

**Horningsham Parish Council**

9 Beech Grove, Warminster, Wiltshire, BA12 0AB Tel: 01985 213436

Chairman: Mr. Simon Millar Clerk: Mrs. Sarah Jeffries MILCM

# Minutes of the meeting of Horningsham Parish Council on Thursday 26th of October 2023 at 7.30pm.

**Present:** Councillor’s, Simon Millar, Stephen Crossman, Paul Jones Ken Windess, John Radley, Matt Simpson, George Williamson, Gerard Brierley, Ken Windess, and Elizabeth Glover.

**In attendance in person:** Parish Clerk Mrs. Sarah Jeffries PSLCC, Unitary Councillor Bill Parks and Melanie Grace from Scottish & Southern Electricity Networks.

Public Question Time Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 972 s 100.

Melanie Grace from Scottish & Southern Electricity Networks briefed Council on the need to identify the needy within the community and to provide a warm space and cool space for the summer. Councillors asked several questions of her; on the actions it should take, and she was thanked for attending.

Unitary Councillor Bill Parks address Council on the LHFIG meeting. That the grant funding for the Rights of way gates went through and further funding has been secured for Rights of ways funding across all the surrounding villages. Having read the agenda, he recommend a review of the speed limit through the village. If Council is happy for this the Clerk can start the process. Where the Horningsham signs are is a built environment, they could be placed both ends of the village. A Traffic Survey will be actioned, and this will come back to Council with the recommendations to be put in place. If there are any issues, between now and the next meeting, please email or call him directly.

The Chairman thanked him for coming his input was much appreciated.

**23/103 Acceptance of apologies for absence**

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted.

**Resolved:** Councillor Steven Seals had sent his apologies. Council resolved his reason for absence.

**23/104 Dispensations**

**Resolved:** none received.

**23/105 Declarations of interest, members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulation 2012 (SI 2012/1464) (NB this does not preclude any later declarations)**

**Resolved:** Councillor Stephen Crossman put forward that he had an interest in relation to the Grounds Contract as he wishes to tender. The Chairman informed the Council that this item will be moved to the last item of the meeting so Councillor Stephen Crossman can leave the meeting and not be present.

**Standing Orders** **Rules of Debate at Meetings**

1. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.

The Clerk informed Councillors that hard copies of the draft tender will be distributed and discussed with the said Councillor out of the meeting room to give the Council transparency in its actions and not be seen to give the Councillor an unfair advantage which may prejudice the competition. All hard copy drafts of the tender will then be collected in by the Clerk and then be sent out to the contractors.

**23/106 Exclusion of the Press and Public** Standing Order #1c The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**Resolved:** not required.

**23/107 To receive and sign the minutes of the Full Council meeting held on Thursday 14th September 2023 (Previously circulated)** LGA 1972 Sch 12 para 41(1)

**Resolved:** that they were a true record of the meetings decisions. Proposed Councillor Matt Simpson Seconded Councillor John Radley

**23/108 Chairman’s announcements**

**Resolved:** No announcements to make.

**23/109 Resignation**

**Resolved:** noted that the Chairman had accepted the resignation of Councillor Dermot FitzGerald and the Elections Team at Wiltshire Council had been informed. Council noted that the Election request notice had now been received by the Clerk and would be displayed from that evening. The Elections Team would inform the Clerk after the 16th of November 2023 if an election had been requested or if it could move forward to a co-option. If an election was requested, it would not take place until after the 23rd of January 2024.

**23/110 Planning**

**Planning Applications**

**Resolved:** noted that at the time of producing this agenda there were no applications to make comment on.

***(In planning matters the Council acts as a consultee of the principal authority. The principal authority being the deciding body for planning applications)***

**23/111 Planning Decisions**

**Resolved:** noted the below decisions made by Wiltshire Council.

**Application No: PL/2023/07221**

**Application Type: Notification of proposed works to trees in a conservation area.**

**Proposal: T1 - Apple - complete a 1.5m crown reduction**

**Site Address: 102 Anchor Barton, Horningsham, Warminster, BA12 7LR**

**Decision:** No objection.

**Application No: PL/2023/06934**

**Application Type: Notification of proposed works to trees in a conservation area.**

**Proposal: T1 Weeping Willow - Reduce back to previous pruning points.**

**Site Address: Mill Farm, Water Lane, Horningsham, Warminster, BA12 7LL**

**Decision:** No objection.

**PL/2023/06717**

**Notification of proposed works to trees in a conservation area.**

**Red Circle - Self Sett Ash (Fraxinus excelsior) growing in direct contact with external building wall. Recommend falling to ground level. Tree is approximately 6m in height.**

**123 Scotland, Horningsham, Warminster, BA12 7NH**

**Decision:** No objection.

**23/112 Parish Steward**

**Resolved:** noted that the Clerk had been in touch with the Parish Steward who had directed her to the Area Highways Engineer. The Engineer had replied that they will arrange for a road sweeper to visit the village, but it might be worth waiting until more of the leaves are down, so we don’t have to return too soon.

With regard to the overruns, we will look to stone them up when we have some road planings available.  We have done some work there before when it was particularly bad, and it isn’t quite in that state yet. The Clerk was instructed to make contact with the Area Highways Engineer to see if a hard stand could be placed in this area rather than panning’s so it didn’t have to be replaced on-going.

It was agreed that Councillor Gerard Brierley send an electronic photograph to the Clerk of the road narrowing at Newbury, so she could send it on to the Area Highways Engineer to take a look.

It was requested if the Comon bus shelter vegetation could be removed from around it. Also, could the Parish Steward clear all the undergrowth around the Grit Bins in the parish.

It was noted that the small wall on the bottom of the road up has a lot of leaves, this was identified for Councillor Stephen Crossman to look and take action, so it is tidy for Remembrance Sunday.

**23/113 Footpaths Horningsham**

**Resolved:** noted that the LGFIG meeting had taken place on the 25th of October 2023 and that the project had been approved to move forward. It was noted that an extra £3,000.00 had been allocated to the local area rights of way.

It was noted that Nigel Linge is working on the diversion requests and would be in touch with Councillor Stephen Crossman regarding the diversion requested across Mill Farm.

**23/114 Horningsham Street Signs**

**Resolved:** Councillor John Radley reported on his meeting with the Area Highways Engineer. All the below signs sights have been approved and will be actioned by Wiltshire Council. To order the signs and install them which will be for all 6, £1,650.00, LHFIG 75%@ £1,237.50, Horningsham Parish Council contribution 25%@ £412.50.

West Common, Anchor Barton, Hitcombe Bottom, Gentle Street, Rowe’s Hill, White Street.

**23/115 Traffic Survey Results - 046-031 - C270 Hitcombe Bottom**

**Resolved:** it was agreed that the Council moves forward with contacting Wiltshire Council Highways to request for a traffic survey, to enable 30mph signage to be placed right through the village, if it meets the criteria from the survey.

Council noted the below survey results sent by the Transport Planning Assistant for the Sustainable Transport Team, Wiltshire Council Transport & Development.

Further to your traffic survey request for the C270 Hitcombe Bottom in Horningsham, please find attached the results for your records along with details of the criteria that we follow for intervention.

The survey results demonstrate that the combined 85%ile was 42.5 mph (please note that this road is subject to the National Speed Limit and not 30mph as stated on the request).

Where sites do not meet the eligibility criteria for Community Speed Watch, there may be other engineering solutions which can help mitigate against concerns or further reinforce the current speed limit. If there is a desire to consider this, you are encouraged to discuss with your local Town and Parish Council in the first instance, ahead of seeking advice from the Local Highway Footway Improvement Group (LHFIG). To submit a request for consideration by the LHFIG, please complete the relevant form which is available here along with guidance on these groups Local Highway and Footway Improvement Groups - Wiltshire Council

**SID data roll out - progress review.**

Council noted the PowerPoint presentation regarding the use of Speed Indicator Device data by the police.it was also noted that as the data in the Traffic Survey Result - 034-018 - C270 Water Lane, Horningsham identified that there is a speeding issue there, this allows the Parish Council to look at investing in a Speed Indicator Device which would highlight to drivers that they are speeding and allow the police to monitor the speeding issue and act accordingly.

The Clerks recommendation that the Parish Council discussed budgeting for a Speed Indicator Device for 2024 and working with the Highways Team to arrange for a post to be placed in an approved area was agreed. The Chairman asked for a vote on a consultation with the community first. Council voted 7 for 2 against. The motion was moved. Council instructed the Clerk to action a forms consultation on whether the Community felt it should invest in the purchase of a Speed Indicator Device within the next precept budget.

**23/116 Barclays Teams Building with Longleat & Horningsham Village**

**Resolved:** noted that the Clerk had emailed back the Longleat contact and received the below reply. The Clerk had emailed the urgent contacts details given but received no reply from the contact to date.

I am no longer with Longleat. Please send a message if urgent to, Nick Blofeld.

**23/117 Bulb Planting Project**

**Resolved:** Councillor Matt Simpson updated re the Bulb planting project. He has sent the Clerk the Snowdrops order. It was agreed hold back to next year, October to November time regarding the purchase and planting of the crocus. Councillor Matt Simpson also reported that he has checked that the bulbs are not sprayed with chemicals. The Clerk was instructed to place the order and have them delivered to Mill Farm.

**23/118 Assets Maintenance Plan 2023**

**Resolved:** Councillor Ken Windess reported that nothing has been actioned to date. He was now unable to action the maintenance personally. The Chairman thanked him for all he has done to date. It was agreed that a contractor be sought to action the work required moving forward. The Clerk was instructed to seek 3 quotes for the work below:

Bench seats - clean surfaces and treat with Cuprinol Wood preservative.

Noticeboard outside of the school - clean surfaces and treat with Cuprinol Wood preservative. (The back board inside of the noticeboard requires replacing as it is damaged by water ingress).

Finger post - clean surfaces and treat with Cuprinol Wood preservative.

War Memorial gate - clean surfaces and treat with Cuprinol Wood preservative.

Grit Bins Green – clean surfaces and clear undergrowth around - the Parish Steward to be contacted to take this action.

**23/119 Remembrance Day**

**Resolved:** the purchase of a Blank Badged medium Wreath (type C) £24.99 Proposed Councillor Matt Simpson Seconded Councillor Stephen Crossman. The Clerk was instructed to contact Tim Moore to ask if he would take the service. It was agreed that Councillor Paul Jones would arrange the music as per last year’s event. Councillor

Steven Seals to be asked to lay the wreath as a past service man.

**23/120 Christmas Tree for the Common**

**Resolved:** noted the below correspondence from the Longleat estate. Following discussions, Council instructed the Clerk to ask if the Longleat estate is willing to donate a tree and give advice as to where they would want it to go.

**23/121 Village Hall**

**Resolved:** Councillor Ken Windess reported on the Village Hall see below item

**23/122 Grant Application**

**Resolved:** discussed the application by the Village Hall for the general maintenance of Village Hall and Grounds. The request is for a grant of £1,500.00. It was agreed not to grant at present until the ground’s maintenance contract is discussed and set in place.

(Council was reminded by the Clerk that it would need to use its reserves if it was to grant in the 2023/2024 financial year or budget for this amount within the 2024/2025 budget for payment in April 2025).

**23/123 Defibrillator**

**Resolved:** noted that Councillor Ken Windess will in future cc Clerk into the emailed report. Councillor Ken Windess confirmed he has actioned the Defibrillator checks and has provided a copy of the email notification of the report which has been filed by the Clerk.

**23/124 Health & Safety Report**

**BT Phone Boxes & Assets**

**Resolved:** noted that the repairs were still to be actioned. It was agreed that Councillor Stephen Crossman and Councillor Ken Windess will action this before the next meeting.

* A small pane of glass needed replacing.
* The lettering at the top still needs replacing.

**23/125 Holly Bush Bus Stop Consultation**

**Resolved:** noted the results to date. It was agreed to set the date of the 30th of November as the end date for collecting consultation replies. The Clerk would advertise this on the Facebook pages.

**23/126 Play Area Health & Safety ROSPA Report**

**Resolved:** Councillor John Radley reported he had read the ROSPA Report received for 2023. It was a good report, there were a few issues he will deal with dents have been dealt with, a loose bolt has been tightened.

The tennis court net has been removed it will be stored in the hall ready for next year, he will reinstate it before April. Spraying around the tennis court will need to take part in the spring and he warned Council that the Lines need repainting, it was agreed to add this to the budget. The Football posts installation had not taken place yet as a meeting has to take place with the Cricket club. He will arrange this in the near future.

**23/127 Tennis Court**

**Resolved:** Councillor John Radley reported that he was still to look at grass Crete for the new entrance slope, so the access project can be completed. He will report back at the next meeting.

**23/128 Teenage Recreational Provision**

**Resolved:** noted that the Fudge Trust Grant has been banked and cleared into the account this week. The Clerk will produce a spreadsheet with the quotations costings for Council to clarify how it wishes to procced for the December meeting. Council noted that the Clerk is still seeking any possible further grant money to add to the project.

Council noted that the Clerk has passed on grant funders details to Councillor Ken Windess for the Village Hall Committee regarding the need to find funding for the roof as she noted them whilst seeking play area funding.

**23/129 Community Emergency Plan Update**

**Resolved:** noted the presentation given by Melanie Grace from SSE Customer and Community team on Community Emergency preparations.

It was agreed that as Community Emergency Volunteer Councillor Matt Simpson would be the link with SSE and that he would keep the list of vulnerable in the Community. He would approach the welcome club for those names and addresses and seek permission for the data to be held in case of an emergency. It was noted that he had contacted British Telecommunications asking for spare battery packs for the community. It was noted that Councillor Matt Simpson has two-way radios and a list of 4x4 drivers. He is the first point of contact during an emergency.

The Clerk was instructed to contact the Horningsham News to ask if the hard copy leaflets get free extra support during power cuts and Your Emergency Home Plan could be distributed with the next edition of the news. The Clerk was instructed to asak how many would be required and contact Melanie Grace at the SSE to provide the copies.

The Clerk was also instructed to post the information on the Facebook pages and noticeboard.

It was noted that Councillor Matt Simpson has collected the supply of grit salt provided by Wiltshire Council. Council approved his travelling costs. Proposed Councillor Paul Jones Seconded Councillor Liz Glover.

The Clerk pointed out to Council that the quotations she had provided for salt grit at the last meeting had been cheaper than the quote for just 20 bags of grit salt they had decided on against for a whole pallet. It was agreed the Clerk place the order for the cheapest quote for a pallet, to be stored at Milll Farm for easy distribution to Councillors around the parish and so cover a wider area should snow and ice happen.

It was reported that the school grit bin has rubbish in it, and it needs clearing out before refilling. Councillor Simon Millar agreed to action the clear it out.

**23/130 General Risk Assessment**

**Resolved:** approved General Risk Assessment. It was noted by Councillor John Radley to the Clerk that the Goalposts and basketball to be added when in place. The Speed Indicator device camera if purchased will also need to be added in the future.

**23/131 Budget Preparations Council to agree its objectives for next year.**

**Resolved:** the below list:

* Painting lines on the tennis court
* Hollybush Bus Stop
* Maintenance Contract for the Council Assets
* Christmas tree and solar lights
* Speed Indicator Device
* The Environment project to put in a Community Orchard with picnic benches and bee boxes etc. encouraging biodiversity.

(A Grant to be sought for the above project allocated to Councillor Matt Simpson and the Tree Warden)

* To phase the planting of bulbs through the village over a three-year period funds to be made available within the budget. £330.00 each year with uplift for retail index increase.
* To phase the introduction of teenage equipment at the recreational area over a three-year period.

# Staffing Committee Budget Input

**Resolved:** it was noted that as Councillor Dermot Fitzgerald has resigned the Staffing Committee needed the re setting its membership to be able to action the Clerks Appraisal and salary recommendation for the budget. It was agreed that Councillor Paul Jones, Liz Glover, and George Williamson be set at the Staffing Committee.

**Standing Orders 10. Motions At a Meeting That Do Not Require Written Notice**

A. The following motions may be moved at a meeting without written notice to the Proper Officer:

xi ix. to appoint a committee or sub-committee and their members.

**23/132 Freedom of Information Charges reviewed.**

**Resolved:** it iscontent to keep the charges for Freedom of Information copies at the present advertised rate. (See attached).

**23/133 Financial Regulations update**

**Resolved:** noted that the Clerk has been advised that the Financial Regulations are being updated by NALC the Clerk will bring any advised changes to the Parish Council when the copy has been finalised.

**23/134 Provision of Internal Audit Services for 2022/2023 (Internal Audit Quotations)**

**Resolved:** noted it has a continuing contract with Auditing Solutions for its Internal Audit requirements and the Clerk will liaise with them to arrange next year’s audit dates.

**23/135 External Audit**

**Resolved:** noted that the below External report and approved the invoice for £252.00. The invoice was approved. Proposed Councillor Liz Glover Seconded Councillor Paul Jones.

No issues were highlighted, Council has a clear audit. (A copy has been uploaded to the website)

We have completed our review of the Annual Governance & Accountability Return (AGAR) for

Horningsham Parish Council for the year ended 31 March 2023. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller

authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review.

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

• Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the

statutory requirements. We attach a pro forma notice you may use for this purpose (a Word

version is available on request).

• Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 September,

which must include publication on the smaller authority’s website. (Please note that when the

statute and regulations were amended in 2014 and 2015, they did not include a requirement for

the length of time for which that the “Notice” must be published. The previous statute required.

14 days; but it is now up to the authority to make this decision).

• Keep copies of the AGAR available for purchase by any person on payment of a reasonable

sum.

• Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a

period of not less than 5 years from the date of publication.

**23/136 Internal Audit Check by a Councillor**

**Resolved:** Councillor Simon Millar reported that the accounts were all in order following his check of the accounts.

**23/137 Grounds Contract**

**Resolved:** it was agreed that the Chairmans recommendation during declaration of interests, that this item be moved to the final item of the meeting be actioned. Proposed Councillor Matt Simpson Seconded Councillor Paul Jones. All agreed.

**23/138 36. Approval and signing of Parish Accounts for the month of August 2023 Internal Audit Accounts & Audit Regulations 2003 reg 2.**

**Resolved:** approved and signed the accounts. It was noted that the balance for the Account at month end 31st September 2023 was £23,985.55.

**Invoices**

Heat, Light etc. October 2023 LGA 1972 s111 £10.00

SLCC Enterprises Conference LGA 1972 s111 £ 348.30

SLCC membership fee LGA 1972 s111 £199.18

Parish Online Subscription fee LGA 1972 s111 £42.00

PKF Littlejohn LLP External Audit fee LGA 1972 s111 £252.00

Wages 12th November 2023 LGA 1972 s111 £519.30

**Retrospectively**

Wage’s 12th of October 2023 LGA 1972 s111 £519.30

Cloudy IT Group INV-5172 LGA 1972 s111 £101.52

Halcyon Grounds Maintenance 1763 Public Health Act 1875 £825.65

Play Safety ROSPA Public Health Act 1875, s.164 £180.00

**Multi Pay Card**

1 & 1 IONUS website 06.07.23 06.08.23 LGA 1972 s111 £20.39

Unity Trust Multi Pay Card Fee LGA 1972 s111 SO £3.00

**Receipts: To note receipt of income**

None received.

**Payments** £1,370.78

**Retrospectively** £1,626.47

**Multi Pay Card** £23.39

**Income** £0.00

**Total** £

**Confirmation of previous payments**

**Resolved:** retrospectively approved the below payments actioned online with the Chairman and two Councillor’s approved to make these payments in July. The Clerk reported that they had missed being added to the previous agenda and that she needed to make sure there is minute evidence of these payments made. All payments were evidenced and signed at the time of action.

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| --- | --- | --- | --- | --- |
| 30.06.23 |  | DD |  | Bank Charges Unity Trust Bank £18.00 |
| 24.07.23 |  | 993822611 | 916888080 | Cloudy IT Group INV-4812 £101.52 |
| 24.07.23 |  | 814553985 |  | Wages August 2023 £415.50 |
| 24.07.23 |  | 872104299 |  | HMRC Cumbemauld £311.50 |
| 24.07.23 |  | 574498149 |  | Heat & light August 2023 £ 10.00 |
| 24.07.23 |  | 724342475 |  | Annual Parish Meeting refreshments £8.78 |
| 24.07.23 |  | 857542989 | 243217042 | Halcyon landscapes 1717 June 23 £825.65 |
| 24.07.23 |  | 777447219 |  | Career Support Wiltshire £50.00 |
| 04.07.23 |  | Multi Card | 752539027 | 1 & 1 IONUS, Bank Charges and Flying Flowers £53.39 |

**23/139 Online Payments**

**Resolved:** Councillor Paul Jones and Councillorken Windess Action the payments for this meeting and up to the December meeting. Council noted that Councillor Liz Glover would confirm her access to the account to the Clerk.

Council noted that the Clerk would add Councillor George Williamson to the account when he has provided the requested information.

**23/140 Meetings for Councillors to consider attending.**

**Resolved:** noted that at the time of producing this agenda there were no meetings to advise Council of.

**Wiltshire Neighbourhood Watch AGM Saturday 7th October 2023**

Council noted Councillor Matt Simpson had not been able to attend.

**23/141 Correspondence received.**

**Wiltshire Council local Plan Consultation**

**Resolved:** Councillor George Williamson gave a briefing on his view of the online submission system and the local plans content. Council approvedthe below motion put forward by Councillors George Williamson, Elizabeth Glover, and Ken Windess that:

Having considered the draft Wiltshire Local Plan, no representations need be made to request changes to the proposed policies insofar as they would relate to Horningsham.

It was agreed that a letter should be written to Bill Parkes as our Unitary Councillor to confirm that the Parish Council considers that the draft policies that would affect affecting Small Villages such as Horningsham are balanced and carefully expressed, and that the Parish Council would wish to see them adopted without amendment.

Please refer to Wiltshire Local Plan Pre-Submission Draft 2020-2038 (Regulation 19) for the background information.

**Wiltshire Council Bus Transport Consultation**

**Resolved:** noted anddiscussed the consultation. Council informed the Clerk that the Parish Plan Consultation had evidenced 98% of people use their cars. The taxi service for Parishioners had sadly not been used so it had no comment for the Bus Transport consultation.

**HM Revenue & Customs**

**Resolved:** noted that the Clerk had received correspondence from HMRC stating that the Clerks tax Code had altered. The Clerk confirmed that this correspondence was received on the 13th of October 2023 after the Clerk had already actioned October’s wages. The correspondence was dated the 5th of October 2023. The Clerk has actioned the change for the November wages, and this had automatically adjusted on the payee system.

**Booklets and Brochures on the below list were also received.**

The Clerk magazine

**All the below email correspondence received by the Clerk has been emailed to Councillors.**

FW: Please share the details of Local Plan consultation events with your communities.

Latest news: Scrap metal prosecution, towns added to heritage app, dog walker scheme and more.

Horningsham Parish Council - Full Council meeting 14th September 2023

Draft Annual Newsletter

Horningsham Residents Association

FW: PCC visits community hub after funding sessions to tackle online fraud.

FW: NALC Committee Elections 2023 - Reminder

FW: Updates from the Chase & Chalke Landscape Partnership Scheme

FW: Planning Portal weekly news - 14 September 2023

FW: FTC Planning Meeting - 21.09.23

14th September 2023 Draft Minutes

FW: WALC - September 2023 Newsletter

Latest news: Local Plan events start next week, funding for electric vehicle charging infrastructure, Stoptober and more.

Planning Portal weekly news - 28 September 2023

FW: Notification of a meeting of Frome Town Council 4 October 2023

Briefing Note 23-26: Polling District and Polling Place Review in Wiltshire

Councils collaborate on fostering campaign | Hounslow working to improve air quality.

Celebrating Age Wiltshire event - Warminster Library

LGA responds to latest homelessness and rough sleeping report | Levelling Up boost for local institutions.

Briefing Note 23-27 - Community Governance Review 2023/24

FW: Chief Constable update

185 Chapel Street, Horningsham, Warminster, BA12 7LU: Consultation - PL/2023/08363

Briefing Note 23-24: Workplace Health Support in Wiltshire

Contact details for the council team

FW: WALC - September 2023 Newsletter (Reissue)

FW: Opportunities and news from the Chase & Chalke Landscape Partnership Scheme

FW: Update for Town and Parish Councils

FW: Unlock Cyber Careers Event

Latest news: Local Plan events underway, have your say on bus services, apply for tax free childcare and more.

FW: Planning Portal weekly news - 5 November 2023

FW: Update for Town and Parish Councils

Hollybush Bus Stop

FW: Briefing Note 23-29 - North Meadows Mitigation Strategy

FW: Briefing Note 23-28 - Police and Crime Panel

FW: The Festival of Words - Coming to Cranborne Chase this Month!

Latest news: Leader's Vlog, climate change update, Local Plan events continue next week and more.

FW: Update for Town and Parish Councils

Briefing Note 23-30 - Consultation on potential changes to Wiltshire Council Tax Reduction Scheme for working-aged people.

Planning Portal weekly news - 12 November 2023

W: WALC- TRAINING OPPORTUNITIES in November

FW: Helping young people to become active bystanders - Professional Session

FW: 7 Hitcombe Bottom, Horningsham, Warminster, BA12 7LA: PL/2023/08653

**23/148 Clerks Report**

**Hilperton Parish Council**

**Resolved:** noted that the Clerk was required to inform Council if she takes on additional work as part of her contract. The Clerk has been offered a contract to work as Hilperton Parish Councils Clerk. This is for additional 10 hours a week and will not impact on the work the Clerk actions for Horningsham Parish Council. There is a possibility that it brings the bonus of possibly sharing training costs and the conferences two ways again. It was noted that the Clerk is not taking up this position until the 1st of November 2023.

**Society of Local Council Clerks Membership**

**Resolved:** approved the Clerks membership renewal and the payment of the £199.18. proposed Councillor Liz Glover Seconded Councillor Matt Simpson.

The Clerks contract states the below.

11.1 To maintain a personal membership of professional bodies and the Society of Local Council Clerks, attend County meetings of the National Association of Local Councils, and attend the Annual Conference of the Society of Local Council Clerks, and other relevant bodies as required as a representative of the Council.

**Parish Online Mapping**

**Resolved:** approved the continued subscription to Parish Online mapping service. Proposed Councillor Paul Jones Seconded Councillor Matt Simpson.

**23/149 Parish Clerks Delegated Powers**. LGA 1972 s101.

**Resolved:** noted the below actions reported.

**Application No: PL/2023/06934**

**Application Type: Notification of proposed works to trees in a conservation area.**

**Proposal: T1 Weeping Willow - Reduce back to previous pruning points.**

**Site Address: Mill Farm, Water Lane, Horningsham, Warminster, BA12 7LL**

**Decision:** Supported.

**Cloudy IT**

**Resolved:** noted that Cloudy IT sent a copy of their annual contract update. The Clerk used the financial regulation 11. Iv. In conjunction with the Chairman to process the renewal so that there was no interruption to the Councils Services.

**11. Contracts**

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council.

**23/150 Notice of items to be taken into consideration at the next meeting.**

**Resolved:** Clerk’s Appraisal and Wages for inclusion in the draft 2024/2025 budget, Precept request timeline, Reserves and Contingency, General Reserves and Final Budget/Precept,

It was noted that if Councillors have been approached by parishioners with an issue/item for Council to investigate, please could Councillors complete an Agenda item reporting form and send it to the Clerk within 6 clear days of the next meeting. If Councillors wish motions to be included on the next Agenda, they need to be sent to the Clerk before the 28th of November 2023 as per Standing Orders). See below:

Standing Orders 9. Motions for a meeting that require written notice to be given to the Proper Officer

A. A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council’s statutory functions, powers and obligations or an issue which specifically affects the Council’s area or its residents.

B. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (6) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

C. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

D. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (4) clear days before the meeting.

E. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

F. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

**23/151 Items for Parish Newsletter & Notice Boards**

**Resolved:** SSE leafletsand the brief of the minutes and on the noticeboard. The link to brochure on Facebook etcare the items it wishes highlighted for the Parish News & Notice Boards

**23/152 Date for the next Parish Council Meeting**

**Resolved:** it was agreed that **Thursday 7th December 2023 would be the date of** next Parish Council Full Council meeting. It was agreed to move the starting time forward, the next meeting will start at **7.00pm at Horningsham Village Hall**. All are welcome to attend.

Moved item **23/137 Grounds Contract**

**Resolved:** approved thedraft contract the Clerk had produced and re confirm the areas to be covered. Munday’s lane, the Chapel Burial grounds, and the Church etc which were not highlighted on the mapping as the Clerk needed a clear audit of what is to be included.

Council noted that the Clerk had sought advice on appointing a contractor to be able to give the Council advise on what it needs to consider and how it needed to act as a Councillor has informed the Clerk that they will be quoting for the work.

Hard copies of the draft tender will be brought to the meeting and discussed with the said Councillor out of the meeting room to give the Council transparency in its actions and not be seen to give the Councillor an unfair advantage which may prejudice the competition.

The first thing to consider is that the Parish Council is the client as such you have legal responsibilities and must show due diligence before you appoint any contractors.

You also have responsibilities whilst the contractor is working for you.

At the pretender stage, before you award any contracts the Parish Council would ask for: -

* The contractor’s insurance details, checking that the insurance is current and when it runs out.
* Don’t assume that all documents i.e., insurance documents are genuine, give the insurance company a call and check the documents and cover are genuine.
* The contractor’s method statements for carrying out the work.
* The contractor need only produce risk assessments if they employ five or more employees however, I consider it best practice to always produce risk assessments regardless of the number of people the contractor employs.
* Is the contractor a member of an industry body?
* Ask the contractor to produce evidence about the maintenance of his equipment and safety equipment.
* Ask the contractor for the contact details of at least three other people they have worked for and then obtain references from these.

The best approach is to work with the contractor and jointly develop the above items.

Have regular meetings with the contractor and document the meeting and send the information to the contractor. Set actions from the meeting with timescales.

You may pay more for a well organised competent contractor; however, the Parish Council may find that you then receive a better end product and ultimately receive less hassle.

Just remember that if things go wrong and an accident occurs, the Parish Council may be subject to a Health and Safety Executive investigation that may ultimately result in court proceedings being brought against the Parish Council. Health and safety should be proactive not reactive!

Do all the work up front, remember as the client you have legal and moral responsibilities and by appointing a competent well-trained contractor you are being a good employer. There is lots of good information on the Health and Safety Executive website.

The meeting closed 9.45pm. Signed……………………………. Dated …………….