

# Chirton & Conock Parish Council

## Minutes of the Meeting of Chirton & Conock Parish Council Held Online, on Tuesday 9<sup>th</sup> June 2020 at 7.15pm

Susannah Lampard, Clerk to the Council: [clerk@chirtonandconock-pc.org](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**), Gerald Lanfear (**GL**), Lynn Organ (**LO**), Phillippa Radford-Howes (**PRH**), Neil Warburton (**NW**). Vacancy

**Attending:** Susannah Lampard (**Clerk**)  
Sharon Prance (**RFO**)  
1 Parishioner (Candidate for Councillor Vacancy)

- 43** Introduction by Chair – Adopted Meeting Format and C-19 Governance  
The Chair opened the meeting by thanking all Councillors and attendees for joining online and re-iterated 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.*

**44** **Apologies for absence** – Paul Oatway

**45** **Receive declarations of Interest** or requests for dispensation.- None

**46** **Minutes of Parish Council Meeting held on 12<sup>th</sup> May 2020**

**Resolved** : were confirmed as received from the Clerk by email and approved - to be signed at the next physical meeting or at a later date. **Action: Clerk/DH**

- 47 Representations from the public – None.
- 48 Cllr Paul Oatway had sent his apologies, we look forward to seeing him at our next meeting. **Action: Clerk to invite, before July Agenda is written**

- 49 **COVID-19 Chirton PC's Response** – The Steering Group of Neighbourhood Volunteers was due to meet again on the 10<sup>th</sup> June. A member suggested meeting fort-nightly as everything is running very smoothly with the Neighbourhood Volunteers network and these people will continue to be there for as long as the C-19 crisis exists.

- The RFO to submit a Grant application for £315 to cover cost of 4 months Zoom Pro subscription and extra printing ink for Fliers and paper costs.
- **2<sup>nd</sup> Devizes Food Bank Appeal is to be on 24<sup>th</sup> and 25<sup>th</sup> June** – to be dropped to the Church Porch in Chirton. All previous donations were gratefully accepted and were collected by a Devizes Foodbank Volunteer. Thank you to all those who donated in May. New Fliers to be delivered by Neighbourhood Volunteers.

**Action: Clerk to print fliers**

- 50 **PC Vacancy** – Kay Claire has applied for the Vacancy of Councillor and invited to observe this meeting and speak at it's conclusion. Discussion following meeting/informal interview. The PC agreed that she would be a valuable addition to the team and should be co-opted. Confirmation of the offer would be sent to her shortly after the meeting. This will be formally confirmed at the July meeting with the necessary paperwork signed when the Council next meets in person.

**Action: Clerk/PM**

## 51 FINANCE

### **PC Cash books and Bank reconciliations for the Month to 31<sup>st</sup> May 2020**

**Resolved:** Closing Balance £18,405.18.

#### **Expences:**

- Hurdcott – May 2020 £60
- Community First Insurance £246.48 (for a reduced 3 year commitment)
- SSE – May 2020 £5.85

**Approved 9.6.20**, printed and agreed at the Meeting, to be signed at a later date.

#### **Internal Auditors Report 2019/20**

**Resolved:** The RFO was able to report on a successful Internal Audit and minor points. All required documents and the end of year bank reconciliation had been submitted by the RFO by email to Claire Linguard (CL), of Auditing Solutions. The Agar Statement was signed off by CL.

1. **(Corp. Gov) Reliance on S137, State in future what we are putting donations under.....**(Auditing Solutions – Review of Corporate Governance, to ensure that the PC has robust corporate governance documents and procedures in place).

*It was resolved that in future when donations are discussed and approved, the RFO will record which provision they are being made under.*

2. *Payment to the school of £575 was noted as a donation (which is not allowable). It has been accepted that this was a classification error on our part and the funds were for 'use of school hall/buildings for Parish Council business'. RFO to ensure that this classification is used in future.*

3. **Comment: The Clerk, RFO and members should consider the level of the year-end retained General Reserve when undertaking the Budget setting and Precept determination process. It may be appropriate to establish one or more earmarked reserves (EMRs) to accrue funds for future expenditure on specific projects, such as the A342 footpath, which would have the effect of reducing the General Reserve balance to a more appropriate level.**

*Designation of Earmarked Reserves (EMR's) - Funds raised as part of the precept for a particular project should be noted as such eg funds for the footpath in front of the Yeoman.*

*It was resolved that the RFO will do this in future and agree this designation for 2 projects at the July meeting and at the next budget setting.*

**Resolved items included:**

- Approve and sign the Annual Governance Statement 2019/20
- Consider and Approve the Accounting Statement.
- Agree the Notice of Exercise of Public Rights and Publication.

**Resolved:** for Transparency – All Councillors agreed that signatures required for Audit documentation will be signed and dated by The Chair and RFO, post-Meeting.

**Cash Book and Bank reconciliation to 31<sup>st</sup> May 2020 for Village Hall.**

**Resolved: Approved 9.6.20**, printed and agreed at the Meeting, to be (physically) signed at a later date.

Other **Resolved items below include:** Approved 9.6.20 to be (physically) signed later

- **Approved Invoice** : Auditing Solutions £144
- **Approved** the Clerks Wages April to June
- **Approved** the RFO's Wages April to June

**52 Asset Register**

**Resolved** – All Item values insured match with the Asset register. PM and SP to revisit prior to next years renewal.

**53 Parish Steward. Report by PRH**

New dates for works - summer schedule were released. The Stewards duties remain the same; bank grass cutting, gully clearance, painting and Pot hole plugging. PM added some correspondence with residents regarding hedges that need to be cut back is due. GL asked if A342 hedge cutting could be requested in front of the speed limit sign.

**Action: PM to draft a letter**

**54 Community Policing Team Report**

Paul Whiteside is still our contact. The last Report was circulated for April on the 6<sup>th</sup> May and is due any day.

**Action: Clerk to distribute**

**55 Ongoing:** Planning Application 20/01442/FUL - Hutchinsons

PC **Objection** has been submitted with reasons. Decision due 30<sup>th</sup> June 2020.

Outcome to be on July's Agenda.

**Action: Clerk**

**56 Resolved:** Planning Application 20/03592/FUL & 20/040478/LBC – The Bothy, Conock Old Manor.

**PM Proposed** that the PC Support the Application. Application **Supported** with

**Comments:** 1. No added footprint 2. Construction is in keeping with the Cottage. 3. The fine Dormer Windows will be preserved and part of the extension.

**Action: Clerk**

- 57 Late Planning Application  
**Resolved:** Planning Application 20/4802/TCA – to fell a dead Crab Apple tree - PM  
 Proposed Supported. Agreed  
**Action: Clerk**
- 58 **Phone Box**  
**Ongoing:** Broken Door. A quote of £500 was received, a 2<sup>nd</sup> quote of £1,040+VAT (MB Joinery) and a 3<sup>rd</sup> from Official Supplier via PM (New £1000 poss incl.VAT?).  
 It is noted that this is not ideal however interim arrangements for delivery and collection of newspapers remains unchanged for now.  
 It was agreed that a new door is preferable if similar in price. It would need to be fitted.  
**Action: Clerk/PM**
- 59 **The next Parish Council Meeting** will take place on **7th July 2020 via Zoom Pro**
- 60 After August break, **8<sup>th</sup> September 2020, Meetings resume TBA.**

The meeting closed at 20:33.

Susannah Lampard, Clerk to the Parish Council

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

#### SUMMARY OF ACTION POINTS

Action Required	By Whom	By when
Invite Cllr.PO before the July Agenda is produced	Clerk	Before July agenda
Print Food Bank Fliers – Notice Boards	Clerk	ASAP
PC Vacancy Official email offer.	Clerk/PM	ASAP
Letter Draft to Parishioner re. Hedges needing cutting back	Clerk/PM	ASAP

Distribute Policing Report when it arrives for June	Clerk	ASAP
Submit Planning desicions	Clerk	ASAP
DH/RFO to sign Audit Documents in person before made public	RFO/DH	ASAP