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**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 14th of September 2023 at 7.30pm.

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

**In attendance in person:** Parish Clerk Mrs. Sarah Jeffries PSLCC, Nigel Linge Rights of Way Volunteer, George Williamson Jemimah Creys Trustee and two members of the public were also present. Unitary Councillor Bill Parks had sent his apologies.

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

Nigel Linge gave a presentation on creating accessible rights of way in Horningsham. He answered Councillors and parishioners’ questions regarding the presentation given. A parishioner mentioned an issue with the permissive path from Newbury across to Canimore which is blocked. Nigel Linge mentioned that Longleat estate take on the liability for the alternative path used as it is a highways sign that has been put in situ on the bridleway. (The landowner removed the sign, but it takes on responsibility as it does not want persons using the route). Nigel Linge will look at a safe route near the S bend, as it is a safety issue and come back to the Parish Council.

Jemimah Crey Trust Trustee George Williamson addressed Council regarding its grant application to the Trust, that they were unable to grant funding as the charity was only for educational purposes. The Parish Council thanked him for his explanation.

A parishioner addressed Council on the Horningsham Association that was being formed. He is observing what the parish council does and would like to stay for the rest of the meeting. The Chairman said that parishioners are always welcome to address the parish council at the start of any of its meetings and of course stay to listen to the meeting.

**23/062 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 Gerard Brierly had sent his apologies; Council resolved his reason for absence. Councillor Paul Jones had sent his apologies. Council accepted his reason for absence. Councillor Dermot FitzGerald had sent his apologies. His apologies were not accepted, and it was agreed that Councillor Simon Millar will speak to Councillor Dermot FitzGerald on his attendance record.

# 23/063 Dispensations

Resolved: none had been received.

**23/064 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: none given.

**23/065 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.

**23/066 To receive and sign the minutes of the Planning meeting held on Tuesday 8th August 2023 (Previously circulated)** LGA 1972 Sch 12 para 41(1)

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

# 23/066 Chairman’s announcements

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

**23/067 Co-option**

Resolved: it was agreed to co-opt George Williamson onto the Council Team. Council witnessed George Williamson signing his Declaration of Interests and Code of Conduct. The Clerk provided Councillor George Williamson with the below relevant documentation:

Standing Orders

Financial Regulations

Code of Conduct

Civility & Trust

Officer Member Protocol

GDPR requirements

* NALC Legal Topic Note 1 Councils' powers to discharge their functions (April 2018)
* NALC legal Topic Note 5 Parish Council Meetings [England] (October 2022)
* NALC legal Topic Note 80 Members' conduct and the registration and disclosure of their interests [England] (May 2022)
* NALC Legal Topic Note 81 Pre-Determination (August 2014)

A link for registering interests will be provided and a photograph for the parish Council website will be required.

**23/068 Planning**

**Planning Applications**

**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**

**Resolved:** Supported the application.

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

**23/069 Planning Decisions**

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

**PL/2023/06934**

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

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

**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 to fell to ground level. Tree is approximately 6m in height.**

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

**Decision:** no objection.

**Application No: PL/2023/05722**

**Application Type: Listed building consent (Alt/Ext)**

**Proposal: Conservation alterations and repairs to a number of basement and ground floor windows.**

**Site Address: Longleat House, Longleat, Horningsham, Warminster, Wilts, BA12 7NW**

**Decision:** Approve with conditions.

In pursuance of its powers under the above Act, the Council hereby GRANT

LISTED BUILDING CONSENT for the above development to be carried out in

accordance with the application and plans submitted (listed below), subject to

compliance with the condition(s) specified hereunder: - Conditions: (3)

1 The works for which Listed Building Consent is hereby granted shall be begun before the expiration of three years from the date of this consent.

REASON: To comply with the provisions of Section 18 of the Planning (Listed

Buildings and Conservation Areas) Act 1990 as amended by the Planning and

Compulsory Purchase Act 2004.

2 The windows hereby approved shall be single-glazed windows.

REASON: In the interests of preserving the appearance and character of this grade I

listed house.

3 The development hereby permitted shall be carried out in accordance with the

following approved plans and documents:

Existing and proposed south and east elevations 0155-05.5.13.

Proposed south and east elevations 0155-05. P.005.

existing north and west elevations 0155-05.5.14.

Proposed north and west elevations 0155-05. P.006.

Ground floor plan 0155-05.5.004.

Basement floor plan 0155-05.5.003.

existing and proposed north elevations 0155-05. P.008.

existing and proposed east elevations 0155-05. P.007.

existing and proposed north elevation 0155-05. P.008.

existing and proposed east elevations 0155-05. P.007.

existing south elevations sheet 1 of 2 0155-05.5.05.

existing south elevation sheet 2 of 2 0155.05.5.06.

Existing and proposed window NB006 0155-05. P.012.

existing east elevation sheet 1 of 2 0155-05.5.07.

Existing east elevation sheet 2 of 2 0155-05.2.08.

existing north elevation 1 of 2 0155-05.5.09.

existing north elevation 2 of 2 0155.05.5.10.

existing west elevation sheet 1 of 2 0155-05.5.11.

existing west elevation sheet 2 of 2 0155-05.5.12.

existing and proposed window details 0155-05. P.010.

existing and proposed west elevation 0155-05-P.009.

existing and proposed window NB.005 0155-05. P.011.

Existing and proposed window details 0155-05. P.010.

REASON: For the avoidance of doubt and in the interests of proper planning

**PL/2023/05280**

**Full planning permission**

**Erection of a seed shed, horticultural storage, four polytunnels and greenhouses and associated development.**

**Land adjoining 185 Chapel Street, Horningsham, BA12 7LU**

**Decision:** Approve with conditions. (Conditions not published online at the time of producing the agenda)

**PL/2023/06293**

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

**T1 - Yew (Taxus baccata) - Height approximately 12m, growing adjacent to oil tank. Request to crown lift the lowest wester primary branches to provide a 2m clearance of the oil tank. T2 - Cherry (Prunus avium) - western branch tips touching 100 Anchor Barton. Request to prune branches to give a 2m clearance of property.**

**100 Anchor Barton, Horningsham, Warminster, BA12 7LR**

**Decision:** no objection.

**PL/2023/05194**

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

**T1 - Historically pollarded veteran Goat Willow (Salix caprea) within hedgerow, repollard back to knuckles, final cuts at 8cm in diameter T2 - Mature Elder (Sambucas nigra), 6m in height, is at maturity, cut back to 2ft in height to become a manageable shrub. T3 - Self sett Western Red Cedar (Thuja plicata) grown up through hedgerow, remove to ground level, currently approximately 5m in height.**

**112 The Common, Horningsham, Warminster, BA12 7LY**

**Decision:** no objection.

**PL/2023/05192**

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

**T1 Common Beech (Fagus sylvatica) Crown lift to approximately 10ft above ground level. To prune away from gravestones.**

**St John The Baptist Church, Church Lane, Horningsham, BA12 7LW**

**Decision:** No objections.

**PL/2023/04329**

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

**T1 - Dead Elm removal in rear of 75 Church Street G1 - To Coppice Hazel and Goat Willow that is interfering with building.**

**75 Church Street, Horningsham, Warminster, BA12 7LW**

**Decision:** No objections.

**23/070 Parish Steward**

**Resolved:** it was agreed that the following list be put to the Parish Steward.

signs around the parish require cleaning and clearing of vegetation. The field maple at Hollybush bus stop could he trim the tree back.

Gully down little Scotland requires clearing, the gutter needs to be cleared out. Councillor Ken Windess to meet with the Parish Steward, if required. Councillor Ken Windess will email to the Clerk a picture of the pathway to be cleared to pass on to the Parish Steward.

Bus stop foliage cleared around the Bath Arms bus stop.

Over hanging tree on the Bath Arms common over hanging road signage.

From cock road through to the tree tunnel to forest road on the brow of the hill the passing place wheels have eroded the side of the road can this be refilled with scalping’s a bit higher, so it compresses and remains at road height.

War Memorial back down to the junction there is a huge amount of leaf debris please can this be cleared.

Ask if the road sweeper could visit the parish and clear along the church wall, and the opposite side, could this be relayed to the Area Highways Engineer.

**23/71 Footpaths Horningsham**

**Resolved:** noted that there needed to be an application to the LHFIG for the supply and installation of 11 new Kissing gates for the rights of way the Parish Council discussed at its last meeting. It was noted that the installation would be actioned by volunteers.

It was noted that Longleat Estate has indicated that it is prepared to make the Parish Council's 25% financial contribution that would be required towards the 11 kissing gates identified to date, but that the Parish Council needs to lead in submitting the formal application to the Wiltshire Council LHFIG.

Council approved the application to the LHFIG for the funding towards 11 kissing gates to be able to complete this programme of works. The Clerk was instructed to thank the Longleat Estate for providing the funding for this project and actin the application form. Proposed Councillor Matt Simpson Seconded Councillor Ken Windess.

**A group of men standing around a gate

Description automatically generated**Example of a Kissing Gate

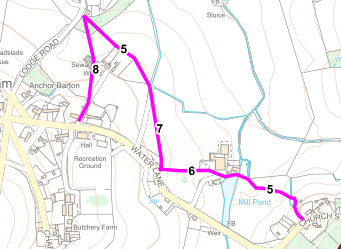
**Rights of Way on Horningsham Footpaths 5,6,7 & 8**

**Resolved:** discussed the presentation given by Nigel Linge on creating more accessible Rights of Way on Horningsham footpaths 5,6,7 & 8 and noted that

Vicky Roscoe the Countryside Access Officer needs to action a site visit to confirm exact requirements, Sally Madgwick the Highways and definitive map records Manager advises that the Parish Council speaks to Vicky Roscoe to decide which regulations should be used moving forward.

The Longleat Estate needs the Parish Council to lead on making the Horningsham footpath 6 and part of Horningsham 5 footpaths redundant. This comes under the Highways Act 1980 ss118.  This action then creates disabled access on footpaths 5, 7, & 8.  Improving the accessibility in the Parish.

The Parish Council approved the recommendation. The Clerk was instructed to take the required action in conjunction with Nigel Linge. Proposed Councillor Matt Simpson Seconded Councillor Stephen Crossman.

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# Horningsham Footpath 21

**Resolved:** noted that Longleat estate are working with the occupant.

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# Horningsham Bridleway 25

**Resolved:** noted there is an obstruction to this bridleway at lower shute cottages, the tenant has been notified by the estate. It is hoped to be opened in September 2023.

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# 23/072 Area Board Finger Post

**Resolved:** noted the Clerk is still seeking contractors re the refurbishment replacement of the finger post.

**23/073 Horningsham Street Signs**

**Resolved:** Councillor John Radley reported that he had not been able to make an appointment with the Highways Engineer as they have been out of office, and he hopes to make an appointment in the next few weeks

All the below signs have been approved and will be actioned by Wiltshire Council.

West Common, Anchor Barton (in the middle of the roadside), Hitcombe Bottom, Gentle Street, Rowe’s Hill, White Street.

Council noted that parishioners have asked on the Horningsham Facebook pages if the Parish Council would consider Chapel Street having a street name. It was highlighted in the meeting that a sign was already in situ.

(**Minute Number 22/072 Horningsham Street Signs**

**Resolved:** noted the below requests from Parishioners, it was agreed that the below list of road signs is put forward to Wiltshire Council for approval. It was agreed that Councillor John Radley delegated to meet with the relevant Officer).

**23/074 Barclays Teams Building with Longleat & Horningsham Village**

**Resolved:** Councillor ken Windess reported that the village hall has been in conversation with the Barclays Team, and they are to help refurbish the village hall.

# 8.48pm Standing Orders stood down. Proposed Councillor Matt Simpson and Councillor Stephen Crossman.

A parishioner spoke on the Barclays Team visit, that they did not know if they could also assist the Parish Council, it could be Longleat Estate had approached the Parish Council as a separate request. The Chairman thanked the parishioner for their input.

# 8.49pm Standing orders were reinstated

It was agreed that the asset maintenance list be put forward to Longleat Estate and see which items they advise can be actioned. Delegated powers were given to the Clerk to act re the work required. The Parish Council agreed with the publicity being actioned by the Barclays Team Building Group.

**23/075 Bulb Planting Project**

**Resolved:** quotes to be sent to the Clerk to action the purchases. It was noted that varieties for early pollinating insects have been sourced. It was asked if the Clerk could arrange for the bulbs to be delivered to Mill Farm as this would be used as a base for the planting project. All Approved.

**23/076 Assets Maintenance Plan 2023**

**Resolved:** the below list was discussed it was agreed that Councillor Stephen Crossman arrange for the noticeboard to be removed and taken to Councillor ken Windess workshop for refurbishment. (The back board inside of the noticeboard requires replacing as it is damaged by water ingress). It was also agreed that the Bench seats – which require the cleaning of the surfaces and treated with Cuprinol Wood preservative would also be taken there.

It was agreed that the below items would be put forward to the Barclays Team to action.

* 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.

It was agreed that the Play Area fencing and gate – did not require maintenance this year.

**23/077 Christmas Tree for the Common**

**Resolved:** Councillor Matt Simpsons reported on his research regarding a Christmas tree for the common and his communications with David Abraham Longleat Arboricultural Supervisor. The Clerk was instructed to communicate with David Abraham re the possibility of a Christmas a tree being gifted to the community and a socket being put in place to fit it or a living tree planted.

**23/078 Village Hall**

**Resolved:** Councillor Ken Windess reported on the Village Hall update.

This Saturday coming and the next, villagers have been asked to come along to redecorate the outside of the village hall. It is hoped by the end of the month the hall will be transformed.

**Youth Club**

Resolved: the below information the Clerk had researched was noted and Councillor ken Windess mentioned that the village hall is working towards finding a lead person for a Youth Club. Councillor Ken Windess will speak to a possible volunteer to lead on a project and highlight the below information to them.

There is funding for revenue activities:

Youth grants (Health and Wellbeing) these are usually for revenue projects i.e., the paying for the hire or delivery of an activity. Should the Area Board wish to fund a youth club in Horningsham through the youth grants which would be totally down to the members how they award the money. All the information needed to make an application can be found here: [Area Board Grants - Wiltshire Council](https://www.wiltshire.gov.uk/article/6145/Area-Board-Grants)

Any application that is over £500 will require match funding, either from reserves, another funder or sponsor etc

Here is a link to the full grant criteria: <https://www.wiltshire.gov.uk/media/2577/Grants-criteria/pdf/Area_Board_Funding_and_Grants_criteria.pdf?m=637879360771370000>

There would need to be a lead to take such a project forward. This can come from the Village Hall Committee, a Councillor, or a Parishioner. The recommendation is that the below is carried out:

* Identify the need for a youth group in the area.
* Identify the type of youth group to be established.
* Identify potential leaders and approach them to arrange a meeting.
* Arrange a public meeting.
* Establish contact with Wiltshire Council.
* Plan the club and find the right venue.
* Identify sources of funding.
* Apply for Ofsted registration.
* Plan staffing requirements.
* Source equipment.
* Get all the required paperwork in place insurance, DBS etc.

**Youth Action Wiltshire**

There is a Wiltshire based group called Youth Action Wiltshire who provide membership for Wiltshire’s youth clubs to UK. They are a leading national youth work charity. [Youth Action Wiltshire | Youth Club Support (communityfirst.org.uk)](https://www.communityfirst.org.uk/yaw/youth-clubs/)

They deliver a free to access accredited Young Leaders and Youth Leaders training programme, which includes Leadership Skills, First Aid, Safeguarding, Risk Assessment and Health & Safety, Food Hygiene, Activity Programme Planning, Positive Behaviour Management, Sports, and Arts Leadership.

Offer comprehensive support for new youth clubs as they set-up.

* Enable groups to develop risk assessments, safe working practices and gain appropriate insurance for their activities.
* Organise a yearly programme of exciting adventure, arts and sports activities for young people accessing Wiltshire’s youth clubs.
* Support Wiltshire’s youth clubs to raise the money they need to develop and continue their local programmes.

<https://www.nalc.gov.uk/library/our-work/young-people/3626-young-people-case-studies/file>

**23/079 Defibrillator**

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

**23/080 Health & Safety Report**

**BT Phone Boxes & Assets**

Resolved: Councillor Ken Windess reported that he has actioned the Bath Arms signage. It was agreed that Councillor Liz Glover will assist Councillor Ken Windess to get to the Newbury phone box to take further action on the below refurbishment requirements.

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

**23/081 Holly Bush Bus Stop**

**Resolved:** Council discussed the below report received from one of the companies quoting. It was agreed that a consultation be put out to the community via the Horningsham news, Horningsham Facebook pages and QR code posters stating the below to seek the views of the community.

Is there a need for the Hollybush bus stop to be rebuilt? yes, or no

(It is suffering from woodworm and is not seen as cost effective to be repaired).

The Clerk was instructed to come back to Council with the survey results.

## **Report**

I've been out to look at the bus shelter today and I can see that it is quite badly infested with woodworm. Unfortunately, since the shelter has been painted, in order to treat it for woodworm effectively, all the framing and cladding timbers will have to be sanded/stripped back to bare wood to enable the treatment for woodworm to penetrate the timber and eradicate the common furniture beetle (woodworm). This is obviously quite a timely task and may not end up being cost effective to yourselves.

I previously worked as a technician for Rentokil property care for 8 years and I have carried out work on many woods boring insect infestations as well as dealing with wet and dry rot and damp proofing. In my personal experience, my recommendation in this instance, would be that you should replace all the timber with new tanalised treated timber and then paint if you require (to add extra protection).

It is of course up to you, how you choose to proceed with restoring the bus shelter. However, considering that I will be unable to carry out an effective treatment against woodworm onto painted timber, I would be grateful if you would be able to confirm with me exactly what you would like to be done, so that I am able to provide you with an accurate quotation.

**23/082 Play Area Health & Safety**

**Resolved:** Councillor john Radley reported that no issues found, he has treated and weeded the play area.

**23/083 Tennis Court**

**Resolved:** Councillor john Radley reported that he had cleaned the surface, fitted the new net. The grass cutting two metres around the fencing is required to maintain the fencings integrity two or three times a year. He asked if in next year’s budget re-painting the lines on the tennis could be actioned again. It was noted that the work on the access slope was still to take place.

**23/084 Teenage Recreational Provision**

**Resolved:** noted that the Fudge Trust have granted £1,094.00 to the project. The Clerk was instructed to thank them for their generous donation. It was agreed that one hoop be purchased for the Hall end of the tennis court and a further hoop could be budgeted for n next year’s budget. The Clerk was instructed to advertise its thanks to the Fudge trust on Facebook, in the Warminster Journal and Horningsham news.

It was agreed that the Tennis Net to be removed for the winter. It was agreed to take it down after the half term in November. Councillor John Radley to contact the cricket club over the siting of the new goal posts for the Football season.

**23/085 Website update/Communications**

**Resolved:** noted the update had been actioned by the Clerk. Councillor George Williamson will provide a photograph of himself for the website and Annual newsletter.

Following discussions, it was agreed to advertise the work of the Parish Council, so parishioners were more aware of its workings in the community. It was agreed that the Clerk to post on Facebook Bullet point information. The Clerk to start the process and the results would be reviewed at a later meeting. Councillors were not keen to action Blogs at this moment in time.

**23/086 Litter Pick Date/Dates**

**Resolved:** all agreed that the same time of year as last year to coincide with a village hall coffee morning would be proactive. It was agreed that the second Sunday in April, the 14th of April 2024 would-be advertised and added to the Parish Council diary.

**23/087 Community Emergency Plan Update**

**Resolved**: Councillor Matt Simpson reported on the Wiltshire and Swindon Prepared training day he attended at Tidworth.

Changes to be made on the plan he will work with Clerk as a summer cool plan re a heat wave will need to be included into the plan. Prolonged heat waves now occurring mean portable air conditioning units for providing a cool place for vulnerable parishioners. If a power cut occurs vulnerable parishioners need to be identified to the electrical company, newborn, and elderly especially. Councillor Matt Simpson will circulate his notes to all councillors. The percentage of at-risk parishioners also needs to be collated.

It was agreed to invite Melanie Grace from SSE Customer and Community Team to next meeting. Council approved Councillor Matt Simpsons travelling reimbursement.

Councillor Matt Simpson put forward the quotations sought re the cost of grit spreaders for the Community, and to consider buying its own salt store, making the Community more self-sufficient during these emergency weather conditions at the last meeting.

It was agreed that a wheelbarrow to be used to spread salt grit, so there would not be a need to invest in a proper spreader, it would invest in 20 bags of salt grit to be stored at Mill Farm. The Clerk was instructed to make the purchase and arrange delivery.

**23/088 Annual Parish Newsletter**

**Resolved:** agreed and approved the draft for publication.

**23/089 Clerks Appraisal**

**Resolved:** that the Staffing Committee be tasked to action the Clerks Appraisal in October. They will then need to bring their report back to the Council ready for the budget discussions in December 2023.

**23/090 VAT Reclaim**

**Resolved:** noted that the Clerk had actioned a Vat Reclaim for £863.48 for the months 01.04.23 to the 31.07.23.

**23/091 FSCS Annual Review**

**Resolved:** noted that the Clerk had confirmed with Unity Trust Bank that it is eligible for FSCS Protection as the Council annual budget is under £428,901.

**23/092 ½ Yearly Budget**

**Resolved:** noted the verbal report on the ½ yearly budget from the Clerk/Responsible Finance Officer. Noted only donations had gone over the set budget by £50.00. All other areas were on track.

**23/093 Budget Preparations Council to agree its objectives for next year.**

**Resolved:** discuss its objectives for next year. It was agreed that Councillors would email the Clerk of any future projects alongside the Parish Plan information received, so the Clerk can take these into consideration when preparing the Draft Budget.

**Items moved from the 2023/2024 budget discussions to the 2024/2025 discussions. See below minute.**

Minute Number 22/225 Final Budget/Precept Request

Several projects were agreed to be moved to the next years funding stream or cancelled. All agreed.

* The Bath Arms Common Fencing
* The Environment project to put in a Community Orchard with picnic benches and bee boxes etc. encouraging biodiversity. (Grant to be sought project allocated to Councillor Matt Simpson and the Tree Warden)
* To phase the planting of bulbs through the village over a three-year period.
* To phase the introduction of teenage equipment at the recreational area over a three-year period

**Grounds Contract**

**Resolved:** mapping was actioned by Councillors at the meeting as to which areas they feel should be included in the grass cutting grounds contract. The Clerk was instructed to produce a draft tender to bring to the next meeting for further discussions.

**23/094 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 August 2023 was £15,230.22. Council reviewed and approved the items of expenditure listed below:

**Invoices**

Councillor Matt Simpson Travel Claim LGA 1972 s111 £30.24

**Retrospectively**

Wage’s 12th of September 2023 LGA 1972 s111 £415.50

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

Cloudy IT Group INV-5172 LGA 1972 s111 £101.52

Cloudy IT Group INV-5284 LGA 1972 s111 £101.52

Halcyon Grounds Maintenance 1746 Public Health Act 1875 £801.60

Halcyon Grounds Maintenance 1763 Public Health Act 1875 £801.60

**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

Flying Flowers Chairmans Allowance £30.00

1 & 1 IONUS website 06.09.23 06.10.23 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** £30.24

**Retrospectively** £2,231.74

**Multi Pay Card** £76.78

**Income** £0.00

**Total** £12,891.46

**23/095 Online Payments**

**Resolved:** Councillor ken Windess and Councillor Liz Glover if she can confirm her login. Otherwise, Councillor Paul Jones would be asked.

**23/096 Meetings for Councillors to consider attending.**

**Wiltshire Neighbourhood Watch AGM**

**Resolved:** Councillor Matt Simpson as the Neighbourhood Watch representative would attend the meeting on Saturday 7th October 2023, 10.00am until midday

Venue: Wiltshire Police HQ London Road Devizes SN10 2DN

Guest speakers include Wiltshire's Chief Constable, Catherine Roper and Beth Simpson, Regional Manager Crimestoppers. There will be good time for Questions and Answers.

**Warminster Community Police Task Group - 19 September 2023 - Warminster Police Station**

**Resolved:** Councillor George Williamson and Councillor Liz Glover indicated that if their diaries were clear they would attend the Warminster Community Police Task Group on 19 September 2023 from 7pm – 8pm at Warminster Police Station.

**Invitation: Scotia Gas Networks Engage - Shaping Our Plans Together**

**Resolved:** noted the below meeting.

Tuesday 26th September 2023 | 09:30-11:30 on MS Teams. Join SGN for an online workshop, to share your views and help us shape our next business plan.

Since our last planning period, we face many challenges and dilemmas – most notably, the balance of maintaining a safe and reliable network now, working towards a net zero future, and keeping costs down for our customers (indications show that this winter, one in four households may be financially vulnerable).

A fundamental part of our planning process is to listen to our customer and stakeholder views, use them to inform our plans and act on them where we can. This is the first in a series of collaborative planning events at which we aim to do just that.

We hope you will join us for what promises to be an interesting discussion, and we look forward to hearing your views.

As a valued stakeholder with expertise in this field, we would like to invite you to join this webinar, to register please click the button below.

Please feel free to forward this to a colleague who might like to also attend.

Kind regards, Louise Lee on behalf of Joss Clarke Head of Stakeholder Engagement & External Affairs.

**23/097 Correspondence received.**

**Wiltshire Council local Plan Consultation**

**Resolved:** noted that the Local Plan sets out the vision and framework for housing, infrastructure, and land for employment growth for the next 15 years. Once adopted, all planning applications will be determined against the Plan, making it the most important place-shaping document for Wiltshire.

Wiltshire Councils consultation begins on Wednesday 27 September and ends at 23:59 on Wednesday 22 November.

Council agreed the Clerks recommendation that a working group of 3 Councillors each attend a consultation event and feed back to Council on any areas it feels there needs to be a response to the consultation from Horningsham Parish Councils viewpoint. Councillors George Williamson, Liz Glover, and ken Windess were tasked to action the draft response to bring to Council for approval. A copy would be provided to the Clerk by the 17th of October 2023 so it could be circulated with the agenda.

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

Clerks and Councils Direct

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

FW: Quarterly Performance Newsletter March - May

Invitation for you and your colleagues to attend two very interesting talks on 13th of July at 18:30 at the Corn Exchange, Marketplace Devizes. FW: Frome’s Housing Crisis? Share your stories - public meeting 18 July.

FW: Planning Portal weekly news - 22 June 2023

FW: Frome Matters

FW: Briefing Note no. 23-18 Explore Wiltshire Heritage App

St John The Baptist Church, Church Lane, Horningsham, BA12 7LW: Consultation - PL/2023/05192

112 The Common, Horningsham, Warminster, BA12 7LY: Consultation - PL/2023/05194

Latest news: Invest in Wiltshire, Household Support Fund, have your say on walking and cycling schemes in Wiltshire and more.

FW: Briefing Note no. 23-19 Draft Wiltshire Design Guide

FW: Community groups tackling major issues selected for PCC funding.

Annual Parish meeting Draft Unapproved Minutes 29th June 2023

FW: Local Plan update

29th June 2023 Draft Unapproved Minutes

Land adjoining 185 Chapel Street, Horningsham, BA12 7LU: Consultation - PL/2023/05280

Longleat House, Longleat, Horningsham, Warminster, Wilts, BA12 7NW: Consultation - PL/2023/05722

TTRN B3092 Maiden Bradley \* Warminster Area Board \*\*

Latest news: Wiltshire Local Plan update, annual canvass, NHS strike info and more

FW: FTC Planning Meeting - 25.07.23

F FW: Town and Parish Council / Wiltshire Council meeting notes / presentation slides W: Planning Portal weekly news - 13 July 2023

FW: Wiltshire Council's Local Plan - Shaping the future of Wiltshire.

Latest news: Help us catch asbestos fly-tipper, Wiltshire by bus, pest control services and more.

FW: Town and Parish Council / Wiltshire Council meeting notes / presentation slides

FW: Frome Matters

FW: Draft Wiltshire Design Guide consultation webinar taking place tonight (19 July)

FW: Land adjoining 185 Chapel Street, Horningsham, BA12 7LU: Consultation - PL/2023/05280

Latest news: Help us to recycle more, fly-tipper caught, major investment to build 250 homes and more.

FW: Chase & Chalke and Cranborne Chase AONB News and Opportunities for July

Briefing Note 23-20 - Air Quality Action Plan and Air Quality Supplementary Planning Document (SPD) consultations

FW: Planning Portal weekly news - 20 July 2023

FW: PCC welcomes new figures showing improved charge rates for sexual offences in Wiltshire.

Holly Bush Bus Stop Refurbishment FW: Briefing Note no. 23-21 Refurbishment of Trowbridge Town Hall Logistics Plan

FW: WALC - July 2023 Newsletter

FW: Briefing Note no. 23-22 Wiltshire & Swindon Tree Warden Scheme

FW: Minutes of the meeting held on 12th July 2023

100 ANCHOR BARTON, HORNINGSHAM, WARMINSTER, BA12 7LR: Consultation - PL/2023/06293

FW: Find out more about Parish Stewards

Latest news: Last chance to have your say on the Wiltshire Design Guide and local cycling and walking plans.

FW: County History Resources

Annual Newsletter 2023 - Photograph Request

Planning Meeting Tuesday 8th August 2023 7.30pm

FW: Planning Portal weekly news - 3 August 2023

Latest news: New on-demand bus service launched, a week to go for Solar Together, annual canvass update and more.

FW: Notification of a meeting of Frome Town Council 9 August 2023

FW: Wiltshire LTP4 - Stakeholder Survey

Planning meeting 8th August 2023

FW: Notification of play area inspection in September for Horningsham Parish Council

FW: Wiltshire Bobby Van Trust (aka WBVT)

FW: Briefing Note 23-23: Waste Sorting at Wiltshire’s Household Recycling Centres

FW: Operation Awake - an initiative to support female councillors.

123 Scotland, Horningsham, Warminster, BA12 7NH: Consultation - PL/2023/06717

FW: Wiltshire PCC marks two years in post by reflecting on his time in office.

Latest news: new website homepage coming soon, resident fined for fly tipping, pest control services available and more.

FW: From Summer to Autumn on Cranborne Chase

FW: Weekly Lists - Week ending 20th August 2023

FW: Local Plan consultation begins next month with in-person and online events.

Mill Farm, Water Lane, Horningsham, Warminster, BA12 7LL: Consultation - PL/2023/06934

FW: Support

FW: WALC - August 2023 Update

Parish Stewards and their role in our community

FW: Rural Crime Toolkit

FW: Parish steward visit

FW: PCC leads the way to improve support for ex-servicemen and women.

FW: Campaign launched by the OPCC says victims don’t need to report to get support.

102 Anchor Barton, Horningsham, Warminster, BA12 7LR: Consultation - PL/2023/07221

Latest news: Local Plan events, no change to waste collection on bank holiday, businesses fined for waste related offences and more.

FW: FTC Planning Meeting - 31.08.23

FW: DLUHC Consultation on Local Plans - Request to Circulate NALC Briefing to All Member Councils, Pse.

FW: PCC visits local organisation after funding diversionary courses for young people

FW: Open Door -potential evening group

FW: TTRN C41 Rye Hill, Maiden Bradley - 03/09/23 - Warminster Area Board

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

FW: Planning Portal weekly news - 31 August 2023

FW: Updates from the Chase & Chalke Landscape Partnership Scheme

FW: Barclays Teams Building with Longleat & Horningsham Village

Latest news: Local Plan events, latest roadworks in Wiltshire, school admission information and more

**23/098 Clerks Report**

**Clerks Annual leave and Retrospective Annual Leave**

**Resolved:** retrospectively approved the Clerks request to take the 9th of August 2023 to the 16th of August 2023 as Annual leave. The Staffing Committee had approved via email.

Council approved the Clerk taking 8 hours Holiday from the 18th of September 2023 to the 25th of September 2023.

Council also approved the Clerks request for 20.5 hours toil to be carried over into the 2023/2024 leave year.

**Approve the dates for the Public to exercise their rights.**

**Resolved:** noted that no parishioners requested to view the accounts during the period set.

**Unity Trust Bank**

**Resolved:** noted that Unity Trust Bank have launched a new post office counter service meaning paying in any cheque payments or cash can be actioned at the post office locally.

**SLCC National Conference/ SLCC Practitioners Conference**

**Resolved:** noted that due to circumstances the Clerk is unable to attend this year’s SLCC National Conference on the 11th of October 2023. Council approved the Clerks request that she attends the SLCC Practitioners Conference in 2024, it will take place over two days, Wednesday 31 January and Thursday 1 February 2024 and will feature a blend of workshops with direct practical relevance to parish, town, and community councils. The Clerk will share a room with a fellow Clerk to bring down the cost. The Parish Councils Conference budget is set at £300.00 with a shared room, and the training budget is set at £300.00. The Clerk is also able to share fuel costs as she will take a fellow Clerk with her if the Conference.

**23/099 Parish Clerks Delegated Powers** LGA 1972 s101.

**Resolved:** noted the below:

**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.

**23/100 Notice of items to be taken into consideration at the next meeting.**

Resolved: Financial Regulations update, Freedom of Information Charges reviewed, Internal Audit Check by a Councillor to be approved and a date arranged, Clerk’s Appraisal and Wages for inclusion in the draft 2024/2025 budget.

If Councillors have been approached by parishioners with an issue/item for Council to investigate, please can 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 17th of October 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.

**23/101 Items for Parish Newsletter & Notice Boards**

**Resolved:** actions highlighted in the minutes for the Parish News & Notice Boards. QR Codes re Hollybush Bus stop.

**23/102 Date for the next Parish Council Meeting**

**Resolved:** it was agreed that **Thursday 26th October 2023 would be the date of** next Parish Council Full Council meeting. It will start at **7.30pm at Horningsham Village Hall**. All are welcome to attend.

The meeting closed 10.15pm. Signed……………………Dated …………