

Chirton & Conock Parish Council
Minutes of the Annual Meeting of the Parish Council
held at The Old School, Chirton
on Tuesday 10th May 2022 at 6.45pm

Susannah Lampard, Clerk to the Council: clerk@chirtonandconock-pc.org.uk

The public and press were invited to attend this meeting via notice boards and on Chirton PC Website <https://www.chirtonandconock-pc.org.uk>

Present: Phillippa Radford-Howes, Chair (**PRH**), Paul Mills, Vice-Chair (**PM**), Gerald Lanfear (**GL**). .

Attendees: Susannah Lampard (**Clerk**)
 Sharon Prance (**RFO**)

- 16 Receive apologies for absence** - Christopher Chapman (**CC**).
- 17 Elect Chairperson for year 2022/23.** PRH has presided at each Meeting since election in October 2021 and is asked by CC if she would continue as Chair.
PROPOSED: PM (VC), SECONDED: GL. AGREED
- 18 Chair to sign Acceptance of Office.**
 Phillippa Radford-Howes (PH) signed the Acceptance of Office, witnessed by the proper officer.
- 19 Elect Vice-Chair for year 2022/23.** PM to carry on in the role for another year.
PROPOSED: CC, SECONDED: PRH. AGREED
- 20 Vice- Chair to sign Acceptance of Office.**
 Paul Mills (PM) signed the Acceptance of Office, witnessed by the proper officer.
- 21 Receive declarations of Interests or requests for dispensation** - none were received.
- 22 Receive and approve Minutes** of Parish Council Minutes held on Tuesday 12th April 2022.
 Chair (PRH) received and signed the Full Minutes of last Meeting, now available to view on the PC Website.
- 23 FINANCE**
- a) **Resolved** – Councillors approved the previously circulated Cash Book and Bank Reconciliation statement to 30th April 2022 for the PC accounts:.
- PC Treasurer's account - £5,290.50
 PC Savings account -£14,002.91
 Total = £19,293.41 of which £8,541.35 is unrestricted
- Resolved** – Councillors approved the previously circulated Cash Book and Bank Reconciliation statement to 30th April 2022 for the Parish Hall Account
- Parish Hall account - £1,200.56
- b) **Resolved** - Invoices
 PC is to receive funding from Area Board for the new defibrillator by the end of June 22

Invoice date	Invoice No.	Supplier	Description	Net	Vat	Total
25-Apr	P231	Defib Store	Defib, Cabinet, Case and pads for Conock	£1,480.00	£296.00	£1,776.00
03-May	P234	The Workshop Aberfeldy	Queen's Canopy Plaque	£52.00	£10.40	£62.40
24-Apr	P235	Hurdcott Landscapes	April 22 Maintenance	£52.50	£10.50	£63.00
04-May	P236	SSE	Apr 22 Phone box electricity	£12.40	£0.62	£13.02
09-May	P237	Hivis.co.uk	Hi Vis Vests	£43.01	£7.63	£50.64
09-May	P238	IONOS	Website 8/5-8/6/22	£15.00	£3.00	£18.00
01-Apr	P239	WALC	WALC/NALC Annual renewal	£133.62	£26.72	£160.34
10-May	P240	M&S/SL	Refreshments for annual meeting	£36.23		£36.23
TOTAL				£1,824.76	£354.87	£2,179.63

- c) **Resolved** - RFO's hourly rate of pay. Councillors approved the annual increase in RFO's hourly rate of pay in line with NJC pay scales, an increase to SCP11.
- d) **Resolved** - AGAR P3 Certificate of Exemption. Councillors approve the Exemption Certificate verifying that the Council meet the qualifying criteria and therefore is exempt from a limited assurance review by the external auditors. This was signed and dated by the Chair and will be returned to the external audit Proposed PRH Seconded PC.
- e). **Resolved** Annual Subscription Due 31st May 2022. Number of Electorate 315. Membership to WALC & NALC.£160.34 Incl. of VAT. RFO has copy to pay it. Authorised by PRH. Proposed PC Seconded GL
- f). **Resolved** - Councillors Agreed Annual Insurance Proposed PRH Seconded GL
- g) **Precept Payment. Resolved** £6489 has been received from Wiltshire Council as the First half of our Precept for this financial year. Next half due in 6 months.
- h). **Approve Asset Register** – Value = £6661. To be updated when the new defibrillator arrives.Proposed PC Seconded PRH
- i) **Annual Payments Authorisation.** It was agreed the following regular payments would be made and included on the Annual Regular Payees Authorisation - SSE, Hurdcott and Ionos. Proposed PC Seconded PRH
- j) Budget and Year End Statement of Accounts – Income for the year £13,050 Expenditure was £12,507 to show working for figures in exemption Certificate.
Budget was discussed and agreed. All the required information for the internal audit is required by Auditing Solutions by 2nd June 2022..
- 24 Approve and adopt Social Media policy for 2022/23 (previously circulated)
- 25 Approve and adopt Code of Conduct for 2022/23 (previously circulated)
- 26 Approve and adopt Standing Orders for 2022/23 (previously circulated)
- 27 Approve and adopt Complaints process 2022/23 (previously circulated)
- 28 Approve and adopt Financial Regulations for 2022/23 (previously circulated)
- 29 Approve and adopt Risk Assessment for 2022/23 (previously circulated)
- 30 Approve and adopt Charitable Giving policy 2022/23 (previously circulated)

Items 24 to 30- Resolved – All Policy documents were reviewed and amendments made by RFO and were circulated 'in their final form' to all Councillors before the meeting. It was agreed that all documents were up to date and correct.

PROPOSED: PM, SECONDED: PRH, AGREED. Approved and signed by Chair.

31 Actions and Items from last Meeting to be updated:

1. Location of potential Memorial sites – Update of discussions with PCC and PC’s War Memorial Committee. Item was added for their views and considerations to be heard. Given CC’s absence, it was agreed to discuss these at the June Meeting when he is present.
2. Defib and Webnos Notification system email – Battery Low – replace cost is £200-300.
3. Late Planning Applications – None received
4. Jubilee Preparations Update from Community Group after Meeting on 26th April 2022. Awaiting confirmation of Road closure, PM to call for an update on the Application as we’ve not heard if it’s approved. PRH Event schedule. Beacon on Thursday 2nd June, may be on the Plain and BBQ celebration with Volunteers, to be held at The Village Hall site within view of the Beacon Tree planting on Sunday 5th June followed by Picnic in the High Street. In case of rain, Manor Farm Barn owned by future farms has been kindly offered as an alternative.
5. Parish Steward works update – new Steward Adam, who PRH has yet to meet to discuss drains and hedge opposite the Church.
6. Litter Pick – Village tidy up is planned for 22nd May at 2pm to leave from the Old School – GL to receive equipment and vests from Clerk.
7. Clerks CiLCA training details to be discussed and agreed. Clerk attended a zoom explanation meeting on 3rd May of the Course and qualifications. The Competency needs analysis Training, requires a portfolio of occupational standards, working case studies and takes 200 hours to complete which was discussed may be more applicable to Town Councils. Alternative ILCA is 5 modules - 20 hours for 8 credits, CiLCA is 20 credits. PM suggested that attending the ILCA Training Course and on completion assess need for further Training. Clerk to book onto next possible ILCA Training course.

32 Confirm dates for future Full PC Meetings:

Tuesday 14th June 2022
Tuesday 12th July 2022

The meeting closed at 19.50

Susannah Lampard, Clerk to the Council

Agreed and Signed:..... Dated:
 Phillipa Radford-Howes - Chair

SUMMARY OF ACTION POINTS from THIS MEETING & ONGOING ISSUES + UPDATE RECORD

<p>Permissive Path (South of CHIR 17) - draft Contract 10yr – PM to chase SL of WC. PC Quotes for fencing being obtained GL/PM counted the posts ...75 stakes, 5 strainers, 3 strands barbed wire, 3 strands plain each side of 1.5m path ramp, quotes before a vote.</p> <p>CHIR17 – Designated Footpath Update on open access of footpath – PM follow up on WC’s intended action to add steps and sleepers over ditch in order to open access to full length of footpath.</p>	<p>Rights of Way Committee</p>	<p>ONGOING Off Agenda awaiting quotes and further information</p>
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Tree limb is hanging over access to path at rear of 10a The Hollow. PRH suggested PC may have to address as WC are backing down from carrying out these works.		
Horse Crossing – Highways and PM & MS in discussion about the signage locations	PM	ONGOING Agreed to move
Noticeboards - MB Joinery instructed to sand and varnish and have ordered cork backing will replace end of June	Clerk	ONGOING Done
War Memorial Committee – CC PM formed a committee. Inform SL when it is to be returned to the Agenda. Potential locations/sites being discussed	Clerk	ONGOING
Clerk to Book ILCA Training agreed on £144 incl (poss membership) Intro to CiLCA Course attended - to be paid 4.5.22	Clerk	Book before next Meeting
2 Cllr vacancies. SL Poster Redhorn. On Website and Noticeboards PRH Invite possible candidate(s) to join Meeting Any interest to direct to Clerk	Clerk/PRH	ONGOING
CATG Issue 10-20-9 Agenda Notes 12.11.21 (Meeting 17.11.21) Updated – PM Item on 9th Feb CATG Agreed 1 st stage - If a record of speeding criteria is met, then a full 20mph limit survey will follow at a cost of £2,500 for which the PC will need agreement to fund a percentage of. Chirton – request for 20 mph speed limit assessment 037-008 – C241 Small Street, Chirton W3W Link - https://what3words.com/learn.crest.slimming W3W Survey Location – Attach to telegraph pole on green outside bungalow no. 15 (please note amendment which was needed to find suitable street furniture to attach the survey unit) 037-009 – C51 The Hollow, Chirton	Issue submitted by Chirton Parish Council on 24/11/20 Area of concern excludes A342. Speed Limit assessments are charged at £2,500 and would include all side roads within the village.	ONGOING

W3W Link - <https://what3words.com/dynamic.glider.surpassed>

W3W Survey Location – Attach to street light no. 20 adjacent to 9
The Hollow