

# Chirton & Conock Parish Council

Minutes of the Meeting of Chirton & Conock Parish Council  
Held Online, on Tuesday 14<sup>th</sup> April 2020 at 7.15pm

Susannah Lampard, Clerk to the Council: [clerk@chirtonandconock-pc.org.uk](mailto:clerk@chirtonandconock-pc.org.uk)

**The public and press are invited to attend this meeting**

**Present:** Cllrs. David Harmes, Chair (**DH**), Paul Mills, Vice Chair (**PM**),  
Lynn Organ (**LO**), Phillippa Radford-Howes (**PRH**), Neil Warburton (**NW**). Vacancy

**Attending:** Susannah Lampard (**Clerk**)  
Sharon Prance (**RFO**)  
Local Cllr Paul Oatway (**PO**)

**1 Introduction by Chair – Adoption of Meeting Format and new C-19 Governance**  
**The Chair opened the meeting** by thanking all attendees for joining online and made the following statement:

*'As a result of the introduction of 'The Local Authorities and Police and Crime Panels Regulations 2020 (LO1-20)', Parish Council's are now permitted to conduct their meetings electronically. This legislation has been introduced until May 2021. Rather than cancel our meetings during this time, the PC has decided to hold it's meetings following the normal schedule.*

*The agenda for each meeting will be posted, in advance, on the Parish Council website (<https://www.chirtonandconock-pc.org.uk>) and in physical form, on our noticeboards. Notification of the meeting will also be posted on the Parish Council Facebook page (<https://www.facebook.com/ChirtonandConock>) and shared on Chirton Community Life (<https://www.facebook.com/groups/chirton/>).*

*The meetings will be held using the 'Zoom' application. Apps for Zoom are available for both Apple and Android/PC products, free of charge. The meeting ID number and password will be available from the Parish Clerk in advance – 01380 840073 or [clerk@chirtonandconock-pc.org.uk](mailto:clerk@chirtonandconock-pc.org.uk)*

*As is normal, parishioners and press are welcome to attend. Please note: there is a specific agenda point for representations/questions from Members of the Public and visitor mics will only be unmuted at this time. Meeting visitors are required to raise their hand (either visually or utilising the Zoom option) to request to speak. Mics are to be kept on mute on at all times unless visitors are asking a question or making a representation.*

*As per the 'Standing Orders' of the Council, the time designated for public participation shall not exceed 10 minutes and a member of the public shall not speak for more than 3 minutes. Any questions raised shall not necessarily be answered at the meeting and the Chairman can direct a subsequent written or oral response at his discretion.*

*If there are any confidential matters to be discussed, parishioners and press will not be granted access.*

*The legislation does not extend to Annual Parish Open Meetings, this Meeting has been cancelled.'*

New Standing Orders – Adoption of Meeting Format with new C-19 Emergency Governance was agreed by all and confirmed.

**2 Apologies for absence - None**

- 3 **Receive declarations of Interest** or requests for dispensation.- None
- 4 **Minutes of Parish Council Meeting held on 10<sup>th</sup> March 2020**  
**Resolved** : were confirmed as received from the Clerk by email and approved - to be signed at the next physical rather than virtual meeting, at a later date.
- 5 **C-19 Addendum Minutes dated 1<sup>st</sup> April 2020**  
**Resolved** : Urgent matters, Clerk had circulated minutes to Councillors and they were confirmed received and approved, to be signed at the next physical rather than virtual meeting, at a later date.
- 6 **Representations from Members of the public** - None
- 7 **Local Councillor Paul Oatway (PO)** joined the meeting and he opened his report with an observation that within his area, we are one of only two PC's to have arranged an official PC Meeting online.

He confirmed that despite further discussions and representations with the WC Planning Officer, the decision made with regard to Conock Cottage should be reconsidered, the officer remained unmoved and further action was deemed a lost cause.

He further discussed the planning application for expansion, made recently by Hutchinsons on the A342. He confirmed his objection to it and noted that he had spoken to the WC Planning Officer and outlined his objections: large & visible already, inappropriate in an AONB, increase for distribution purposes (which would break existing rights for storage only).

The PC has confirmed its objection response via the WC Planning portal by the due date. The closing date for comments has now passed and WC decision awaited.

A342 Urgent Road Repairs. Further to his update in March, PO has confirmed that he has managed to secure fund allocation of £345,000 to this area with work expected this year. There would be night-time closures and where the road is significantly broken down, it would require to be fully dug up, verges 'under-concreted', re-tarmac and re-surfaced. PO is at this point confident that works will happen in Summer 2020.

- 8 **COVID-19 Chirton PC's Response**  
**Resolved:** Report by The Chair. The PC has met online and discussed at length how best to approach the situation of those Parishioners who are vulnerable, in isolation and/or needing help from the Community. An initiative based on how to communicate with everyone, was sent by flier to each house in the Parish. Help has been made available by contacting any one of 3 Councillors, by phone, who then pass the request for help to Neighbourhood Volunteers. The gratefully received support of Neighbourhood Volunteers to the PC, to run errands was quickly offered and gathered. Another open Group of Volunteers was also started in Chirton, working well to get errands run and to minimise trips out of the village, this was set up via the Chirton Community Life facebook page.

Currently a COVID-19 PC Steering Group has been set up with the help of two key members from the Parish, to address the multiple issues, risks and matters to consider, as we work together as a community in these challenging times. Meeting regularly, the Steering Group has initiated a plan to focus on those who most need support. Each area of 5-10 houses within the Parish will have a 'Neighbourhood Volunteer' who is also a conduit for requests for help and support. The Steering Group has weekly meetings with the volunteers and the importance of PPE will be discussed to see if the PC should provide this.

DH proposed that the Steering Group has been established and is ratified by the PC. **All agreed.**

A suggestion was received that the PC could co-ordinate a food collection from Parishioners on behalf of the Devizes Food Bank. It was agreed that this was a good idea and will be taken forward by the COVID-19 Steering Group.

## 9 Elections

**Resolved:** The Chair proposed that we hold the PC Annual Meeting in May as usual and Councillors re-confirm commitment for acceptance of office for another year to be agreed during the Meeting and (physically) signed at a later date. PO agreed that this is the right thing to do.

All agreed.

**Action: Clerk to add to May agenda**

## 10 PC Vacancy

WC Election Services (after some delay), gave the go ahead on 30.3.20 for the PC to Co-opt onto the Parish Council, as soon as is practicably possible. An advert was posted on the PC website & Facebook (FB) page and on the notice boards, with a closing date of the 16<sup>th</sup> April. After this time, the Clerk will contact all applicants, including the two who have already expressed interest, asking them to confirm that they are eligible and also to confirm their experience and what they can bring to the role on the PC.

**Action: Clerk to action & report back at May meeting**

## 11 Redhorn

The Clerk was contacted by Joan Barnett who confirmed that until further notice, distribution of the Redhorn will be in electronic format only. They already distribute to all those registered but are additionally asking PC's to distribute to their local communities via their websites/FB pages. We have already confirmed that this can be done.

Anyone will be able to access the online pdf version of the Magazine from a link on the Parish Council Website which will be available from the 25<sup>th</sup> April 2020. The clerk is to provide a summary of this meeting for the Redhorn.

Bobby Van information will be passed on also.

Any Parishioner wishing to register to receive an electronic copy of the Redhorn direct to their email address should contact : [redhornmag@gmail.com](mailto:redhornmag@gmail.com)

**Action: Clerk to send info from Redhorn**

## 12 FINANCE

**Resolved:** The RFO began her report by giving her summary of an online meeting held on the 7<sup>th</sup> April with Katie Fielding and NALC representatives, plus 20 other PC's (represented by Clerks/RFO's). It was apparent that many are not yet meeting online.

External Audit deadline is now August and Internal Auditing will take place by the middle of next month. Katie Fielding/WALC confirmed that for Year End we can use digital signatures.

The RFO also informed the meeting that COVID-19 related grant/s can be applied for. PM will raise this issue at a Steering Group meeting tomorrow. Councillors thought we should consider applying for PPE equipment for Volunteers.

**Action: PM to discuss with volunteers and report back at May meeting**

## 13 PC Cash books and Bank reconciliation Statements for the YEAR END 2020

**Resolved:** Income: £12,867.10. Expenses: £9,337.99. Rollover from 2018/19: £7956.64. Year End Closing Balance: £11,485.75. **Approved 14.4.20**, printed and agreed at the Meeting, to be (physically) signed at a later date.

- a. **PC Cash books and Bank reconciliation Statements to 31<sup>st</sup> March 2020.**

**Resolved:** Approved 14.4.20 to be (physically) signed later

20/04

- b. **PC Cash books and Bank reconciliation Statements to 31<sup>st</sup> March 2020 for Village Hall.**

**Resolved:** Approved 14.4.20 to be (physically) signed later.

- c. **Clerks expenses**

**Resolved:** Total £128.39 for ink cartridges and Paper was approved for sign-off.

- d. **Other expenses**

**Resolved:** Total £14.39 for Zoom (electronic meeting platform software) monthly charge was approved for sign-off.

#### 14 **AUDIT**

**NALC's Dates for External Audit are to be ratified and accounts approved by 31<sup>st</sup> August 2020**

##### **Standing Orders**

**Resolved:** Thank you to SP for her care and attention to the changes made in Standing Orders 2020/21, namely SO 17 Dii, SO21, SO15 bix, SO18 and SO 3x – to include a new clause to cover Remote Meetings. **Proposed** by PRH, **Seconded** DH, PM.

**Adopted.** (Financial Regulations to be adopted at May meeting).

**Action: DH to update copy on Website**

#### 15 **Steward Report by PRH**

**Resolved:** Works list is up to date. We have a new Parish Steward (Kevin). Pot Hole plugging - this is the main responsibility currently. NW noted that the slabs that were blocking up gullies had been dug out today and some repairs to the Road at Conock Corner carried out. When next possible, he is to be asked to repair the speed sign at the top of the Hollow (recently knocked over).

**Action: PRH to confirm speed sign required repair**

Thanks are due to Councillor Paul Oatway for the work that he has done publicly to secure funding and the major works that are now due to the A342 as a direct result of his actions.

#### 16 **Policing Report**

Local anti-social behaviour was reflected in the report

A warning of local burglaries from outside storage buildings in the area.

#### 17 **Planning Application 20/01442/FUL**

**Ongoing:** The PC has submitted an Objection regarding this Planning Application.

Breach of Core Strategies and our NDP are of primary concern. A full report can be accessed via the Wiltshire Council Planning portal. Also discussed under agenda point 6

#### 18 **Late Planning Applications – None**

#### 19 **Defibrillator.**

A new battery is required - PM chasing. Pads (2 sets) need replacement if possible, as a matter of urgency. Ordering to be split so they do not both need replacing at the same time in the future.

Advice to Public from Public Health England that the public is to call 111 if they have respiratory problems and stay at home.

**Action: PM to chase supply/fit of new battery**

- 20 Phone Box**  
**Ongoing:** Broken Door has been strapped-up to prevent any further use. A quote of £500 was received, a 2<sup>nd</sup> invited to quote (MB Joinery) and a 3<sup>rd</sup> will be sought. This should be done when appropriate e.g dry weather. In the meantime, the interim arrangements for delivery and collection of newspapers remains unchanged.
- 21 Permanent WWII Memorial**  
**Ongoing:** No further progress. Has the support of Councillor PO. There will be a delay, possibly even to next year. Consultation will be part of the decision making process.
- 22 Footpath CHIR17**  
**Ongoing:** Although this will be addressed, at the moment this correspondence is on hold.
- 23 VE Day Celebration – Cancelled.** All village events are on hold for the foreseeable Future.
- 24 Keep Britain Tidy – Clean up - Cancelled/Postponed**
- 25 Grit Bin – On hold**
- 26 The next Parish Council Annual Meeting** will take place online via zoom **12<sup>th</sup> May 2020**
- 27 The Annual Parish Open Meeting** was due to take place on 12<sup>th</sup> May and is **now Cancelled** as legislation does not permit it electronically.

The meeting closed at 20:59 pm.

Susannah Lampard, Clerk to the Parish Council

Agreed and Signed: ..... Dated: .....  
 David Harmes, Chair

#### SUMMARY OF ACTION POINTS

Action Required	By Whom	By when
Add confirmation of continued standing as Councillor to May agenda	Clerk	May agenda
Discuss PPE requirements with volunteers & report to May meeting	PM	ASAP

Phone Box Quotes for Wooden door & perspex glass x12 more - chase	Clerk	ASAP
A further follow up of Councillor Vacancy potential candidates	Clerk	ASAP
Send summary of Meeting & Bobby van advert to the Redhorn	Clerk	ASAP
Upload updated Standing Orders to Website	DH	ASAP
Confirm speed sign at top of Hollow requires repair to Parish Steward	PRH	Before next visit
Defib Follow up Battery and Pads	Clerk/PM	By next meeting