meeting started at **7.05pm**

23/19 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.

23/20 To receive and sign the minutes of the Full Council meeting held on Monday 10th July 2023 (Previously circulated) LGA 1972 Sch 12 para 41(1)

Resolved: Minutes APPROVED and signed by the Chairman.

23/21 Dispensations

Resolved: none received.

23/22 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.

23/23 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.

23/24 Chairman's announcements

The Chairman has been in discussion with the Internal Auditor regarding the unsigned Minutes of meeting held on 22nd May. A way forward needs to be found following Council's dissatisfaction with the Internal Auditor's report deemed not to be a fair representation and portrayed the Parish Council in a very poor light. Following discussions the Chairman proposed:

- Signing the Minutes of 22nd May meeting should be deferred until to the next meeting in November when Council could approve those points it is happy with and clearly state the other parts that are not approved.

- The Exercise of Public Rights, which should have have been published irrespective of any issues with Auditors, should now be launched as soon as possible for the required 30 working days.

Resolved: Agreed.

23/25 Councillor Vacancies & Co-option

Council still have 2 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. Council will continue to advertise the remaining vacancy.

Resolved: Councillors unanimously agreed to co-opt Graham Potter. He will represent Chitterne All Saints Ward.

23/26 Clerk Vacancy

No applications have been received. Cllr Bell has contacted local clerks and one may be interested in helping on a locum basis but is currently unavailable. Cllr Bell will continue to monitor parish clerk emails. Council has agreed to separate the role of Financial Officer and Mr Terry will ensure financial regulations are met.

Resolved: Agreed.

23/27 Kings Head – Public Works Loan Board (PWLB) extension

Cllr Dillon informed the meeting that the extension has been granted for another year. The interest rate will only be known when the loan is drawn down. CCPG will be meeting with the Estate Agent to try to progress negotiations.

Resolved: Agreed.

23/28 Planning Applications

None received. Meeting discussed the Wiltshire Local Plan. Meeting agreed to look at the Plan and arrange a specific meeting to discuss in more detail.

Resolved: Agreed.

23/29 Correspondence

Correspondence received between meetings is forwarded and noted and acted upon if necessary.

23/30 Banking – Lloyds Bank & signatories

Councillors Dillon, Bell and Hendrickse are now confirmed as signatories, both written and online. Bank Balance £12,195.07

Monies expected:|

£5,210.69 - ½ precept.

VAT reclaim.

Allotment fees.

Resolved: approved.

23/31 Payments:

Chitterne Cricket Club	£1,200
Brian Lee	£100
Village Hall - events	£500
Village Hall - hire	£15.00
Play Area Inspection	£75 + VAT
Shed for Flood equipment	£589.99
Shelving for shed	£169.99

Resolved: approved

23/32 Reports from Councillors

Chitterne Brook (The Cut) – Cllr Horsfall

Sports field/Trees/Cricket Club – Cllr Horsfall

Allotments – Cllrs O’Driscoll and Dillon

Traffic and LFHIG – Cllrs Bell and Hendrickse (report attached)

Parish Steward – Cllr O’Driscoll

Flooding & flood equipment – Cllr Horsfall

Village Hall liaison – Cllr Dillon

Website – Cllr Hendrickse (report attached)

Play Area Safety Checks – Cllr O’Driscoll (report attached)

Environment – Cllr Dillon

Chitterne Brook /The Cut: To mitigate flooding issues the Parish Council has been in discussions with the MOD, Wiltshire Council and private landowners. There is now agreement to clear vegetation, remove silt and other obstacles along the length of the Chitterne Brook (The Cut) from Middle Barn, through the village and on towards Codford.

The MOD’s contractor Landmarc has started work either side of the road towards Tilshead; it is anticipated that work by other parties will be completed by the end of October.

Trees: SSEN tree surgeons carried out work on a number of trees interfering with LV lines at certain locations in the village particularly along the Cut opposite the Village Hall. It is anticipated that SSEN will also attend to other trees in and around the village that could cause problems to HV and LV lines.

Traffic: Cllrs Bell and Hendrickse asked the meeting to consider some specific areas of the Traffic report. The LFHIG (Local Highway and Footpath Improvement Group) meet again in October where requests can be made. Cllrs Bell and Hendrickse will attend and request as agreed. They suggested new road signage for Horses/Pedestrians, increased rumble strips at the ‘entrance’ to the village from both directions and Re-painting of the speed limit road markings.

Parish Steward: Cllr O’Driscoll commented that there had been very little to show from the services provided by the Parish Steward and agreed that she would continue to maintain a record of attendance and work done. If there is no improvement a complaint will be forwarded to the concerned party at the Wiltshire Council.

Flooding & flood equipment: Wiltshire Council Planning Dept approved the erection of a new shed sited on the playing field alongside the Cricket Club shed. The concrete slab for the shed has been laid and the shed will be erected by the end of September / early October.

Website: Council agreed that the website should revert to its original version – Chitterne website. The website will include all information relevant to the village and not be solely parish council news. Unfortunately the original information cannot be retrieved, so new content will need to be provided. Cllr Hendrickse has contacted IONOS and there are 2 extra website contracts that we do not need. Council agreed that these be cancelled.

Play Area: Play area inspection has been booked by the Council. Date to be confirmed. Cllr O’Driscoll noted that an additional cost of £30 + VAT is payable if Council want a play equipment checklist along with the annual inspection, from RoSPA. Council agreed to this extra expenditure.

Cllr Potter to consider the areas of responsibility and decide which area he would be interested in over-seeing.

Resolved: All agreed.

23/33 Other matters

- a) Matters arising from unsigned Minutes 22nd May. Actioned.
- b) MOD Liaison – no response.
- c) Wiltshire Police liaison – Community Emergency plan. Cllr Dillon taking over from former Cllr Emerson.
- d) Playing field wall. CF

23/34 Flood equipment shed

Purchase and install new shed to accommodate the Flood equipment.

Resolved: agreed.

23/35 RA Hunt request to meet on Boxing Day

The RA Hunt have provided a Risk Assessment and Insurance details. Council agreed the Risk Assessment was not sufficiently robust. Chairman to contact the Hunt and inform them that they must provide a sound risk assessment. The Parish Council is not competent to assess the adequacy of the risk assessment. Independent sign off by a competent person is required.

23/36 Any other matters to report

Council noted the email from Mr Nicholas Walters dated 5th September concerning the second telecom mast and is very grateful for his update and his intervention to hurry up the installation.

Item to add to next agenda – Play Area Inspection Course.

Resolved: agreed.

23/37 Date of the next meeting

Resolved: that **Monday 13th November 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 **8.20pm**.

Signed Councillor Dated