

Chirton & Conock Parish Council

Minutes of the Annual Meeting of Chirton & Conock Parish Council
Held on Tuesday 12th May 2020 at 7.15pm via Zoom

The public and press are invited to attend this meeting. Contact the Clerk by email: *Susannah Lampard, Clerk to the Council: clerk@chirtonandconock-pc.org.uk*

Present: Cllrs. David Harmes, Chair (**DH**), Paul Mills (**PM**), Lynn Organ (**LO**), Neil Warburton (**NW**), Phillippa Radford-Howes (**PRJ**), Gerald Lanfear (**GL**).

Attending: Sharon Prance (**RFO**)
Susannah Lampard (**Clerk**)
1 Parishioner

Introduction by Chair – Adoption of Meeting Format and C-19 Governance

The Chair opened the meeting by thanking all attendees for joining online and reiterated 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 its 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

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.'

28 Receive apologies for absence None

29 Elect Chairperson for 2019/20

PM proposed DH, seconded by NW. There were no further proposals and DH was unanimously elected as Chair of the Parish Council for year 2020/21.

- 30 Chair to sign Acceptance of Office**
DH to sign acceptance at a later date, in the presence of the proper Officer.
Action: Clerk
- 31 Elect Vice Chair for 2019/20**
NW proposed PM, seconded by DH. There were no further proposals and PM was unanimously elected as Vice Chair of the Parish Council for 2020/21.
- 32 Vice Chair to sign Acceptance of Office**
PM to sign acceptance at a later date, in the presence of the proper Officer.
Action: Clerk
- 33 Receive declarations of interest or requests for dispensation**
None
- 34 Receive and approve Minutes of Parish Council Meetings held on 14th April 2020**
Resolved: The minutes had been previously circulated by email to all Councillors who agreed they were a true representation of the meetings.
DH to sign the minutes at a later date. **Action: Clerk**
- 35 Finance:**
- a) **Resolved** – Councillors approved the PC Cash Book and Bank Reconciliation statement to 30th April 2020 which showed a net balance of £17,791.
 - b) **Resolved** – Councillors approved the Village Hall Cash Book and Bank Reconciliation statement to 30th April 2020 which showed a net balance of £1,200.17p
 - c) **Resolved** – RFO confirmed that as a smaller local Authority that no external auditing is required and our expenditure does not exceed £25,000 over the year. Exemption Certificate verifying that the Council meet the qualifying criteria and is therefore exempt from a limited assurance review by the external auditors PKF Littlejohn, was approved by the Councillors. To be ‘wet’ signed by the Responsible Financial Officer and Chairman and will be returned to the external auditors in due course. **Action: RFO**
 - d) **Resolved** - Annual Subscription Due 31st July 2020. £163.57 + VAT Membership to WALC & NALC. SP has copy to pay it. Authorised by DH
Action: RFO.
 - e) **Resolved** - £6,300 has been received from Wiltshire Council as the First half of our Precept for this financial year
 - f) **Resolved** – Annual regular Payees are Ionos Website fee & hosting, Hurdcott Landscapes and Community Heartbeat.

RFO confirmed also that the internal Audit will be going ahead next month with Auditing Solutions and that this is in hand.

It was agreed at this point that we use zoom PRO for meetings for the foreseeable future. As no deal is offered for an annual subscription, our subscription will be renewed/cancelled to allow the PC to achieve the least fees versus meetings covered (eg two meetings may be covered under 1 months subscription). Current plan will be cancelled and re-joined on Monday 8th June. NW will send invoice to SP

36 Agree Councillors' roles and responsibilities for 2019/20
Resolved – the following was agreed

Data Protection Officer	NW
Attend Area Board, Quarterly	LO/GL
Attend PCAP	LO/GL/PM
Attend CATG	PM
Footpaths	All
Parish Steward	PRH
Redhorn News	JM (Clerk Summary of minutes)
Website	DH
Planning matters	Clerk
Village Hall Working Group	DH/PM/PRH
Winter Planning	PRH/PM
Covid-19 Steering Group	DH/PM/PRH (Simon Hall & David Clements)

37 Clerk's Report Annual Summary and action points from previous meetings

The Clerk noted how different this meeting looks from last year due to Covid-19 but thanked all Parish Councillors and the RFO who, following new and changing guidelines and with their collective willingness and knowledge; enabled us to continue meeting.

Neighbourhood Volunteers and organisers of this group are to be thanked for all their hard work and setting up community support to all in need of assistance with shopping, prescriptions and other errands - this work is gratefully appreciated and is on-going.

This time last year we were meeting and planning events with the PCC at Conock Manor for July. Councillors also put in place arrangements for the unveiling of the plaque to accompany the Oak Trees in remembrance of the WW1 soldiers of the Parishes. Led by Parishioner AM and the Bugler, we gathered together in good numbers.

Victory in Europe Day on Friday the 8th May 2020 was marked with flags, bunting and music, neighbours celebrated, whilst maintaining social distance. Thank you for all those who sent photos, including Phillippa Radford-Howes.

In September we welcomed SP as RFO, It is noted the probation period has ended. SP supports the PC with great energy, enthusiasm and attention to detail. Sharon completed her Level 3 Advanced diploma in Accountancy in April, with distinction.

Thanks to Councillor Paul Oatway, who continues to provide his valued support to the PC on planning issues and notably an appeal to CATG regarding the reinstatement of a footpath in front of the former Old Yeoman Pub. The welcome news from PM, was that a topographic survey was scheduled and we await the report. Construction work under traffic signal, is due 5th-15th October 2020. At this point DH added that he had spoken with the owner of the property next to which the footpath runs and reported that they were at ease with arrangements and were both happy and supportive of the plans to have the footpath reinstated.

The A342 was in a poor state of repair and regular complaints were being made by community members to the Clerk and Councillors (at meetings and via 'MyWiltshire') about how dangerous the road was, especially in February 2020. This issue was given Cllr PO's full backing. He has secured funds and the A342 works are subsequently due under traffic control, this Summer 2020.

- PC Vacancy – 2 potential Candidates suitable for the role of Councillor have both received an email and a call from Clerk on the 17th April confirming the standard criteria for becoming a Councillor, the response to this was discussed with the PC and WALC. Candidates are to be advised of next steps in terms of an online meeting.
- Defibrillator – Batteries replacement logged with Webnos by PM and GL and Pads not due until Aug approx. £50 – can pre-apply through Webnos
- Grants for PPE – it was decided that this would not be a requirement .
- Phone Box – 2nd Quotation MB Joinery £840 +VAT and £200 +VAT, to fit and Paint. We await a third quote. SP suggested that we sell the frame and glass or PM will see if we can trade it against a new door.
- Foodbank – DH delivered 9 boxes for filling with donations to the church porch for filling with donations for Devizes Foodbank - collection to run over two days food donations - Lynn Bridewell to organise ready for collection by Devizes Food Bank.

38 Approve and adopt Code of Conduct for 2020/21 (previously circulated)
Resolved – Councillors approved Code of Conduct. This will be signed at a later date **Action: Clerk**

39 Approve and adopt Social Media Policy 2020/21 (previously circulated)
 As above **Action: Clerk**

40 Approve and adopt Protocol – WALC Guidance for online Meetings (previously circulated)
 Minor changes approved by the Councillors. This will be signed at a later date.
Action: Clerk

41 Decisions on Planning Application (previously circulated)
20/03747/TCA 56 The Street

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 20/03747/TCA 56 The Street

Application is to reduce height of 1 tree and remove others. Further information provided by the resident, that one tree is dead, one is in danger of falling and two others are causing overcrowding. Replanting will occur in the future. The application was supported/approved. **Action: Clerk**

42 Confirmed dates for future meetings

Next Parish Council Meetings (*online meeting details to be advised in due course*)

9th June 2020

7th July 2020

The meeting closed at 20:55 pm

Susannah Lampard, Clerk to the Parish Council

Agreed, Date..... Post Date Signature :
 David Harmes, Chair

Action Required	By Whom	By when
<p>1. DH to sign acceptance at a later date, in the presence of the proper Officer.</p> <p>2. PM to sign acceptance at a later date, in the presence of the proper Officer.</p>	<p>PM/Clerk</p> <p>Print off/file</p>	<p>ASAP</p>
<p>Phone Box Quotes for Wooden door & perspex glass x12 more - chase</p>	<p>All</p>	<p>ASAP</p>
<p>A further follow up of Councillor Vacancy potential candidates</p>	<p>Clerk</p>	<p>ASAP</p>
<p>Send summary of Meeting to the Redhorn</p>	<p>Clerk</p>	<p>By 17th May</p>
<p>Exemption Certificate - Councillors sign with the Responsible Financial Officer and Chairman</p>	<p>RFO</p>	<p>ASAP</p>
<p>3. Code of Conduct for 2020/21 (previously circulated) Councillors approved Code of Conduct. This will be signed at a later date</p> <p>4. Social Media Policy 2020/21</p> <p>5. WALC Guidance for online Meetings This will be signed at a later date.</p>	<p>Clerk</p> <p>Print off Documents</p>	<p>To be signed When possible</p>