**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 23rd of February 2023 at 7.30pm.

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

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

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

Unitary Councillor Bill Parks addressed Council on the items below:

The Health & Wellbeing Fair – free for groups and organisations, the Community needs to send a representative.

Footpath stiles –Unitary Councillor Bill Parks will liaise with the Wiltshire Council Rights of Ways Team with Councillor Stephen Crossman regarding an issue highlighted across Mill Farm. It was noted that Horningsham has all of its footpath repairs in hand.

The Village Hall lining has been completed but it was noted that cars are parking across the designated footpath area. He with revisit the lining with the Wiltshire Council Highways Officer.

He will investigate Youth Funding from the Warminster Area board for the basketball project, the Clerk will email the details.

There is a News release on the budget decision made by Wiltshire Council. 4.99% increase overall with a 2% for Adult Care. Clerk to scan and circulate the report to Councillors by email.

Chairman thanked him for coming along and for his report, it was much appreciated.

**22/239 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 Elizabeth Glover had sent her apologies for absence for the next two meetings. Council resolved her reasons for absence. Councillor Gerard Brierly sent his apologies. His reason for absence was approved.

# 22/240 Dispensations

**Resolved:** none received.

# 22/241 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.

22/242 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.

# 22/243 receive and sign the minutes of the Full Council meeting held on 12th January 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 ken Windess.

# 22/244 Chairman’s announcements

**Resolved:** noted that Councillor Charlotte Hilleary had had to give her resignation, and this had been accepted. All agreed her input would be missed.

An election to fill the vacancy will be held if TEN electors from the Parish of Horningsham write to the Returning Officer by 2 March 2023 asking for an election to be held. If an election is not requested by that date, then the vacancy must be filled by co-option as soon as practicable. The elections team will write to the Parish Council again after 2 March 2023 to inform the Council whether there will be an election, or whether the Horningsham Parish Council may co-opt to fill the vacancy.

Parishioner asking re an allotment area this would be put on the Facebook pages. The Clerk will action this.

A New parishioner had written to the Parish Council appalled at the internet speed in the village and they want the Parish Council to put out on Facebook for parishioners to sign up for BT Open Reach. The Clerk will action this.

It was mentioned by Councillors that Fibre is in the village it goes up to the school but is copper from there on.

# 22/245 Planning

## Planning Applications

**Resolved:** noted that at the time of producing this Agenda no applications had been brought to the Clerks attention.

**(In planning matters the Council acts as a consultee of the Principal Authority. The Principal Authority being the deciding body for planning applications. Parishioners can comment in their personal capacity directly on the Wiltshire Council Website using the application number).**

# 22/246 Planning Decisions

**Resolved:** noted that at **t**he time of producing this Agenda no planning applications had been received to comment on.

# 22/247 Parish Steward

**Resolved:** thatlast month’s work list be resent as the Parish Steward had been pulled off for potholes and salting work.

# 22/248 Footbridge

**Resolved:** noted that the Area Highways Engineer picked up on their last visit to the Parish, that the wooden bridge near Mill Farm has some loose floorboards. This has been checked and remedial work has been requested. It is expected that this will take place after April when the new maintenance contractor starts.

# 22/249 Munday’s Lane

**Resolved:** Councillor Stephen Crossman reported on his discussions with the farmer regarding the hedges on either side of Mundy’s Lane and the hope to action on a yearly maintenance plan for Munday’s Lane. He had visited the site with the farmer, and they agreed that the lane is too narrow to drive down to clear either side. The Clerk was instructed to contact the Grounds Contractor to ask for a quote spray the brambles and clear through once a year.

# 22/250 Highways – Picket Post & Heaven’s Gate Horningsham Village Hall

**Resolved:** noted that the invoice for the Picket Post & Heaven’s Gate and Horningsham Village Hall Highways improvements was received and has been paid. Wiltshire Council LHFIG contribution required £500.00 for the two projects, these had previously been approved.

**22/251 Horningsham Street Signs**

**Resolved:** Councillor John Radley reported he has still to make an appointment to meet the Area Highways Engineer.

Council noted that the Clerk had actioned the grant application to Wiltshire Council LIFIG and this was successful, a big thank you to Unitary Councillor Bill Parks for giving his support at the meeting. £2,000.00 is to be put towards the street signs project. All of the below signs have been approved and will be actioned by Wiltshire Council.

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

**(22/072 Horningsham Street Signs**

**Resolved:** noted the below requests from Parishioners, it was agreedthat 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**).**

**22/252 Bulb Planting Project, Jubilee Celebrations 7 Trees Planted and Community Orchard**

**Resolved:** notedCouncillor Matt Simpsons report that he had no update, planting will not take place for some months, he was expecting the new seasons catalogue out in May with prices. The Clerk was instructed to place this item on the May Agenda for discussion on the bulbs to be purchase.

**22/253 Jubilee Trees - The queen’s green canopy**

**Resolved:** no report to date. Councillor Stephen Crossman mentioned that he thought a Christmas tree ought to be planted on the Common. It was agreed that Councillor Matt Simpson investigate costs and speak to David Abraham on the estate regarding a possible project. He would report back at the next meeting. Various tree species were mentioned.

**22/254 Village Hall**

**Resolved:** noted that at the last meeting it was reported that a new cooker was required. It was noted that this was now not the case as the old one has been repaired by Councillor Ken Windess

# 22/255 Chapel

**Resolved:** notedthe below correspondence. It was agreed Councillor Paul Jones to speak to the archivist at Longleat to clarify the set up re if there are Trustees etc before the Parish Council take anything forward. Clerk to contact the Helen Taylor to ask for clarity on the set of the Chapel and bring it to the next meeting.

There are repairs needed to the Chapel school room see below pictures. It might be worth the parish council having a site visit to see for themselves. The main thing is to get the school room watertight to prevent further damage.

If the Parish Council could politely encourage Longleat to initiate repairs that would great. If the school room can be used then revenue from weddings, baptisms and funerals would give some much-needed income to the Chapel. See below photographs taken of the issue.



A picture containing indoor, old, furniture, area

Description automatically generated

**A picture containing indoor, wall, room, ceiling

Description automatically generated**

**A picture containing dirty

Description automatically generated**

**22/256 Defibrillator**

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

# 22/257 Defibrillator Training

**Resolved:** noted that the 18th of May 2023 provisionally booked by the Clerk is not free. The Clerk was instructed to go back and ask if there were any dates in Mid-June 2023. If there was the Clerk was delegated to make the booking.

**22/258 Health & Safety Report**

**BT Phone Boxes & Assets**

**Resolved:** noted that the new windows are to be fitted. No other issues were highlighted.Councillor Gerard Brierly was not present to report on the BT Phone Boxes.

# 22/259 Holly Bush Bus Stop

**Resolved:** noted no reply had been hadfrom the estate. The Clerk was instructed to use checker a trader to seek some quotes. Councillor Ken Windess agreed that he would meet contractors.

**22/260 Play Area Health & Safety**

**Resolved:** noted no problems had been found by John Radley.

# 22/261 Litter Bin

**Resolved:** agreed to purchase 3 litter pick signs with Please take yourlitter home thank you. To be placed on the tennis court net, by the gate as you enter and one other. The Clerk was instructed to place the order, when received the Clerk would give the signs to Councillor John Radley to fit.

[Please Take Your Litter Home Sign – Raymac Signs](https://raymacsigns.co.uk/products/please-take-your-litter-home-sign-385)

**22/262 Tennis Court**

**Resolved:** it was agreed that Councillor ken Windess and Councillor Stephen Crossman to meet at the weekend to look at creating a sloped ramp that turns back on itself to be looked at and report back to the Council.

Councillor John Radley to confirm to the Clerk that the researched net is compatible. It was agreed that the tennis net be ordered and will only be put up during the season and taken down outside the season.

**22/263 Teenage Recreational Provision**

**Resolved:** noted that the Clerk has researched where grants may be obtained from and will action the grant requests as soon as the precept has been received and can be used as match funding. Unitary Councillor Bill Parks to work with the Clerk to obtain a Youth Grant.

It was noted that the Football goals are ready to go up. Councillor John Radley to fit them. Councillor Steven Seals agreed to obtain nets for them. The Parish Council thanked him.

# 22/264 Website update/Communications

**Resolved:** Councillor Steven Seals to work with Councillor ken Windess looking at the website. Clerk to provide the passwords via email to access it.

# 22/265 Accessible Image of the Council

**Resolved:** Councillor Ken Windess to provide the Clerk with a version that can be cut and pasted onto the documentation and to the website pages.

# 22/266 Register of Interests Update

**Resolved:** Councillors to email the Clerk when they have actionedthe check or made any alteration.

# 22/267 Dates for Council meetings

**Resolved:** approved the below dates. It was agreed thatrefreshments be arranged from Chairman’s allowance. The Clerk was instructed to arrange chocolate biscuits etc.

**Horningsham Parish Council**

**Dates of Meetings**

**Annual Parish Meeting: Thursday 18th May 2023 7.00pm (Meeting of Electoral not a Full Council meeting)**

**Dates of Full Parish Council Meetings 2023/2024**

All Parish Council meetings will have an opportunity at the start for parishioners to ask questions or make comments on any matter.

Thursday 6th April 2023 7.30pm

Thursday 18th May 2023 7.00pm (Annual Parish Meeting Electors meeting)

Thursday 18th May 2023 7.30pm Annual Parish Council Meeting

Thursday 29th June 2023 7.30pm

There will be no meeting during the July/August Break

Thursday 14th September 2023 7.30pm

Thursday 26th October 2023 7.30pm

Thursday 7th December 2023 7.30pm (Budget meeting)

Thursday 18th January 2024 7.30pm

Thursday 29th February 2024 7.30pm

Thursday 11th April 2024 7.30pm

Separate Planning meetings will take place as and when required: The Clerk will issue a separate summons to Councillors,and they will be displayed on the Parish Notice Board (Please note that during an Election year the dates of the Annual Parish Council meeting will vary).

# 22/268 Remembrance Day Event Planner

**Resolved:** approved the draft planner produced to date and approved its use for next year’s Remembrance Day.

# 22/269 Coronation

**Resolved:** noted the below from NALC. Allagreed that aVillage party/picnic for children and adults within the community to celebrate the Coronation was the way forward. It was agreed that the budgeted money could be given to a community group for such an event. It was agreed to keep it domestic to the village itself and not advertise to a wider audience. Councillor Stephen Crossman and Councillor Ken Windess to approach the relevant persons to see if there is interest. It was agreed to give delegated power to Clerk in conjunction with the Chair and Vice Chair to action a grant to the group who agreed to arrange the coronation.

The National Association of Local Councils (NALC) held an informal National Assembly on 17 January 2023 to discuss the upcoming Coronation of His Majesty the King. The meeting was open to local (parish and town) councils and was well attended, with 100 people joining the discussion.

[**The Coronation of His Majesty The King**](https://www.royal.uk/coronation-his-majesty-king) will take place on 6 May 2023, and 8 May 2023 has been declared a bank holiday. Pageant Master Bruno Peek introduced the session by setting out the crucial role local councils have in making national celebrations, like the Coronation, work on the ground. He also thanked councils for supporting last year's Platinum Jubilee events. He stated it was unlikely that there would be a lighting of the beacons for the Coronation, although Buckingham Palace has officially confirmed nothing. He also indicated that it was his understanding that Buckingham Palace would be issuing guidance over the next few weeks. Still, there is no official timetable for when guidance will be issued.

The two outcomes from the meeting ([**watch the meeting**](https://us06web.zoom.us/rec/play/H5KSBPXvNsmZk7Wm_b_H5jMl7o8KFUU_tsxAISNeSaXkP2SOaCZjE_HEWGHedE1PdW4Tp9GMC0RZeM3w.-lXo-e1XQBIUHWR7?continueMode=true&_x_zm_rtaid=TVk5fygwRtu39lUCZfIuUA.1674142933462.b07c3cc0cedfc0d7d47de3318d82611d&_x_zm_rhtaid=964)) were, firstly, for NALC to request information from Buckingham Palace to support local councils’ planning for activity over the Coronation weekend. And secondly, to summarise the advice and experiences that might help local councils in planning for activities.

**Don’t wait for official information to start planning** – Attendees from local councils at the meeting expressed a desire for more information about the day's timings and other related national activities. But we do not know when this information will become available, and there is a range of decisions and discussions that local councils can undertake to make sure they are prepared.

**Discuss at a council meeting** – If you have not already discussed at a council meeting about activities over the coronation weekend, then schedule that as soon as possible. You may wish to consider the following:

* Which day to organise celebrations – some councils were planning screenings on the day of the Coronation, others were looking at family-focused activities on the bank holiday Monday, and others were looking at various celebrations across the whole weekend.
* What sorts of activities to organise – examples from local councils in the meeting included a live screening of the Coronation, putting up bunting or other decorations, picnics in the park, street parties, seed bombs for young people to plant, and much more.
* What budget is to be put aside?
* Roles and responsibilities – who will be responsible for planning and activities, and which committee (or full council) will oversee the activity?

**Engage early with other local groups** – You may have volunteers who support local events, youth groups, and schools you would like to participate in celebrations. You may wish to think about targeting local grants towards Coronation-related activities. All these things take time, and early communication will help you work with partners and local people more effectively.

**Managing resources and capacity** – While you should be considering what budget the council can put towards activities over the coronation weekend, the council must also consider the capacity of staff and volunteers to deliver on those plans, particularly councils that may also have elections in the same week.

# 22/270 Clerks Appraisal

**Resolved:** approved the Staffing Committee recommended objectives.

# 22/271 Vat Reclaim

**Resolved:** noted that the Clerk had actioned the VAT reclaim for £1,116.81.

**22/272 Asset Register Review**

**Resolved:** reviewed and approved the attached 2022/2023 Asset Register.

Noted that the Clerk has added the new laptop and printer to the asset register. Proposed Councillor **Matt Simpson Seconded Councillor Stephen Crossman.**

**22/273 Budget Review**

Resolved: noted that the Clerk will bring the update to the next meeting when the month end figures would be available.

**22/274 Internal Check**

**Resolved:** Councillor Simon Millar’s reported on his Councillor Internal Audit check of the accounts. All ok, Clerk to be paid £34.78 etc back as the cross over from a standing order to the multi pay card the Clerk has missed reimbursing herself. All agreed it be repaid.

**22/275 Approval and signing of Parish Accounts for the month of January 2023 Internal Audit Accounts & Audit Regulations 2003 reg 2**

**Resolved:** approved and signed the accounts. The balance for the Account at month end 31st January 2023 £17333.78 was noted.

**22/276 Payments LGA 1972 s150 (5)**

**Resolved:** reviewed and approved the items of expenditure listed below:

**Invoices Retrospectively**

Wage’s 12th of February 2023 LGA 1972 s111 £408.14

Wage’s 12th of March 2023 LGA 1972 s111 £408.14

HMRC PAYEE LGA 1972 s111 £467.95

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

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

Halcyon Grounds Maintenance 1561 Public Health Act 1875 £801.60

Halcyon Grounds Maintenance 1603 Public Health Act 1875 £801.60

Cloudy IT Group LGA 1972 s111 £101.52

Coats & Parker Stationary LGA 1972 s111 £6.40

Wiltshire Council Highways Act 1980, s274A £500.00

ICO LGA 1972 s111 £35.00

# Multi Pay Card

1 & 1 IONUS website 06.01.23 06.02.23 LGA 1972 s111 £20.39

Unity Trust Multi Pay Card Fee December LGA 1972 s111 SO £20.00

Zoom Jan 2023 – Feb 2023, LGA 1972 s111 SO £14.39

Staples Stationary Equipment LGA 1972 s111 £52.96

# Receipts: To note receipt of income

Maiden Bradley credit re contribution towards Arnold Baker on Local Council Administration Book £82.49

**Payments** £

**Retrospectively** £

**Income** £

**Total** £

**22/277 Online Payments**

**Resolved:** Councillor ken Windess and Councillor Paul Jones toaction the online payments between now and the next meeting date.

# 22/278 Councillor addition to Unity Bank Trust

**Resolved:** noted that the Clerk had actioned the paperwork to add Councillor Steven Seals to the Unity Trust Bank Account. Council resolved Councillors Paul Jones and Ken Windess signed the relevant documentation, printed from the online site.

The Clerk would action the paperwork to remove Councillor Charlotte Hilleary when the new Councillor was added.

# 22/279 The Pensions Regulator

**Resolved:** noted that the Clerk had actioned the duties of the Council re re-enrolment and re-declaration.

# 22/280 Update IT

**Resolved:** noted training is available and the Clerk is still awaiting a set of dates from Cloudy IT as to when this is available for Councillors. The Clerk had also asked for information regarding the.gov.uk domain name and the process required to take when it has been approved.

Councillors noted that following this meeting the Clerk will only use the specific Councillor email addresses in future, Councillors will need to regularly log onto the office.com website to check their emails and action any work required.

# 22/281 Zoom

**Resolved:** retrospectively approved the Clerk cancelling the Zoom subscription now it has the use of Microsoft teams as part of its IT package.

# 22/282 Policy Updating

**Resolved:** noted that at the May meeting the Parish Council Policies will require approval. Council informed the Clerk that there weren’t any it wished to specifically review before the May meeting. Council noted that each policy also still required the Clerk to improve their format to an accessible online version. See below list:

**Operations**

Standing Orders (Actioned)

Code of Conduct (Actioned)

Asset Register (Actioned)

Complaints Procedure (Actioned)

Document Management Policy or Record Keeping (Actioned)

Equal Opportunities (Actioned)

Emergency Planning (Actioned)

Lone and Isolated Working Policy (Actioned)

Community Engagement Statement of Intent (Actioned)

**Finance**

Financial Regulations (Actioned)

Financial and Risk Assessment (Actioned)

General Revenue Reserves Policy (Actioned)

Grant Awarding Policies and Procedures (Actioned)

Insurance (Actioned)

Internal Controls Audit and Review (Actioned)

**Communications**

Publicity Protocol

Freedom of Information, Publication Scheme (Actioned)

Data Protection (Actioned)

Information and Communications Technology IT Email, Internet, and Phone Policy

Social Networking Protocol

Petitions (Actioned)

Email Guidelines (Actioned)

**People**

Bullying and Harassment or dignity at work policy (Actioned)

Child Protection and Vulnerable Adults

Grievance & Disciplinary Policy (Actioned)

Toil and Leave Policy

Staff and Councillor Training and Development Policy (Actioned)

**22/283 Meetings for Councillors to consider attending.**

# WALC Training/Information Sharing Evening

**Resolved:** noted the below meeting.

Dear WALC members

I have been approached by Tim Lewis, chair of the Wiltshire and Swindon Countryside Access Forum, offering to give a presentation to Parish Councils.

We have arranged a presentation to take place in the Council Chamber at Monkton Park, Chippenham on Monday 27th February 2023 starting at 6pm. It is hoped that tea / coffee will be available at the start of the presentation.

Format for the evening will be:

Introductions from

Chris Clark, Wiltshire Local Highways Officer and

Martin Fry, Swindon Local Highways Officer (TBC)

Presentation from

Tim Lewis, Chair Wilts & Swindon Countryside Access Forum; Area Footpath Secretary Wiltshire Ramblers

Peter Gallagher, Footpath Secretary & Walking Environment Officer, Swindon & NE Wiltshire Ramblers

Nigel Linge, previous chair Wilts & Swindon Countryside Access Forum, has also been working on improving access to Salisbury Plain since 2006

Question & Answers

An opportunity for attendees to ask questions of the presenters.

This event is free to WALC members, parishes not in membership will be charged at £20.00 per person. Please do try to attend, if there is lots of interest in this free event other similar presentations will be arranged around the County.

# Wiltshire Council Climate Team

**Resolved:** noted the Climateworkshops.

## Action Planning Workshops for Town & Parish Councils

Town & Parish Councils can help stimulate grassroots action, set a leadership example, and provide a focal point for practical local action – and hundreds of councils have passed declarations of a Climate Emergency, signalling their determination to do exactly this. Wiltshire Council values the importance of Town and parish councils and their role in climate action and therefore is organizing a Climate Action Planning Workshop on 27th March 2023, 10am – 4pm. This workshop will provide a good grounding on the context, drivers, facts and figures related to climate change from global to local levels.

A follow up event is also planned on 17th May 2023, 3-5pm, for the participants who will attend the main workshop or have already attended main workshop that was previously run in November 2021. This will provide them the opportunity to share progress, learn from each other’s experiences and discuss ongoing support.

## Webinar on Electric Vehicle Charging Infrastructure

In March 2023 Wiltshire Council and Energy Saving Trust will hold a webinar to support local councils in exploring how to provide electric vehicle charging points. More details to follow so please look out for an invitation.

**22/284 Correspondence received.**

**Cloudy IT**

**Resolved:** noted the below communication that the Cloudy Group have planted a lifesaving tree for the Council.

Not only will it help offset carbon that is produced in our everyday life, but it will also help provide opportunities for communities in the developing world. Please find the attached certificate for the first trees that you have planted.

I am sure you will see that participating in the Sustainably Run tree planting initiative is a great way of helping the environment whilst also providing food and economic opportunity to those that need it most.

The trees planted as part of the Sustainably Run initiative will change lives.

If you have any queries, please visit the website at[**www.thecloudygroup.co.uk**](http://www.thecloudygroup.co.uk)

# RE: Fallen Kissing Gate on Footpath Corsley 4 by the Phone Box in Newbury

**Resolved:** noted that Longleat have repaired the above Kissing gate. The Volunteer Rights of Way team leader has informed me that he has inserted destination signs at each end of bridleway HORN24 on taller posts (the bridleway from Newbury up towards Heaven's Gate).

# CPRE Wiltshire & CCm Technologies Best Kept Village Competition.

**Resolved:**  noted the below invite. Council agreedto take part in the Best Kept Village Competition. All Agreed leaflets drops and posting on the Facebook pages to advertise the event. Clerk instructed to action the documentation.

I am writing to invite your village to enter the 2023 CPRE Wiltshire & CCm Technologies Best Kept Village Competition.

This annual competition is designed to foster pride in our beautiful Wiltshire countryside and its unique patchwork quilt of villages and is open to every village in Wiltshire. It also incorporates many of the valuable proposals made by Wiltshire Council, BKVC judges and past participating villages over the years. Please note that entry to and preparation for the Competition does not necessarily involve a large amount of work and is quite easy if the workload is shared amongst several people and groups.

As usual, the County winners for the previous two years are not eligible for entry to the main competition but will shortly be invited to enter the Laurence Kitching Winner of Winners Competition. They were:

2022 Large – Whiteparish Medium – Hindon Small – Rushall

2021 Large – Ramsbury Medium – Urchfont Small – Castle Eaton

The three main categories in The Best Kept Village Competition are:

Large villages with a population of 1,001 to 3,500

Medium villages with a population of 301 to 1,000

Small villages and hamlets with a population of 300 or less

Any village with an official population slightly greater than 3500 which has been a recent entrant into the BKVC should contact the CPRE Wiltshire Project Officer to discuss a possible entry. For example, their population might come within the 3,500 limits by excluding a large estate that has been built within the parish boundary but which is in many respects a separate conurbation and not an integral part of the original village.

Thanks to the generosity of our sponsors there are numerous valuable prizes. The many possible rewards include:

* Best Kept Large, Medium and Small Village: £200 cash prize (plus CPRE standard, CCm Technologies and Wiltshire Council plaques and CPRE certificate)
* Runner Up Large, Medium and Small Village: £100 cash prize (plus CPRE certificate)
* Third Place Large, Medium and Small Village: £60 cash prize (plus CPRE certificate)
* Fourth Place Large, Medium and Small Village: £30 cash prize (plus CPRE certificate)
* Best Newcomer Village: £150 cash prize (plus CPRE certificate and Best Newcomer shield) awarded to a village that has not entered in the past 5 years.
* Merit Certificate: £150 cash prize (plus CPRE certificate) awarded to a village showing consistent outstanding effort in their preparation.

Once again, this year we will not automatically be offering short seminars for newcomers or those villages which would like more information on BKVC 2023. This is due to the very low attendance at these seminars in recent years. Instead, we have added additional information to the Guidelines (which have been further enhanced this year) and Top Tips included in this invitation pack. However, if you would like to receive such a briefing or if you simply wish to clarify any points, please contact the CPRE Wiltshire office by email or telephone. We will be happy to arrange briefings for one or more villages if there is sufficient demand.

We look forward to receiving your entry form for the Best Kept Village Competition. As in the past there is no charge to enter. Entries can be sent either by post or electronically but please ensure that all documents sent by e-mail will print out clearly. The closing date for entering the competition is Friday 21st April 2023.

# Wiltshire Association of Local Councils - Procurement Thresholds

**Resolved:** noted the below update on procurement.

**The £25,000 threshold increased to £30,000 from 21 December 2022 (SI 2022/1390)**

Public contracts, with an estimated value (including VAT, from 1 January 2022): over £213,477 (previously 189,330 ex VAT) for goods or services, or over £5,336,937 (previously £4,733,252 ex VAT) for public works (construction), must comply with the full requirements of the Public Contracts Regulations 2015. These include specific tendering methods and timescales, as well as a requirement to advertise on both the Contracts Finder website and Find-a-Tender (the UK e-notification service).

Where a contract will run for several years, it is the total (not annual) value that matters.

Where the estimated total value (including VAT) is below these thresholds, but exceeds £30,000 (after 21 December 2022), a council is required to advertise the opportunity on Contracts Finder if they publish an open invitation to quote/tender. If they are inviting specific firms and not opening up to wider competition, they don’t have to advertise the opportunity on Contracts Finder (Public Contracts Regulations 2015, Reg. 110(5)(b)).

However, a council must comply with its own Standing Orders and Financial Regulations and if those regulations require an open invitation and a formal tender process, the council should follow them. Tendering processes ensure fair competition, achieve value for money and avoid anti-competitive behaviour. They protect the council and taxpayers.

If a council simply chooses specific firms to invite, it must avoid allowing non-commercial considerations (defined in Part 2 of the Local Government Act 1988) to influence its decisions. If a council invites some suppliers and not others, it should record its reasons.

If the council genuinely believed the value would be under £30,000 but the tenders came in above that, the Regulations do not require it to go back and start again.

# Regardless of whether the opportunity was advertised, Regulation 112 requires a council to publish the award of a contract over £25,000 prior to 21 December 2022, or £30,000 thereafter, on Contracts Finder within a reasonable timescale. There is no specified timescale for parishes, but we suggest within 3 months.

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

None received.

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

FW: Heavy rains and flooding

FW: Update on winter weather and flooding

FW: Community Speed Watch scheme continues to make roads safer.

FW: Press Release: Civic Voice’s Executive Director appointed as a Fellow of the RSA

FW: Please drive carefully and watch out for ice this week.

FW: Information request Ground Water flooding

F FW: Temporary Closure of: C25 (Part), Maiden Bradley with Yarnfield (15.03.2023) W: Town Clerk's Update

FW: CPRE Wiltshire And Ccm Technologies Best Kept Village Competition 2023

FW: Celebrating Age Wiltshire

FW: We’ve published our proposed budget for 2023/24

FW: ❄ January News from the Chase & Chalke Landscape Partnership & AONB Teams

FW: Training / Networking Calendar

FW: Latest news and events from Warminster Our Community Matters for 01/20/2023

FW: Update for Town and Parish Councils

FW: civic update - Friday 20th January 2023

FW: Latest news: Winter weather update, online budget webinar, rail strikes next month and more.

FW: Latest news, resources, and funding opportunities from Wessex Community Action.

FW: Planning Portal weekly news - 26 January 2023

FW: BBC Radio Wiltshire Make a Difference Awards 2023

FW: Latest news: School term dates, replay of budget webinar, National Apprenticeships Week and more…

Office.Com Councillors Emails

FW: Press Release: All-Party Parliamentary Group for Civic Societies to discuss the NPPF consultation.

FW: Special Meeting Update

FW: WALC - January 2023 Newsletter

FW: Operational Flood Working Group Meeting MS Teams - 22nd February 2023 - start time 10 am.

FW: Planning Portal weekly news - 2 February 2023

FW: Latest news and events from Warminster Our Community Matters for 02/03/2023

FW: civic update - Friday 3rd February

FW: Surviving Winter Grant £200 scheme still open from Age UK Wiltshire

Coronation events

FW: Handmade Oxford, The International Contemporary Crafts Festival

FW: Urgent Royal Garden Party Applications

FW: Town Clerk's Update

FW: Briefing Note 23-04 - Community Governance Review - Consultation

FW: Briefing Note 23-03 - End of COVID19 Vaccine Booster Campaign

FW: Town and Parishes/ Wiltshire Council meeting notes - 03.02.23

FW: Your Tree Planting Certificate

FW: Latest news and events from Warminster Our Community Matters for 02/17/2023

FW: 💖 February News from the Chase & Chalke Landscape Partnership & AONB Teams

FW: civic update - Friday 17th February

FW: Latest news: Save money on parking, recycling reminder, King Charles III Coronation and more.

FW: Planning Portal weekly news - 16 February 2023

Information for Wiltshire Parish Councils - Dorset & Wilts Fire and Rescue Authority, Wiltshire Local Performance & Scrutiny Committee

FW: Notification of a meeting of Frome Town Council 22 February 2023

**22/285 Clerks Report**

**Shared Equipment**

**Resolved:** note that Maiden Bradley Parish Council have indicated to the Clerk that they will refund the half cost of the latest Arnold Baker on Local Council Administration to Horningsham Parish Council so they can retain single ownership of the book. The Clerk has noted that an updated version is to be released in 2023, the Clerk will, with Councils permission, await the new version before replacing it.

**Register of Interests update.**

**Resolved:** noted the Clerk apologies that it was a duplicated item.

# WALC Urgent Royal Garden Party Applications

**Resolved:** retrospectively approved the chairman’s name being put forward for the below:

NALC have been notified that they can make recommendations for attendance at the Royal Garden Parties held on 3rd and 9th May. WALC has been allocated two places on 3rd May.

If you would like to nominate your chairman/mayor for the work, they carried out last year please complete the form and send it to WALCenquiries@communityfirst.org.uk no later than 7pm on 13th February 2023. When replying please use the attached form.

**Litter pick date/dates**

**Resolved:** Councillor Gerard Brierly was put forward to take on the organisation of the Litter pick and be the lead on the day. Councillor Matt Simpson nominated him Councillor Stephen Crossman seconded the motion. It was agreed that it be promoted on Facebook. Councillor Gerard Brierley to choose the date that fits with his diary.

# Clerks Holiday

**Resolved:** approved the Clerks request to take a week’s leave from the 27th of March to the 31st of March 2023, 1 weeks leave from the 24th of April 2023 to the 28th of April 2023 and the 13th of May 2023 to the 16th of May 2023.

**22/286 Parish Clerks Delegated Powers**. LGA 1972 s101.

**Resolved:** noted none used.

# 22/287 Notice of items to be taken into consideration at the next meeting.

**Resolved:** grounds contract, as the common opposite the pub branches scattered will need clearing broke first cut. Councillor Ken Windess to take picture of the tree on the common with brambles. That requires attention and send it to the Clerk.

Councillors noted that if they 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 March 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.

**22/288 Items for Parish Newsletter & Notice Boards**

**Resolved:** brief on the minutes to Horningsham news, Health and wellbeing fair poster on the noticeboard and Facebook pages.

**22/289 Date for the next Parish Council Meeting**

**Resolved:** it was agreed that **Thursday 6th April 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 9.00pm. Signed……………………Dated ………………………