

Chirton & Conock Parish Council
Minutes of the Annual Meeting of the Parish Council
held at The Old School, Chirton
on Tuesday 16th May 2023 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), Gerald Lanfear (GL). Christopher Chapman (CC). Timothy Burgess (TB).

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

- 13 Receive apologies for absence** - Paul Mills, Vice-Chair (PM).
- 14 Elect Chairperson for year 2023/24.** PRH has presided at each Meeting since election in October 2021 and is asked by GL if she would continue as Chair.
PROPOSED: TB, SECONDED: GL. AGREED
- 15 Chair to sign Acceptance of Office.**
Phillippa Radford-Howes (PH) signed the Acceptance of Office, witnessed by the proper officer.
- 16 Elect Vice-Chair for year 2023/24.** PM although unable to attend has expressed his wish to carry on in the role as VC for another year.
PROPOSED: CC, SECONDED: PRH. AGREED
- 17 Vice- Chair to sign Acceptance of Office.**
Paul Mills (PM) has agreed to sign the Acceptance of Office in the presence of the proper officer at the next meeting in June.
- 18 Receive declarations of Interests or requests for dispensation** - none were received.
- 19 Receive and approve Minutes** of Parish Council Minutes held on Tuesday 18th April 2023. Chair (PRH) received and signed the Full Minutes of last Meeting, now available to view on the PC Website.
- 20 FINANCE**
a) Resolved – Councillors approved (the previously circulated) Cash Book and Bank Reconciliation statement to 30th April 2023 for the PC accounts:.
 i. PC Treasurer’s account - £7,040.66
 ii. PC Savings account £14,598.05

Total = £21,638.71, of which £15,171.16 is unrestricted

b) Resolved – Councillors approved (the previously circulated) Cash Book and Bank Reconciliation statement to 30- April 2023 for the Parish Hall Account
i.Parish Hall account - £1,077.29.

c) Resolved – New Invoices

Invoice No.	Supplier	Description	Net	Vat	Total
P321	AlphaPrint.Me	Coronation flyers x 180	£57.50		£57.50
P322	Hurdcott Landscapes	Apr 23 Maintenance	£60.00	£12.00	£72.00
P323	SSE	Apr 23 Electricity	£10.53	£0.52	£11.05
P324	IONOS	May 23 Website/ storage	£18.00	£3.60	£21.60
P325	PRH	Various Coronation	£506.41		£506.41
P326	SL	Amazon printer ink	£20.83	£4.17	£25.00
P327	WALC	WALC/NALC Annual Membership	£134.54	£26.91	£161.45
P328	SL	Provisions for annual meeting	£71.44	£14.29	£85.73
P329	Community First	Annual insurance	£194.41		£194.41
TOTAL			£1,073.66	£61.49	£1,135.15

d) **Resolved** – Budget & EMRs

21 AGAR 2022/23

a) **Resolved** - Approve Internal Auditors Report 2022/23
PROPOSED: GL, SECONDED: CC

b) **Resolved** - Approve AGAR Section 1 – Annual Governance Statement 2022/23 with minute reference and signed by the Chair and Proper Officer
PROPOSED: PRH, SECONDED: TB

c) **Resolved** - Approve Section 2 Accounting Statements 2022/23
PROPOSED: CC, SECONDED: PRH

d) **Resolved** - Approve AGAR P3 Certificate of Exemption. Councillors approve the Exemption Certificate verifying that the Council meets the qualifying criteria and therefore is exempt from a limited assurance review by the external auditors. Year End Accounts to show workings for figures in exemption certificate. This was signed, dated by the Chair and will be returned to the external audit
PROPOSED: PRH, SECONDED: CC

e) **Resolved** - Agree Notice of Public Rights.

PROPOSED: TB, SECONDED: GL

22 Annual Payments

a) **Resolved** - Annual Subscription Due 31st May 2023. Number of Electorate 315. Membership to WALC & NALC, SLCC & Google Drive. RFO has a copy to pay.

Authorised by PRH. **PROPOSED : PRH, SECONDED : GL**

b) **Resolved** - Councillors Agreed Annual Insurance - Zurich £185.26 - after inclusion of the posts this rose to £194.41, which was agreed outside the meeting.

PROPOSED : PRH, SECONDED : CC

c) **Resolved** - 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 : PRH, SECONDED : GL

23 Resolved - Approve Asset Register
Discussed PROPOSED : CC, SECONDED : PRH

24 Resolved - Approve and adopt Social Media policy for 2023/24 (previously circulated)
PROPOSED : PRH, SECONDED : CC

25 Resolved - Approve and adopt Code of Conduct for 2023/24 (previously circulated)
PROPOSED : PRH, SECONDED : GL

26 Resolved - Approve and adopt Standing Orders for 2023/24 (previously circulated)
PROPOSED : CC, SECONDED : PRH

- 27 **Resolved** - Approve and adopt Complaints process 2023/24 (previously circulated)
PROPOSED : TB, SECONDED : PRH
- 28 **Resolved** - Approve and adopt Financial Regulations for 2023/24 (previously circulated)
PROPOSED : PRH, SECONDED : GL
- 29 **Resolved** - Approve and adopt Risk Assessment for 2023/24 (previously circulated)
PROPOSED : PRH, SECONDED : CC
- 30 **Resolved** - Approve and adopt Charitable Giving policy 2023/24 (previously circulated)
PROPOSED : GL, SECONDED : PRH
- 31 **Resolved** – Approve and adopt Data Privacy policy 2023/24 (previously circulated)
PROPOSED : PRH, SECONDED : GL

Items 24 to 31 - Resolved – All Policy documents were reviewed, amendments made by RFO and Clerk were circulated ‘in their final form’ to all Councillors before the meeting. It was agreed that all documents were up to date and correct. **AGREED** and signed by Chair.

32 **Actions and Items from last Meeting** to be updated:

1. **Ongoing** : Miller Close and Memorial sites – Update of discussions and quotations and most importantly that the legal works cover-off the continued maintenance and clearance of ditches and gullies by Wiltshire Council..
2. **Resolved** : Defib and Webnos Notification system email. GL reported maintenance checks and usage on Conock and Chirton defibrillators.
3. **Resolved** : Trees at Thumwood Terrace – CC and Clerk have contacted Aster regarding the pollarding of trees overhanging residents parking. The PC is informed that policy not covered
4. (i.e Bird mess) does not fall under their remit. However, the PC would be able to cut the trees back.
5. **Ongoing : Parish Steward.** PRH and PO in support by email to WC resulted in works on 9.5.23 to 5 gullies reported cleared and PRH met with the WC team to request further works be carried out at the time. We are told to re-apply with all further problem areas requested.
6. **Resolved:** Litter Pick – Village tidy up is planned for Sunday 4th June at 2pm to leave from the Old School – GL to receive equipment and v from PRH.

32 **Confirm dates for future Full PC Meeting: Tuesday 13th June 2023**

The meeting closed at 19.30

Susannah Lampard, Clerk to the 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>	<p>Rights of Way Committee</p>	<p>ONGOING Off Agenda awaiting quotes and further information</p>
<p>War Memorial – Plaque to be ordered – final checks and additions</p>	<p>Memorial Committee</p>	<p>ONGOING</p>
<p>Clerk to Book ILCA Training completion</p>	<p>Clerk</p>	<p>Book before next Meeting</p>
	<p>Clerk/PRH</p>	<p>ONGOING</p>
<p>CATG Issue 10-20-9 Agenda ongoing</p> <p>Updated – PM 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>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>	<p>ONGOING</p>