

**Horningsham Parish Council**

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

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

# Minutes of the meeting of Horningsham Parish Council on Thursday 18th of January 2024 at 7.00pm.

**Present:** Councillor’s, Simon Millar, Steven Seals, Stephen Crossman, Paul Jones Ken Windess, John Radley, Ken Windess, Matt Simpson, and Elizabeth Glover.

**In attendance in person:** Parish Clerk Mrs. Sarah Jeffries PSLCC, Unitary Councillor Bill Parks.

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

No public were present, so no questions were put to Council.

Unitary Councillor Bill Parks addressed Council. The Warminster Area Board Youth Grant the Parish Council has applied for, is to be heard next week. He is more than hopeful to get it pushed through as it is such a small amount to then relinquish a further larger funding pot.

He has provided the mapping re the speed assessment study to the Clerk, he has asked re the possibility of the speed being altered into the village down to a speed of 40 mph, it has been mentioned as a possibility within his discussions with the Highways Team.

Regarding Councillor Ken Windess reported parishioner issue, brought to his attention, this has been dealt with Wiltshire Council, they were not happy with the travel operator and the police have visited the parishioner concerned.

He asked for a few extra minutes of the Parish Councils time to give details of the draft budget proposals, this was agreed.

Clearly it is a draft budget and must still go to full Councils Audit and Scrutiny Committee. The headlines re Somerset problems, Birmingham’s etc, that many Unitary and County Councils are in a dreadful state, he was pleased to report that Wiltshire Council are still solvent, and they have a modest under spend of approximately £634K for the 2023/2024 financial year.

The reserves were £28 million and for 2024/2025 this has been increased to £34 million. They are intending to allocate an extra £10 million over the next two years to spend on filing potholes and on a road resurfacing programme. There will also be an extra £1 million investment into extra gully cleaning work and reactive pothole filing.

Wiltshire Council is focusing on building on its work around enforcement, significantly reducing the fly tipping in the pursuit of culprits. A total of £650K a year will be invested in this area with £250K allocated to increase capacity of the planning Enforcement Team. Wiltshire Council is proposing a 2.99% increase for its element of the Council tax plus a 2% levy to be spent purely on social care. This will mean a £1.65 per week for those on a band D property at an annual charge of £1,805.73 Overall he felt it is good news.

The Chairman thanked him for coming along and for his report, it was much appreciated. Councillor Bill Parks then left the meeting.

**23/192 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 George Williamson had given his apologies. Council resolved his reason for absence. Councillor Gerard Brierly had given his apologies Council resolved his reason for absence.

**23/193 Dispensations**

**Resolved:** none requested.

**23/194 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 Ken Windess declared an interest in the Village Hall Grant Application for £1,500.00.

**23/195 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:** to exclude the press and public for theClerks appraisal.

**23/196 To receive and sign the minutes of the Full Council meeting held on Thursday 7th December 2023 (Previously circulated)** LGA 1972 Sch 12 para 41(1)

**Resolved:** approved that they were a true record of the meetings decisions. Proposed Councillor John Radley Seconded Councillor Ken Windess.

**23/197 Chairman’s announcements**

**Resolved:** noted he had none to give.

**23/198 Co-option**

Resolved: noted that the Clerk has continued to circulate the co-option advertisements, an application has been received to date. It was noted that the closing date was set as the 31st of January 2024. The Clerk was instructed to add Co-option and generate the paperwork ready so a new team member can be approved and started at the 29th of February 2024 meeting.

**23/199 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)***

**23/200 Planning Decisions**

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

**Application No: PL/2023/09345**

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

**Proposal: T1 - Non-Native Picea abies (Norway Spruce), interfering with overhead utility cables. Remove to ground level.**

**Site Address:107 Anchor Barton, Horningsham, Warminster, BA12 7LR**

**Decision:** No Objection.

**23/201 Parish Steward**

**Resolved:** The Clerk was instructedto inform the Parish Steward of the below item:

* Opposite the village hall on the other side of the road there is a drain in the corner needs vac outside of 91 Water Lane

The Clerk was instructed to contact the Tree Warden to see if he could assist with the growth over the Holly Bush Bus stop and the Bath Arms Bus stop as the Parish Steward is unable to clear the tree growth.

**23/202 Traffic Survey**

**Resolved:** noted that Councillor Bill Parks has assisted the Clerk with the right contact to source the required map for the survey to be able to take place.

The mapping has been distributed to the Councillors and they are in the process of setting up a meeting to act. The Clerk is delegated to action the application form when they have provided her with the sites.

**23/203 Bulb Planting Project**

**Resolved:** noted that the bulbs purchased to date hadall planted naturally. It was agreed that more snow drops be purchased to carry on the planting scheme, and some crocus bulbs be purchased for the land from the Village Hall, down past Mill Farm, up to the Alms Houses, within the 2024/2025 budget.



The Clerk to provide the above picture of the beech tree on the little triangle by the green, to the Grounds Contractor, so they are aware of the bulb area planted.

**23/204 Assets Maintenance Plan 2023**

**Resolved:** (this item was discussed within the budget discussions). The quotations for the below items were included in the budget:

* 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 – re fit in the ground, clean surfaces, and treat with Cuprinol Wood preservative.

War Memorial gate – it was noted that Councillor ken Windess is repairing the gate personally and treating it with Cuprinol Wood preservative at present.

Councillor Stephen Crossman reported that he had noted during his Health and Safety checks that the seat at the War Memorial is rotten and will require lifting back and popping on concrete. It was noted that it is solid, but the underneath has degenerated. It was agreed that Councillor Ken Windess and Councillor Elizabeth Glover action a site visit and report back on a way forward, or if there is a need for a quote to get it repaired.

**23/205 Remembrance Day**

**Resolved:** Councillor Simon Millar reported that he had not been able to action the quotation regarding the printing of the Orders of Service. The Clerk was instructed to convert the Order of Service into a word document and obtain quotes for the printing.

Councillor Paul Jones would seek clarification if Road Closure signage could be loaned on Remembrance Day from Longleat Estate.

The Clerk was instructed to action the forms requesting a road closure if no cost was involved.

**23/206 Christmas Tree for the Common**

**Resolved:** it was sadly seen as afailed project; the lights have been vandalisedwhich had been shocking. The Clerk was instructed toreport the Parish Councillors sadness on Facebook pages**.** It was agreed not to repeat the Christmas Tree project in future. The Clerk was instructed to action a thank you Letter to the Longleat Estate for their very kind donation of the tree and the assistance of their team in making it happen. Councillor Matt Simpson was thanked for hisactions. Councillor Stephen Crossman and Councillor Matt Simpson to make the arrangements for removing the Christmas tree from the common.

**23/207 Village Hall**

**Resolved:** Councillor Ken Windess reported that the Committee had had to spend £5,000 on roof repairs recently as the room above the jubilee has been rented out to an artist permanently. It was agreed that this was good news that there was a resident artist using the space permanently.

**23/208 Defibrillator**

**Resolved:** noted Councillor Ken Windess had confirmed he has actioned the Defibrillator checks and has provided a copy of notification of the report, which has been filed by the Clerk.

**Councillor Matt Simpson apologised as he came into the meeting at 19.33pm.**

**23/209 Health & Safety Report**

**BT Phone Boxes & Assets**

**Resolved:** Councillor Stephen Crossman reported that he had no further issuesto report other than those already on the Quotations for the remedial work required. It was noted that since the quotations were obtained thefinial was now missing on the Bath Arms Bus stop, the Clerk was instructed to inform the Contractor to add this to the work required.

**23/210 Play Area Health & Safety**

**Resolved:** Councillor John Radley reported that the site is very wet, but all equipment was ok, he had no problems to report. He still had to talk to the Cricket Club re the siting of the goal posts.

**23/211 Tennis Court**

**Resolved:** Councillor John Radley asked that this item be placed on the February Agenda for discussion, as he will have more information on the supply of the grass Crete to the new entrance slope by then.

**23/212 Teenage Recreational Provision**

**Resolved:** noted that the Clerk has drafted the application to the Community Landfill and has liaised with the administrator.

It was noted that following the assistance of Unitary Councillor Bill Parks, the Clerk has requested a third-party contribution from Wiltshire Councils Youth Funding of £150.00. Confirmation of the application has been received and the application is to be discussed on the 23rd of January 2023 meeting. As soon as the Clerk has heard, if positive, the Clerk will submit to the Community Landfill the final documentation.

**23/213 Community Emergency Plan Update**

**Resolved:** Councillor Matt Simpson updated the Parish Council re the present plan he had the number of an additional 4x4 driver to be added to the plan. The Clerk was asked to email him a reminder for the details.

He had topped up the grit bin on the corner, he has 300kg of grit salt at the yard so he felt Horningsham would be well equipped for snow and gritting.

Re a Warm space idea, he’s made an approx. list of those with physical and mental health issues in the Community who might be offered a warm space in the Village Hall in the case of a power cut. It was noted that open flame heaters could not be used in the Village Hall to heat it, due to the insurance policy.

**23/214 Information Commissioners Office - Data Protection Renewal**

**Resolved:** all noted the below and approved the renewal of its Data Licence. Proposed Elizabeth Glover Seconded Councillor Paul Jones.

The Parish Council is required to hold a licence as it holds a copy of the Electoral register and other data in relation to its work. The tier assessment confirms the licence is required.

GDPR/Data Protection Act 2018 - Data protection renewal fee is due - we will collect your direct debit payment on or before 25/01/2024.

Organisations that process personal data are subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Under the Data Protection (Charges and Information) Regulations 2018 (the Regulations) they must also pay an annual data protection fee unless they are exempt.

Your payment and registration as a data controller under the Regulations will expire on 25/01/2024. You must now either:

• take the tier assessment to confirm the fee you need to pay (see ico.org.uk/fee-self-assessment), or

• cancel your registration if your circumstances have changed, telling us why you no longer need to be registered.

Amount required. Under the Regulations, you must pay an annual fee of £40, £60 or £2900 depending on the size or turnover of your organisation. VAT is nil in all cases. The Parish Council has a direct debit agreement in place and so the fee is £35.00.

**23/215 Action Plan Update**

**Resolved:** approved theupdatedAction Plan and agreed to accept it as an organic Action Plan so it can be altered as and when required. Proposed Councillor Ken Windess Seconded Councillor Paul Jones. All agreed.

**23/216 Local Council Award Scheme**

**Resolved:** noted that the Clerk has actioned an application to the Local Council Award Scheme and drafted the required links to the Parish Councils documentation. Council noted that the Clerk will receive confirmation of the dates it will be assessed from the NALC team.

Councillors agreed that the Parish Council now meets the requirement of the accreditation panel, confirming that all the documentation and information is in place for Foundation Award and instructed the Clerk to submit a completed application form with the additional documentation required. Proposed Councillor Paul Jones Seconded Councillor Elizabeth Glover.

**23/217 Clerk’s Appraisal and Wages for inclusion in the 2024/2025 budget.**

**Resolved:** noted theStaffing Committees report and approved the recommended objectives to be set for 2024. Council approved a scale point increase to the Clerks salary.

The Clerks contract states:

5.2Subject to satisfactory performance, you will progress through the salary scale by annual increments until you reach the maximum of the scale. Your first increment will be payable on 1st April and thereafter on the 1st of April each year until you reach the maximum of the scale.

Council retrospectively approved the payment of the Clerks back pay from April 2023. (The unions have only just agreed the April 2023 payment award). The amount of £324.48 to be paid for the 9 months. Proposed Councillor Matt Simpson Seconded Councillor Elizabeth Glover.

## **Objectives:**

The Staffing Committee wish to put to Council that the Clerk be tasked to put a new structure in place on the share point system, that the Parish Council considers the website is reviewed and modernised with more inclusive language moving forward.

That the Clerk be tasked to assist Councillors with their engagement with the new IT system provided and encourage their involvement and inclusion with it, the Clerk sharing the knowledge she builds as she trains to use it, drip feeding the information to Councillors. The use of share point will improve the working of the Council.

The Staffing Committee would also like to initiate a quarterly meeting for the Clerk with the Staffing Committee to provide a forum for regular discussions on topics arising. The Council agreed that Zoom could be used for these informal discussions.

**23/218 Budget**

**Resolved:** The Clerk was instructed to action the precept request to Wiltshire Council for £29,973.45. This would be a total increase of £58.51 for a band D property for the year or equates to £5.85 pence a month increase for 10 months, to enable the Parish Council to action all the requested projects and the required maintenance on the Community assets. Proposed Councillor Simon Millar Seconded Councillor Elizabeth Glover. All agreed.

Councillor Simon Millar and the Clerk signed the request sheet. The Clerk would action the request by email following the meetings closure.

**Traffic Survey –** It was noted that the consultation had identified 66% of those who replied wanted the Parish Council to purchase a unit, 33% had said no to the purchase.It was felt that the purchase of the Speed Indicator Device be delayed until the full Speed Assessment Study has taken place and the new possible speed limits implemented. A budget for the purchase of a solar unit that would supply the police with the speeding data and times, would be delayed until the budget discussions in 2025/2026.

**Hollybush Bus Stop** – The consultation on the Bus Stops replacement identified that the community wishes it to be rebuilt. The Parish Council had listened to the comments and the consultation votes received, 78% wanted it to be rebuilt, 21.6% said no. The Parish Council agreed the funding in the 2024/2025 budget to rebuilt it. The Quotation was approved and set within the budget.

**Bulb Planting –** it was agreed 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 be set. This was set within the budget.

**Grants** –It was agreed to grant the Village Hall Committee £1,500.00 from the 2024/2025 s137 Budget. It was felt vital to support what is the main hub of the Community for events and groups. This was approved for 2024/2025 and set within the budget. The payment would be made in April when half of the Precept would be received.

**Basketball Teenage Youth Project –** As £2,745.00 match funding has already been achieved for this project it was agreed to complete the project in 2024/2025 a budget was set for the completion of the project. The Quotation was approved and funding set within the budget.

**Tennis Court lining –** The tennis court refurbishment was discussed it was felt that this should be actioned before the lines disappeared completely. The Quotation was approved, and funding was put by for the relining which would complete the refurbishment project in 2024.

**Bench Seat –** The request to replace the bench seat near the Bath Arms was approved, it was felt that it was an important stopping point for many parishioners and should be replaced. A recycled material bench would be purchased so that there were no ongoing maintenance costs for it in the future. The Quotation was agreed and set within the budget.

**Noticeboard Repairs –** The noticeboard by the school entrance was identified on the health and safety checks as requiring major maintenance to it. As it is an important communication tool in the community, the Quotation was agreed and set in the budget for its refurbishment be actioned**.**

**Chapel Finger Post Repair –** it had been identified that the Chapel finger post is loose in its fixing and requires maintenance. The Quotation was agreed and set in the budget for its repair.

Following the Contractors meeting with Councillor Ken Windess. It was agreed that the Contractor be appointed to action the general maintenance of the assets, their quotation for the required ongoing maintenance of the assets was approved and set within the budget.

**Election Costs –** it was noted that Wiltshire Council had informed the Clerk that if an election was called by 10 electors an estimated cost of £4,752.00 would be invoiced to the Parish Council to cover the cost. If an uncontested election was had, an estimated invoice of £370.65 would be actioned. It was agreed that a budget of £2,500.00 would be set aside for possible election costs and that reserves would have to be used if an election was called by 10 electors as the full amount included in the budget would have a great impact on the Precept figure request.

**Reserves and Contingency-** it was agreed to set aside the minimum amount of £5,750.00 as the Risk and Contingency budget as the impact of a higher figure than last year on the Precept request was not felt appropriate this year. It was agreed that in 2025/2026 this figure would be increased.

**23/219 Reserves and Contingency**

**Resolved:** approved the policy with the previously agreed budget figures for reserves and contingency included. The ongoing build of reserves for the replacement defibrillator and the reserves for election costs.

**23/220 Approval and signing of Parish Accounts for the month of December 2023 Internal Audit Accounts & Audit Regulations 2003 reg 2.**

**Resolved:** approved and signed the accounts. The balance for the Account at month end 31st December 2023 was noted as £18,649.71.

Council reviewed and approved the items of expenditure listed below:

**Invoices/Direct Debits**

Local Councils Award Scheme Submission Fee LGA 1972 s111 £60.00

Information Commissioner Data Licence Direct Debit LGA 1972 s111 £35.00

Service Charge Unity Trust Bank Direct Debit LGA 1972 s111 £18.00

**Retrospectively**

Wages 12th January 2024 LGA 1972 s111 £800.48

(Back Pay included in the above figure).

Heat, Light etc. January 2024 LGA 1972 s111 £10.00

Halcyon Grounds Maintenance 1863 Dec 2023 Public Health Act 1875 £825.65

Village Hall Hire LGA 1972 s111 £243.00.

Post Crete Screw fix reimbursement Christmas tree LGA 1972 s111 £11.98

Matt Simpson Christmas Tree Collection and Delivery Mileage LGA 1972 s111 £5.22

Cloudy IT Group INV-2571 LGA 1972 s111 £119.30

**Multi Pay Card**

1 & 1 IONUS website 06.08.23 06.09.23 LGA 1972 s111 £20.39

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

Amazon Christmas Solar Tree Lights LGA 1972 s111 SO £17.98

**Receipts: To note receipt of income**

None received.

**Payments** £113.00

**Retrospectively** £1,795.63

**Multi Pay Card** £41.37

**Income** £0.00

**Total** £

**23/221 Online Payments**

**Resolved:** Councillor Paul Jonesand Councillor Ken Windessto action the online payments between now and the next meeting date. Council noted that both Councillor Elizabeth Glover and George Williamson are now confirmed as on the account.

**23/222 Meetings for Councillors to consider attending.**

**Cranborne Chase National Landscape's 2024 Annual Forum**

**Resolved:** noted the event, a Councillor representative did not come forward.

**23/223 Correspondence received.**

**Town, Parish & Community Councils - D-Day 80 – 6th June 2024**

**Resolved:** the details of possible actions from the Pageant Master at the Royal Places was noted. Councillor Stephen Crossman reported that the Village Fayre was planned for the 9th of June 2024 which would make for a suitable event for the celebrations to be held. Councillor Stephen Crossman agreed to investigate Military Memorabilia Groups to see if they would be interested in joining in the event, to add the theme of the D-Day 80 celebrations to the fayre.

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

Clerks & Councils

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

Speed Indicator Device Survey

Briefing Note 23-36, Coronation Living Heritage: Coronation Orchards

FW: Area Board Communications

FW: 🪶Take a Winter Walk with Chase & Chalke this December.

FW: Latest news: Cold weather update, play your part by recycling more, key site in Trowbridge receives planning permission and more.

FW: Notification of a meeting of Frome Town Council 6 December 2023

FW: Planning Portal weekly news - 30 November 2023

FW: Waste and recycling news - November 2023

FW: WALC - November 2023 Newsletter

Horningsham Residents Association Minutes

PCC visits homeless charity after group recently receives grant to fund digital referrals.

Briefing Note 23-37: Simpler Recycling for household and business recycling in England

Climate Change and Historic Building Adaptation Historic England

FW: WALC Executive Meeting

FW: FTC Planning Meeting - 14.12.23

FW: Planning Portal weekly news - 7 December 2023

Latest news: Christmas opening hours, fly-tipping prosecutions, help with cost of living and more.

FW: Latest news and advice for businesses

FW: Update for Town and Parish Councils

PCC seeks residents’ views on investment required to improve policing services in Wiltshire.

FW: SEND Newsletter - December

FW: Merry Christmas from Frome Town Council

FW: Briefing Note 23-38: Vibrant Wiltshire Vacant Unit Grants

FW: Minutes of the meeting held 11 December 2023

Remembrance Day Road Closures

FW: Update for Town and Parish Councils

FW: Improved training facilities will better serve student police officers.

Latest news: Leader's vlog, changes to waste collections over Christmas, Children's Services rated Outstanding and more.

FW: WALC - December 2023 Update

Christmas Tree

FW: Planning Portal weekly news - 20 December 2023

FW: LODGE ROAD, HORNINGSHAM, BA12 7NG: Consultation - PL/2023/10793

Warminster Area Board hosts Highways Matters 23/01 - Submit questions by 16/01

FW: Waste and recycling news - December 2023

FW: Latest news:

FW: Swindon and Wiltshire Growth Hub: Merry Christmas

FW: LODGE ROAD, HORNINGSHAM, BA12 7NG: Consultation - PL/2023/10793

Local Councils Award Scheme- Action Plan

SSEN’s final push to restore power to customers following Storm Henk – 6pm update.

FW: Chief Constable update to the PCC

FW: 🌟Welcome to 2024 with Chase & Chalke

FW: Important Information - Please Pass on To Councillors/Staff.

FW: Book Now for Cranborne Chase National Landscape's 2024 Annual Forum

**23/224 Clerks Report**

**Clerks Training - Managing Your Cyber Security.**

**Resolved:** approved Clerk’s attendance on the Managing Your Cyber Security online course. This course was highlighted by the Clerk and was approved to be put forward by the Staffing Committee. Proposed Councillor Elizabeth Glover Seconded Councillor Matt Simpson.

“Managing your cyber security” Webinar Tuesday 12th March 2024. Cost £30.00, this online SLCC webinar is an important to attend as Town and Parish Councils are now being targeted with cybercrime.

This 1-hour webinar will highlight the importance of managing your cyber security as a local council officer. Topics that will be covered include:

* Your responsibilities for data security, and common threats
* Hackers and malware (background information)
* Protecting computer systems
* Choosing and configuring anti-virus/protection systems
* Importance of operating system and application updates
* Backups
* Protecting portable devices
* Firewalls
* Wi-Fi security
* Email Security (inbound and outbound)
* Users – Policies, Training and Standards

**Clerks Travelling**

**Resolved:** Councillor John Radleys motion put forward that the Parish Council reimburse the Clerks travelling out to meetings and when meeting contractors in the parish was approved. Proposed Councillor Matt Simpson Seconded Councillor John Radley.

(HMRC rule that if the Clerks contract states that their place of work is their home, travel to a meeting or to action Council business, it is classed as business and so travel can be claimed for).

**23/225 Parish Clerks Delegated Powers** LGA 1972 s101.

**Resolved:** noted the below actions.

**Application No: PL/2023/10793**

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

**Proposal: G1 - row of 7 x Ash trees - fell**

**Site Address: Lodge Road, Horningsham, BA12 7NG**

**Decision:** Supported.

**Christmas Tree**

Installation of the Christmas tree 2 bags of Post Crete purchased in store £11.98 to be reimbursed.

Solar Lights purchased on Amazon £17.98 Horningsham Multi Card Purchase

**23/226 Notice of items to be taken into consideration at the next meeting.**

**Resolved:** the following items, Website update/Communications, Register of Interests Update, Vat Reclaim, Dates for Council Meetings and Policy Updating.

Councillors noted that if 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 Tuesday 20th January 2024 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.

**23/227 Items for Parish Newsletter & Notice Boards**

**Resolved:** Budget actions and the Precept request.

**23/228 Date for the next Parish Council Meeting**

**Resolved:** that Thursday 29th February 2024 is the date of the next Parish Council Full Council meeting. It will start at 7.00pm. All are welcome to attend.

The meeting closed 20.42pm Signed……………………………….Dated …………….