

Chirton & Conock Parish Council

Minutes of the Meeting

held at The Old School, Chirton

on Tuesday 14th June 2022 at 7.15pm

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**), Christopher Chapman (**CC**), Gerald Lanfear (**GL**). .

Attendees: Cllr. Paul Oatway (**PO**)
Susannah Lampard (**Clerk**)
Sharon Prance (**RFO**)

32 Receive apologies for absence - None

33 Receive declarations of interest or requests for dispensation – None were received.

34 Receive and approve Minutes of Parish Council Minutes:

- Annual Parish Council Meeting held on Tuesday 10th May 2022
- Annual Parish Open Meeting held on Tuesday 10th May 2022
- Parish Council Meeting held on Tuesday 12th April 2022 (with numbering amendments)

Resolved: Chair (PRH) received and signed the Full Minutes of above Meetings, now available to view on the PC Website.

35 Representations from Members of the Public

Ongoing: Cllr. PM reported on the following. Garden and waste left at the front of some houses in the village suggests that this needs addressing possibly via Aster, with a request to residents to clear and tidy as soon as possible. A list of the problem areas is available through the Clerk. Cllr. PM also gave a report of thanks from a resident at the top of the Hollow on the A342, for the PC's work regarding the re-instatement of the path there and its usefulness. PM also raised, with Cllr. PO present, the need to address the other A342 Path which was tarmacked by developers and is now breaking up and becoming overgrown. PO offered his support and to raise this matter with Highways.

Ongoing: Cllr. GL reported a thank you for organising the yellow zig-zagged lines re-paint and the two slow signs plus a request for further information on the kerbing outside the Church. (see Item 36 below)

Resolved: Cllr. CC received two messages of thanks for Jubilee preparations, general litter pick and tidy up. The Chair also took the opportunity to thank Cllr. CC for all his work with re-painting railings and clearing of paths and general tidying up around the village in May.

36 Report from Councillors PO/PM on 'Highways & Footpath Improvement Group' (formerly CATG) 2022. **Ongoing:** PM reported that he is awaiting a reply to his meeting request for the start of July with Mark Stansby (WC Highways & Footpath Improvement Group). The agreement is to visit and discuss further development of plans for kerbing and posts, HFIG may include an extension to include the currently roped off area up to The Old Vicarage. Further information and costings are to follow. PO will observe developments and offer help if needed. Cllr. PO also reported on the following: £1.2M has been secured for a Pewsey Vale rural transport scheme and an appointed Project Leader. PO was concerned that the earmarked funding was for rural Pewsey Vale, but other areas North and West are being brought in for the

reason that the connection between transport and areas cross over. They are in consultation and there is work to be done. 'Dial a Bus Scheme' (a 12-15 seat bus service), from homes to community locations is in the early stages of planning and will include Sunday transport, with the focus on rural isolation.

A new Code of Conduct is being presented and will go to Standards for review by a focus group. There is uncertainty that it will go to the full council as it is meeting resistance regarding the accountability aspect of the changes.

For your information, on the 7th July a Webinar re. Positive Conduct and Standards is being hosted with guest talker Jackie Weaver. Regardless of the good standards of this PC, you will receive an invitation to join if interested.

Finally, a question posed by the Chair and VC at the start of the meeting was with respect to the PC's aim to include Conock officially in the Wiltshire Council record of Chirton PC's name. PO offered his support and thought that this should be straight-forward to resolve via the Pewsey Governors Review Committee and gave his support to 'push through' a name change.

FINANCE The Audit was carried out at the start of June 2022 by Auditing Solutions

a. Resolved: Cash Book and Bank reconciliation - PC to 31st May 2022.

PC Treasurer's account = £5,314.48
 PC Savings account = £14,003.02
 Total PC accounts = £19,317.50
 Total Unrestricted = £8,565.44

b. Resolved: Cash Book and Bank reconciliation - Parish Hall to 31st May 2022.

Parish Hall account = £1,200.57

DISCUSSED, PROPOSED: GL, SECONDED: PRH. APPROVED. SIGNED BY PRH

c. Quotations to be discussed.

- **Ongoing: Cost for Oak Tree protection** – discussion of quotes £50 x 9 wire wraps
 Awaiting further quotes (PRH) – July Agenda
- **Resolved: SLCC** – Clerk attended 'Introduction to Training' on 4th May and the CiLCA and ILCA course were compared in terms of **appropriate competency training** needs analysis and cost. It was agreed that **ILCA** will provide the appropriate level at a cost of **£120+VAT** – **Clerk/RFO to book with SLCC** plus **£85 for SLCC Membership**

DISCUSSED, PROPOSED: GL, SECONDED: PRH. APPROVED. SIGNED BY PRH

d. Invoices/payments to be agreed:

Invoice date	Invoice No.	Supplier	Description	Net	Vat	Total
30-May	P241	Community First	Insurance	£261.37		£261.37

24-May	P242	Hurdcott Landscapes	May 22 Maintenance	£52.00	£10.40	£62.40
06-Jun	P243	Roses/Sainsbury'/ various	PRH pay - Food/Charcoal Jubilee	£354.49	£7.67	£362.16
20-May	P244	Elite Industrial Supplies	SL pay - Hi Vis Vest	£9.85	£1.12	£10.97
10-Jun	P245	SLCC	Qualification Fee ILCA - SL	£120.00	£24.00	£144.00
04-May	P246	SLCC	Intro To CilCA Event Fee - SL	£75.00	£15.00	£90.00
02-Jun	P247	SSE	May 22 Electricity	£11.55	£0.57	£12.12
09-Jun	P248	IONOS	Website - June 22	£15.00	£3.00	£18.00
19-May	P249	Trophy Showroom Ltd	Jubilee medals - Gabrielle Davies	£13.20	£2.64	£15.84
14-Jun	P250	Simply Docs	Annual Sub 22-23	£35.00	£7.00	£42.00
TOTAL				£947.46	£71.40	£1,018.86

DISCUSSED, PROPOSED: PM, SECONDED: PRH. APPROVED. SIGNED BY PRH

e. Annual Audit – Agree, approve, adopt

1. **Annual Internal Audit Report.(AGAR P4) Resolved:** This report was received from Auditor by the RFO and circulated for discussion today for inclusion onto the PC Website. **Clerk – make public/ Website.** The Internal Audit Report will be circulated when completed by the Auditor, for **discussion at the next meeting.**
2. **Annual Governance Statement (AGAR P5). Resolved:** Councillors reviewed and discussed the above statement. **PROPOSED: PRH, SECONDED: GL. APPROVED** and signed by the Chair (PRH) and Clerk (SL)
3. **Accounting Statements (AGAR P6), inc. invoices. Resolved:** This had been previously signed by the RFO on 23/4/22 and seen by the auditor, along with the variances. Discussed agreed and signed with Minute reference by the Chair.

4. **Notice of Public Rights** (period 20th June - 29th July 2022) Agreed and approved date of **17th June to be made public on Noticeboards/website) Clerk – to make public.**
- f. **Policy Documents – Resolved: the following were discussed, approved and adopted;**
- **GDPR 2022-23**
 - **Holiday Pay Policy**
 - **Evacuation Policy** – Discussed to be kept on file for potential future need and to follow the School policy obtained by the Clerk in the meantime. Also the PC have two First Aid Trained Councillors; PRH and GL.
Clerk to return amended Insurance & completed School safeguarding document for Leasing School premises to School Administrator.
- g. **Budget & EMR Reserves. Resolved:** Agreed. £8,565.44 Unrestricted
PROPOSED: PRH, SECONDED: CC. APPROVED

38 Defibrillators for Chirton & Conock

- **Resolved:** Application to Area Board (Meeting 23rd May 2022) for funding was granted with the support of Cllr. PO for £500. We await payment and delivery of a new Defibrillator for Conock is expected within the next 6 weeks.
- Installation, details to be arranged. PM.
- GL reported that he had sent a picture of the battery levels at Conock and that it is good for 20 shocks the advice is to delay replacement until late Autumn and then review again.

39 **Late Planning Applications** - The Clerk reported that none have been received.

40 **War Memorial and PCC views. Ongoing:** CC reported that he is going to view a potential Memorial stone found by local farmer AH on 4th July near West Kennet. A member of the PCC is researching the additional names associated with this Parish that may be added.

The planting of the Additional WWI Oak tree is due to take place in September 2022. The Flagpole may need replacement in a different location as it is obscured by trees in its current location.

41 **Transfer of Land from Highways to the PC. Ongoing:** Miller Close, junction with the High Street. The PC's request via letter and email from the Clerk to the delegated Authority, Mike Dawson, Head of Estates & Development WC

- The PC received further response with respect to Highways comments having been received and we await legal due diligence.
- Preliminary estimate of advertising costs for a period of 2 weeks in the G&H is £500 ahead of Cabinet approval.
- The PC may be responsible for cutting the grass and clearing the ditch.

42 **Previous Events. Resolved: 22nd May Litter Pick** - Thank you to 10-12 Parishioners who gathered to help. PM thanked the Clerk for arranging the village clean up, providing the equipment and ordering PC high viz vests, which GL has.

43 **Jubilee Celebrations. Resolved: 2nd- 5th June Report from PRH/PM.** Feedback on superb Bank Holiday weekend of Events, from the the Beacon Lighting and BBQ, street party/picnic and the Queens Canopy Fruit-tree planting which brought the Village together. The BBQ was built by a Parishioner with grateful thanks from the PC. 200 people attended on Thursday and 250 on the Sunday. A huge thank you to all the Jubilee Committee Members for all their hard work and dedication to making the celebrations such a great success and the Chair PRH for all her Involvement and careful planning.

- 44 **Parish Stewards Report and Updates from PRH.** Works carried out this month and ongoing. PRH will draw a map for the new Steward who came yesterday to clear +6 main Gullies and ditches to next month's work list, especially in Conock

45 **Next Meetings dates Agreed**

PC Meeting - 12th July 2022

PC Meeting - 13th September 2022

There are no Meetings in August

The meeting closed at 20:57

Susannah Lampard, Clerk to the Parish Council

Agreed and Signed:..... Dated:
Phillippa 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. 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.</p>	Rights of Way Committee	ONGOING Off Agenda awaiting quotes and further information
Horse Crossing – Highways	PM	ONGOING awaiting info. Highways
<ul style="list-style-type: none"> • Mike Dawson Head of Estates & Development WC has received the Highways comments and awaiting legal due diligence for a Transfer of WC Land • Preliminary Estimate from MD re. Gazette and Herald Advertisement £500+VAT (for period of 2 weeks) ahead of Cabinet Approval. 		Ongoing; WC to inform PC

<p>War Memorial Committee – CC PM formed a committee. Inform SL when it is to be returned to the Agenda</p>	Clerk	ONGOING Sent
<p>Clerk Follow up MB re. treatment of noticeboard wood and warped wooden backing – Go ahead given</p>	Clerk	ONGOING Invoice due
<p>2 Cllr vacancies. SL Poster Redhorn. On Website and Noticeboards</p> <p>PRH Invite possible candidate(s) to join Meeting</p> <p>Any interest to direct to Clerk</p>	Clerk/PRH	ONGOING
<p>CATG Issue 10-20-9Agenda Notes 12.11.21 (Meeting 17.11.21)</p> <p>Updated – PM Item on 9 Feb CATG Agreed 1. 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.</p> <p>Chirton – request for 20 mph speed limit assessment</p> <p>037-008 – C241 Small Street, Chirton</p> <p>W3W Link - https://what3words.com/learn.crest.slimming</p> <p>W3W Survey Location – Attach to telegraph pole on green outside bungalow no. 15</p> <p>(please note amendment which was needed to find suitable street furniture to attach the survey unit)</p> <p>037-009 – C51 The Hollow, Chirton</p> <p>W3W Link - https://what3words.com/dynamic.glider.surpassed</p> <p>W3W Survey Location – Attach to street light no. 20 adjacent to 9 The Hollow</p>	<p>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.</p>	ONGOING