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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 29th of June 2023 at 7.30pm.

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

**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.

None present to were present.

**23/001 Election of Chairman LGA 1972 ss 15 & 34**

Resolved: Councillor Simon Millar, all approved.

**23/002 Election of Vice Chairman LGA 1972 ss 15 & 34**

Resolved: Councillor Stephen Crossman, all approved

**23/003 Councillors to sign their Acceptance of Office LGA 1972 Section 83(30) Resolved:** noted the Clerk witnessed the signing of the Acceptance of Office.

**23/004 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: noted none had been received by the Clerk.

**23/005 Dispensations**

Resolved: noted none had been requested.

**23/006 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: noted Councillor Stephen Crossman and Steven Seals Declarations of Interests re the Rights of way agenda item as one crosses the properties, they are tenants of.

**23/007 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 for any item on the agenda.

**23/008 To receive and sign the minutes of the Full Council meeting held on Thursday 6th March 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.

**23/009 Chairman’s announcements**

Resolved: noted none to give.

**23/010 Appointment of Committee Members LGA 1972 sections 101-106 and schedule 12**

Resolved: the below appointment of members to the below committee listed, confirmation of the terms of reference, the number of members.

**Staffing Committee** – Vice Chairman and three other Councillors

Resolved: Vice Chairman Stephen Crossman Ken Windess, Elizabeth Glover, and Dermot FitzGerald.

**Planning Committee**

Resolved: Full Council will comment on applications.

The parish a representative for each of the below was resolved:

**Highways Representative** – to liaise with the Highways Community Co-ordinator and attend Community Action Tasking Group meetings when necessary.

Resolved: Councillor ken Windess.

**Rights of Way Representative** – to advise Council and work with the Wiltshire Council Team on the upkeep of the rights of way within the parish.

Resolved: Councillor Matt Simpson.

**Litter Pick Co-ordinator** – To supervise the Litter Pick Volunteers, hold the litter pick equipment, and inform the Clerk of any Health & Safety requirements.

Resolved: Councillor Stephen Crossman.

**Village Hall Representative** - to attend village hall meetings and report for the Village Hall Committee

Resolved: Councillor Ken Windess.

**Neighbourhood Watch Representative** – to work with the Rural Policing Team and attend Neighbourhood Tasking Group meetings.

Resolved: Councillor Matt Simpson.

**Community Emergency Volunteer** – to be the designated contact and update the Community Emergency Plan as and when necessary.

Resolved: Councillor Matt Simpson.

**Asset Maintenance** – to ensure the Council complies with the Parish Maintenance Plan.

Resolved: Councillor Stephen Crossman.

**Health and Safety Checks** – to monitor and assess the assets on the asset list on a weekly/monthly basis and report back to Council.

Resolved: Councillor Gerard Brierly would continue the Health & Safety checks for the BT Phone boxes. Councillor Stephen Crossman to action the other Health and Safety checks.

**Play Area Health and Safety Checks** - to monitor and assess the Play Area and Tennis Courts on a weekly/monthly basis and report back to Council.

Resolved: Councillor John Radley/Councillor Ken Windess when Councillor John Radley is unavailable.

**Defibrillator Co-ordinator**- to monitor the Defibrillators condition in the cabinet and report online to the Great Western Ambulance Service that it has been checked.

Resolved: Councillor ken Windess.

**Grant Awarding Co-ordinator** – to work with groups and clubs when applications are sought.

Resolved: Full Council.

**Parish Plan Representative/Representatives** – to work with the Parish Plan Committee as the Councils representatives.

Resolved: Councillor Elizabeth Glover, Councillor Dermot Fitzgerald, and Councillor Paul Jones.

**Noticeboard** – a Councillor to put up copies of the Agenda and Minutes and other notices as an when required. The Clerk posts any hard copy for display to the designated Councillor.

Resolved: Councillor Steven Seals

**23/011 Review of Delegation arrangements to Committees, Sub Committees LG & housing Act 1989 s 13 Parish & Community Councils (Committee’s regulations) 1990 SI 1990/2476 LGA 1972 s 101**

Resolved: Staffing Committee Terms of Reference to remain in place. No additional Committees required.

**23/012 Review and adoption of Parish Documentation**

Resolved: approved the Standing Orders, and the Polices in place listed below:

**Planning**

Parish Plan (started)

**Operations**

Asset Register

Complaints Procedure

Document Management Policy or Record Keeping

Equal Opportunities

Emergency Planning

Lone and Isolated Working Policy

Community Engagement Statement of Intent

**Finance**

Financial and Risk Assessment

General Revenue Reserves Policy

Grant Awarding Policies and Procedures

Internal Controls Audit and Review

**Communications**

Freedom of Information, Publication Scheme

Data Protection

Petitions

Email Guidelines

Vexatious Policy

**People**

Bullying and Harassment or dignity at work policy

Grievance & Disciplinary Policy

Staff and Councillor Training and Development Policy

**23/013 Financial Regulations**

Resolved: approved the adoption of the Financial Regulations and resolved that Councillor Simon Millar to continue will action the Internal Audit Checks for 2023/2024.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

**23/014 Code of Conduct**

Resolved: approved the adoption of the Local Government Association Code of Conduct for 2023.

**23/015 Delegation**

Resolved: confirmed the continuation of the below Delegation to the Clerk as per below minute numbers:

**13/206 Delegation of Planning**

Resolved: the formal adoption of the below addition to the Standing Orders that:

Planning applications shall be received by the Clerk who will provide details to Councillor’s and where no queries arise by joint decision of all Councillor’s, the Clerk shall be delegated to inform the Planning Department within the time allocated of the decision of the Council. All Councillor’s will report directly back to the Clerk thereby avoiding discussion between members. Where queries arise the Chairman will call for a site meeting which may require an Extraordinary Meeting to decide upon the application. Adhering strictly to legal procedures set by NALC.

**Pandemic**

That the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council. The scheme of delegation will be reviewed yearly.

**23/016 General Power of Competence**

Resolved: noted, it does not have the eligibility for the use of the General Power of Competence.

The General Power of Competence is a Statutory Instrument of Law, it gives Local Councils the power to do anything that an individual may generally doand is found under Statutory Instrument 2012 No 965 of the Localism Act 2011- Sections 1-8

Criteria:

* A CiLCA qualified Clerk, or the level 4 Qualification, from the University of Gloucestershire or its predecessor institutions, complete with the new 2012 Section 7 GPC module. (The Clerk has her CiLCA and Level 4 CertHE)
* The number of Councillors elected at the last ordinary election or at a subsequent by-election must equal or exceed two thirds of its total number of councillors at the time of the resolution. (8 Councillors must be elected, Horningsham now has only 6 Councillors Elected so the criteria are now not met)
* The Council has passed a resolution, which is minuted at a full meeting and that the criteria for the General Power of Competence, has been met.

Eligibility remains in place until the next annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed. Council will be un-eligible to use it for new projects until the next election takes place in 2025, but it will meet the criteria if an elected Council is in place.

**23/017 Bank Signatories**

Resolved: confirmed the Bank Signatures for the next Civic Year. Council approved that payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. Information Commissioners Data Licence, Bank Charges and the Multi pay card payments.

(The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.)

Councillor Simon Millar

Councillor Elizabeth Glover

Councillor Paul Jones

Councillor Steven Seals

Councillor Ken Windess

Councillor Stephen Crossman

Councillor Dermot FitzGerald

**23/018 Co-option**

Resolved: instructed the Clerk to write to the Primary School asking if there is interest in a member coming on the Parish Council as it is important to have a link with the school. The Clerk was instructed to continue to advertise on the Facebook pages it was mentioned that 5.30pm to 6.00pm are the best times to post on Facebook. Councillors were also tasked to network in the Community for possible candidates.

**23/019 Planning**

**Planning Applications**

**Application Ref PL/2023/04201 - Full Planning Permission Longleat Safari and Adventure Park, The Estate Office, Longleat, Horningsham,**

**Warminster, BA12 7NW**

**Proposal: Creation of temporary winter festival and enabling works consisting of 1. Themed illuminations and provision of temporary parking between**

**04/11/2023 and 14/01/2024.**

**2. Fabrication yard and storage area between**

**01/09/2023 and 03/11/2023.**

**3. Provision of temporary worker accommodation between 01/09/2023 and 30/01/2024**

Resolved: Supported.

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

**23/020 Planning Decisions**

Resolved: noted the below decisions made by Wiltshire Council.

**Application No: PL/2023/01886**

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

**Proposal: Upgrade of fire doors on the basement level**

**Site Address: Longleat Safari and Adventure Park, The Estate Office, Longleat, Horningsham, BA12 7NW.**

**Decision:** Approved with Conditions.

Each door has been assessed for its interest. Most of the doors are of no historic interest and therefore the proposals will not impact on fabric of significance. Where there are doors of interest, they will either be upgraded (better sealing qualities etc) and the existing door retained (i.e., the kitchen) or, as in the case of door B.26-D.2, will be left untouched with a fire door inserted in the location of this door to provide the containment. As such, the proposals would preserve elements of significance. The proposals are therefore considered to be in accordance with Section 66 of the Planning (LBCA) Act 1990.

**Application No: PL/2023/01676**

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

**Proposal: T1 (Within Yellow Circle) - Mature Apple (Malus sp) located within a garden setting has been exposed through recent scrub management. Is a historically managed tree and is a benefit as an amenity tree. Recommendation is to reduce the height of the crown from approximately 7m to a final height of approximately 5m, to reduce the spread of the crown by 1.5m approximately, and to complete a crown clean removing any crossing or dead branches.**

**Site Address: 86 WATER LANE, HORNINGSHAM, WARMINSTER, BA12 7LL**

**Decision:** no objection.

**23/021 Parish Steward**

Resolved: noted the Parish Stewards report received by the Clerk.

He had actioned the normal gully clearing and cleared around overgrown signage and trimmed around the bus stops. It was noted that a tree growing over the Holly Bush Bus stop was an issue as he was unable to reach to enable him to clear its branches.

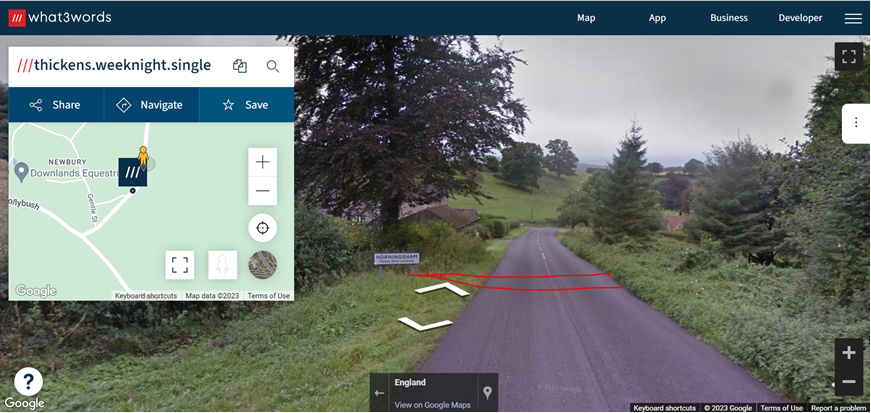
He has noted that a few potholes in Church Street require filling and will action these. His next visit is on the 25th of July 2023.

It was mentioned that a gutter at little Scotland required attention. Councillor Ken Windess contact details to be given to the Parish Steward to enable him to show the area.

The Clerk was asked to email Longleat Estate to ask of they could cut back the hedge from the starting point of the Alms Cottages over the bridge and up to Mill Farm to clear the footpath for the school children. The Beech Hedge near the War Memorial also requires cutting back so that the War Memorial is visible. It was noted that September cutting was recommended when birds have gone.

**23/022 Community Speed Watch**

Resolved: retrospectively confirmed the Transport Planning Technicians confirmed location for the metro count as it fits the requirements.



**046-031** – C270 Hitcombe Bottom, Horningsham

**W3W Link** –<https://what3words.com/eyelash.cyclones.funky>

**Survey Location** – Attach to ‘Horningsham’ village sign.

Councillors noted that in terms of turnaround time, Batch 042 is being commissioned next week, and the technician has reported that therefore they estimate that the survey would be commissioned after the summer holidays. They are still trying to catch up with the backlog that accumulated from last summer when their last contractor stopped trading.

Council noted that only one parishioner has contacted the Clerk regarding Community Speed Watch. They indicated that if there was a sign saying welcome to Horningsham please drive slow through our village etc. I’d definitely volunteer.

Council noted that the Head Mistress at the school agreed to send out the communication asking if parents would consider getting involved with Community Speed Watch, no replies have been received to date.

**23/023 Horningsham Street Signs**

Resolved: Councillor John Radley apologised for his delay in arranging a meeting. The Clerk was instructed to resend the email address of the Area Highways Engineer Denise Nott to Councillor John Radley.

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

West Common, Anchor Barton, 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.

# 23/024 Bulb Planting Project

**Resolved:** Councillor Matt Simpson reported on a quotation for daffodils in 25kg sacks. He felt that these should be dotted around the street signs. It was agreed that they be planted around the street signs. It was agreed that the Clerk be sent the quotations. (Delegated powers have already been given to the Clerk to act). It was noted that Councillor Matt Simpson had purchased bulb planters at a car boot sale. It was agreed that Councillor Matt Simpson liaise with the School on a Community planting day.

Councillor Matt Simpson mentioned that he and Tree Warden Rick Gunning would look into drafting the Wessex Water Foundation application for the Community Orchard for next year’s tranche of funding.

[Wessex Water Foundation Environment Fund | Wiltshire Community Foundation (wiltshirecf.org.uk)](https://www.wiltshirecf.org.uk/grants-and-support/groups/wessex-water-environment-fund/) (you will need to scroll down the page to get to the link)

**23/025 Christmas Tree for the Common**

Resolved: Councillor Matt Simpsons reported on his research regarding a Christmas tree for the common. A conventional Christmas tree was mentioned, with solar powered lights to be used seasonally. A sizeably tree to be sought, with priced options to be brought to the September meeting. Councillor Matt Simpson to speak to David Abrahams re the tree and issue highlighted regarding the brambles on the common.

**23/026 Village Hall**

Resolved: Councillor Ken Windess reported on the Village Hall meeting. The grass cutting around the hall is actioned by three different companies. The Village Hall Committee are suggesting that the money is given to them to action the grounds. The Clerk mentioned to Council that it needs to be aware that removing parts of the contract might affect the contracts price. It was agreed that clarity re the grounds whole contract needs to be had before the discussions of its renewal at the budget at the end of the year and that the areas covered at the hall need to be confirmed with the Village Hall Committee. This item would be placed on the September Agenda for discussion.

**23/027 Chapel**

Resolved: Councillor Paul Jones reported that he had given details of contacts from the estate to the Chapel. Councillor Matt Simpson reported that he has given a Church maintenance charity contact details of the chapel trustees as they look after old churches, he hoped they would be able to assist the trustees.

**23/028 Defibrillator**

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

**23/029 Defibrillator Training**

Resolved: Councillor Steven Seals reported that 15 parishioners had come to the event, and it was well received.

**23/030 Health & Safety Report**

## **BT Phone Boxes & Assets**

Resolved: Councillor ken Windess and Councillor Gerard Brierley to work together to action the below repairs.

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

**23/031 Holly Bush Bus Stop**

Resolved: noted that the Clerk has liaised with Councillor Ken Windess on a tender specification this has been sent out to several contractors. One Contractor has come forward and is preparing a quotation. A question had been asked as to whether a generator might be available, Council confirmed that the contractor would need to quote for the hire of a generator.

**23/032 Play Area Health & Safety**

Resolved: Councillor John Radley reported on his checks actioned. A small amount of damage had occurred on the slides, a few dents but they are perfectly safe. It has been recorded. The Clerk confirmed she has received copies of the reports and has filed these.

**23/033 Tennis Court**

Resolved: Councillor John Radley reported that he has sprayed the tennis courts. The new gate required work; he is hoping to put up the new net this weekend. Cleaning to be actioned with a blow vac and moss killer to be actioned next week.

Council noted that no volunteers have come forward from the Facebook posting for help.

**23/034 Teenage Recreational Provision**

Resolved: noted it has been arranged to put up one goal post on the fence line and the net. This coming weekend Councillor John Radley to arrange sleeves for fitting the posts in the ground. Council noted the below regarding grant applications actioned to date.

## **Warminster Area Board**

Town and Parish Councils are no longer able to apply for a Community Grant which are typically for capital purchases, physically purchasing equipment would fall into that bracket.

However, Town and Parish Councils can still apply for Youth grants and Older, Vulnerable people grants (Health and Wellbeing) although 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 through the youth grants which would be totally down to the members how they award the money then I would suggest you apply to the Youth fund.

## **Community Landfill**

The application to the Community Landfill grants has received the below reply:

Thank you for your Expression of Interest. I have a large backlog currently and am working through them. I shall keep this on file and contact you when I have the funds to apply for you. Kind regards Mary Hardwidge Community Grants Manager

## **Creys Trust**

The Clerk has applied to the Creys Trust but has not received an email reply to date.

## **Fudge Trust**

The Clerk has actioned a grant application to the Fudge Trust and just needs to have the application countersigned by a person of professional standing before sending it in. The Fudge Trust have advertised that the next round of grants to be discussed will be during August.

**23/035 CPRE Wiltshire & CCm Technologies Best Kept Village Competition.**

Resolved: noted that Horningsham Parish Council has come third in the Best kept Village Competition for 2023. The report from the judges was noted.

Councillor Stephen Crossman did not take part in the next Agenda item.

**23/036 Rights of Way**

**Resolved:** Agreed the recommendation and the way forward with each of the items. Joint working with the Longleat Estate, Wiltshire Council Rights of Way and the LHFIG Committee will need to take place to action the recommendations.

Proposed Councillor Matt Simpson seconded Councillor Paul Jones. All agreed.

Council noted the recommendations of Nigel Linge regarding Disabled Access to Rights of Way at Horningsham Phase 1 Footpaths: HORN 5, 6, 7 & 8.

The Councillors should understand that footpath Horningsham 5 (HORN5) is in two parts. The first from near the school to Mill Farm and the second from Longleat Lodge to the start of HORN7.

To avoid confusion, the northern section is referred to as Horn 5 (North).

The term “Self-Closing Disabled Gate” is used to describe a wider metal gate more suitable for wheelchair users.

A parish council has the power to inform the Highway Authority that they no longer consider a right of way to be necessary. This is a first draft for consideration by the parish council only.

Countryside and Rights of Way Act 2000 section 69 places a duty for a council to have regard for the needs of people with mobility problems when considering gates, stiles etc.

The Equality Act 2010 places a duty on public authorities to make reasonable adjustments to ensure that it is not impossible or unreasonably difficult for people with disabilities to participate or benefit as others can. If approved the Parish Council can apply to the LHFIG for a grant.

See attached Power point.

Council discussed the recommendations of Nigel Linge regarding improvements toFootpath Horningsham 16 (HORN16)right of way. Footpath from the Maiden Bradley Road, C.282, leading east past Round Hill to road U/C 9076, Pottle Street, at its junction with path No.17. Approximate length 312 m Width 1 m.

* The gate at the south end drops and needs to be lifted again to close it.
* It is a steady uphill walk, but the surface is good.
* The stile is not in the right place and not easily seen. It was probably sited there because of the slope off the track.
* The stile is close to the hedge, easily becomes overgrown and is loose.
* It is recommended that the fence crossing point is moved away from the hedge by at least a few metres and the stile is replaced by a kissing or self-closing pedestrian gate.
* A right of way signpost beside the access point would help see it from a distance.

See attached Power point.

**Resolved:** Approved. All agreed.

**Footpath Horningsham 10 Proposed New Pedestrian Gate.**

Council discussed the recommendations of Nigel Linge regarding improvements toFootpath 10.

Replacing the final stile would mean that HORN10 had no stiles at all.

See attached Power point presentation.

**Resolved:** Approved. All agreed.

**Footpath Horningsham 17 (HORN17)**

Council discussed the below proposal.

FOOTPATH. From road U/C 9076, Pottle Street, at its junction with path No.16, leading south to the Maiden Bradley-Longbridge Deverill Road, C.41, at Baycliff Farm. 805m in length width 1 m

* This is probably the right of way with the most issues on the estate.
* The mesh on the base of the gate is probably to deny access to dogs.
* There is no reason for the gate to be closed as no livestock is present.
* The overgrown lane may be caused by a change in the size of machinery. The surface is the responsibility of Wiltshire Council.
* The stiles between Part 1 & 2 are redundant as the area is now arable and could be removed.
* Not restoring the path after ploughing and blocking the path with a crop is an offence.
* The stiles between Parts 2 & 3 are dangerous and only one is needed. It could be replaced with a kissing gate.
* The gate at Pottle Street end drops on opening.

Diversion option

* It is not normal to divert onto an existing right of way but if two paths were offered for the price of one it might succeed.
* The right-hand route uses part of HORN12 (which needs no maintenance) and then skirts around the edge of the maize field.
* The left-hand route would start at the HORN12 gate and cross over to the sunken lane and continue down to the point HORN17 currently leaves the sunken lane, along that sunken lane to the Horningsham to Maiden Bradley Road.
* Both suggested routes are shown on the next map.

The Enforcement Option

* The route needs to be re-opened, starting with the gate being left open at the south end or a suitable gap left (as the area is now arable).
* A replacement footpath sign is required but the route would suit a footpath destination sign at each end.
* The overgrown path could easily be opened up with a two-way pass with a field and brush mower two or three times a year.
* Stiles at the end of Area 1 and start of Area 2 could be removed and a gap left as the land is now arable.
* Policy on ploughing cross field paths needs to be observed.

Conclusion

* A fantastic half mile footpath that has been both neglected and consciously blocked.
* The two options are to open it up again or to attempt to divert the path and make it less of a challenge to agriculture.

See attached PowerPoint presentation.

**Resolved:** Approved. All agreed that the recommendation that the footpath follows the left-hand dotted line from Baycliff farm up to round hill farm be put forward to the Wiltshire Council Rights of Ways Team.

**Bridleway Horningsham 21 (HORN21)**

Council discussed the recommendation.

BRIDLEWAY. From Rowe's Hill, U/C 9073, leading west then south-west to the northern end of White Street, U/C 9074. Approximate length 283m width 4.5m

* A lovely ancient bridleway with an excellent surface.
* There are a number of forestry tasks involving overhanging branches and a “hanging” dead branch that need to be resolved.
* There are some areas where the route is narrowed by vegetation growing from the base (a Highway Authority responsibility but Forestry may choose to brushcut them while in the area).
* There is an apparent encroachment at the western end that must be addressed. Although it has been there for some time, “once a road, always a road” applies.

See attached PowerPoint presentation.

**Resolved:** All approved the proposal be put forward. Council noted that the Parish Council will need to put forward to the LHFIG the proposal. Council noted that the Parish Council will in the first instance need to write to Longleat estate regarding the recommendation. The Parish Council will need to contact the occupier re the porch and ask them to contact Longleat Estates regarding the recommended diversion.

**23/037 Litter pick date/dates**

**Resolved:** Councillor Stephen Crossman reported on the Litter pick event which backed up the Best Kept village comments. It was noted that three or four parishioners pick up litter when they walk through the parish all year round, this is much appreciated. Only area not covered was Newbury which it was noted is clear of litter. It was agreed that Councillor Stephen Crossman provide the dates for next year litter pick to the Clerk for approval on the next Agenda.

**23/038 Community Emergency Plan**

**Resolved:** noted that Wiltshire and Swindon Prepared is initiating a new scheme called Community Emergency Contacts and they would like to invite the Parish Council to participate and engage in this. The scheme is about enabling the Local Authority Emergency Planning/Civil Protection teams to access your local knowledge and experience in times of incidents and will hopefully allow a much closer working relationship between multi-agency partners and the parish council/community. This is all part of a wider plan to increase our community resilience and build on any processes you may already have in place.

Council noted that Councillor Matt Simpson has informed the Clerk that he is making a few changes to the Community Emergency Plan contacts and is content to take this action.

Council considered purchasing a further supply of grit salt as the supply ran out in the winter and Wiltshire Council were unable to replenish the salt bins. It was agreed to purchase more salt grit and look at spreaders. Councillor Matt Simpson was asked if the costs be brought to the September meeting. Glasdon’s quotes to be sought for the September meeting.

**Wiltshire and Swindon Prepared Resilience Event**

**Resolved:** noted that Councillor Matt Simpson is planning to go to the below event, he noted that his mileage can be claimed back. Clerk was instructed to send a milage claim form to Councillor Matt Simpson.

Wiltshire and Swindon Prepared (the Local Resilience Forum) would like to invite you to our Resilience Event on August 31st (09:00 – 16:30) at Tidworth Garrison Theatre, Tidworth, SP9 7EP.

This event is open to all Town and Parish Councils within Wiltshire and Swindon, and we would love for you to attend.

Numbers are initially restricted to 3 attendees per parish or town council, however depending on the uptake we may be able to increase this number.

The day will involve:

- A tabletop exercise on a storm event

- Key talks on how to improve your resilience as a local community,

- Stands and displays from responding and voluntary agencies,

- An outdoor practical session.

You do not need to have a flood or emergency plan in place to attend as the day is based around improving your community’s resilience at all levels. We will have experts available from a variety of agencies to assist with any queries or questions you may have, alongside it being a great chance for you to share your thoughts and learnings with other Towns and Parish councils.

A buffet lunch will be provided alongside teas and coffees.

We are excited as this is the first time, we have held a resilience day of this kind and hope it will be of benefit to all.

Attached to this email is a leaflet with some key details and further information can be found at: [www.wiltshireandswindonprepared.org.uk/resilienceevent](http://www.wiltshireandswindonprepared.org.uk/resilienceevent)

We would be grateful If you could reply to us using this email (wiltshireandswindonprepared@wiltshire.gov.uk) with your attendee details by 21st July 2023, this will allow us to plan for food and the overall event experience. After this date, any additional spaces available will be released.

**23/039 Website update/Communications**

**Resolved:** noted that the Clerk has worked through the website and made updates where appropriate. There was no report from the Working Group on any changes or additions that they felt should be made to the website.

**23/040 Coronation**

**Resolved:** Councillors Stephen Crossman and Councillor Ken Windess reported that the Village Hall Committee had put on a momentous event which was well attended there was £300 left from the grant monies. All agreed that the Village Hall Committee to keep the £300.00 and use it for their next Community event.

**23/041 Asset Register Review**

**Resolved:** approved the Asset Register. See attached. Proposed Councillor Matt Simpson Seconded Councillor Paul Jones.

**23/042 Insurance**

**Resolved:** retrospectively approved the payment of the Insurance. The cost for the next years provision is £626.46. It was noted that the Council has a 3-year agreement in place. All agreed.

**23/043 Wiltshire Association of Local Councils Membership**

**Resolved:** retrospectively approved its continued membership to the Wiltshire Association of Local Councils. The cost of the membership is £122.50 and is set by the number of electors within the Community. Horningsham Electors 239. All agreed.

**23/044 General & Financial Risk Assessment**

**Resolved:** no additions were required to the General & Financial Risk Assessment. Council approved the content of the General & Financial Risk Assessment. All agreed.

**23/045 Consider the Annual Internal Audit Report 2022/2023 Year End Accounts**

**Resolved:** noted and approved report from the Internal Auditor and resolved the Audit report. See attached.

**Overall Conclusion**

We advise that, based on the work undertaken this year, the Council continues to maintain adequate and effective internal control arrangements. A consistently high standard of service provision has been maintained at all times. Resultantly, we have made no recommendations for improvement or Best Practice in this year’s report.

Once again, we commend the Clerk/RFO, both for her continued professional management & administration of the Council’s finance, and modified governance functions.

The manner in which the Council’s financial records and governance documentation for review during the Internal Audit for the financial year was exemplary making the internal audit process as straightforward as possible.

We ask that members consider the content of this report and acknowledge that the report has been formally reviewed and adopted by Council.

**23/046 Section 1 Approve Annual Governance Statement**

**Resolved:** approved the below statements.

**1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.**

Yes means.

Prepared its accounting statements in accordance with the Accounts and Audit Regulations.

**2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.**

Yes means.

Agreed made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

**3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.**

Yes means.

Has only done what it has the legal power to do and has complied with Proper Practices in doing so.

**4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.**

Yes means.

During the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.

**5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.**

Yes means.

Considered and documented the financial and other risks it faces and dealt with them properly.

**6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.**

Yes means.

Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.

**7. We took appropriate action on all matters raised in reports from internal and external audit.**

Yes means.

Responded to matters brought to its attention by internal and external audit.

**8. We considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.**

Yes means.

Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

**9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.**

Council noted that this item is not relevant and so the Clerk/ Responsible Finance Officer recommendation that box N/A is ticked was agreed.

**23/047 Section 2 Certify the Accounting Statements 2021/2022 - Annual Year End Accounts**

**Resolved:** certified and approved the Accounts.

**23/048 Signing the AGAR**

**Resolved:** witnessed the signing of the AGAR by the Chairman & Clerk/Responsible Finance Officer.

**23/049 Approve the dates for the Public to exercise their rights.**

**Resolved:** noted that the External Auditor has recommend that 30 working days be set as the dates be advertised, the Clerk recommendation that this is set as the 30th of June 2023 to the 11th of August 2023. Council nominated Councillor Simon Millar to be available to meet with electors should the Clerk not be available during these dates. All agreed.

**23/050 Publish the Audit on the Website**

**Resolved:** confirmed the publishing of the Audit on the Website as it is a legal requirement to publish the Accounts on the Parish Council Website.

**23/051 Wiltshire Council Precept Payment**

**Resolved:** noted that the Parish Precept 2023/2024 first half payment of £10,243.33 had been received.

**23/052 Approval and signing of Parish Accounts for the month of April and May 2023 Internal Audit Accounts & Audit Regulations 2003 reg 2.**

**Resolved:** approved and signed the accounts. The balance for the Account on the 20th of June 2023 was £17,473.45.

**23/053 Payments LGA 1972 s150 (5)**

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

**Retrospectively**

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

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

HMRC PAYEE LGA 1972 s111 £207.60

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

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

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

Auditing Solutions Ltd LGA 1972 s111 £192.00

Cloudy IT Group INV-4699 LGA 1972 s111 £101.52

Halcyon Grounds Maintenance 1690 Public Health Act 1875 £801.60

Clerks’ reimbursement for Stationary Items LGA 1972 s111 £15.48

Wiltshire Association of Local Councils Membership LGA 1972 s111 £122.50

Cloudy IT Group INV-4255 LGA 1972 s111 £101.52

Halcyon Grounds Maintenance 1668 Public Health Act 1875 £801.60

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

HMRC PAYEE LGA 1972 s111 £305.47

Postage reimbursement LGA 1972 s111 £3.00

Halcyon Grounds Maintenance 1646 Public Health Act 1875 £801.60

Cloudy IT Group LGA 1972 s111 £101.52

Rapide Stationary LGA 1972 s111 £34.28

Rapide Stationary LGA 1972 s111 £124.60

Horningsham Village Hall Coronation Grant LGA 1972 s137 £1,000.00

BHIB Councils Insurance LGA1972 s111 £ 624.46

**Multi Pay Card**

1 & 1 IONUS website 06.04.23 06.05.23 LGA 1972 s111 £20.39

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

1 & 1 IONUS website 06.05.23 06.06.23 LGA 1972 s111 £20.39

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

**Receipts: To note receipt of income**

Wiltshire Council 1st Half of the Precept Payment £10,243.33

Payments £0.00

Multi Pay Card £ 46.78

Retrospectively £6,615.25

Income £10,243.33

Total £TBC

**23/05454. Online Payments**

**Resolved:** resolved Councillor Paul Jones and Councillor Ken Windess will action the online payments between now and the next meeting date.

**23/055 Meetings for Councillors to consider attending.**

**Warminster Area Board - 13 July 2023**

**Resolved:** noted the below meeting, it was noted that no one was available to attend.

The next meeting of Warminster Area Board will be held on Thursday 13 July 2023 at 7.00pm. Please note that this meeting will take place in person at Warminster Library, Three Horseshoes Walk, Warminster, BA12 9BT

The agenda for this meeting will be published on Tuesday 4 July 2023 and once published will be available online [here](https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=172&MId=14813&Ver=4).

**23/056 Correspondence received.**

**Car Park/Road Crossing, Heaven’s Gate**

**Resolved:** noted the email reply received from the parishioners who requested that the Parish Council investigated the highway’s safety.

*We were pleased to note recently that Slow Road markings and signs have been placed at the road crossing by Heaven’s Gate car park.*

*Please pass on our thanks to the Parish Council for getting this work organised. We'll never know if it prevents an accident but hopefully it will encourage drivers to be careful.*

RE**: Your MyWilts case (Road Drain or Manhole - 00090120)**

**Resolved:** noted the below correspondence received by the Clerk from a parishioner. Council noted that Unitary Councillor Bill Parks was alerted and has been extremely helpful putting in place an action plan to clear the area and the Parish Steward to maintain this area regularly in future.

*I live in Anchor Barton in Horningsham, and we have had issues with the drain on the road outside our property since we moved here 5 years ago in that it frequently gets blocked with leaves which then causes the water to run down our footpath and when the rain is excessive this has entered our property and caused damage.*

*We've reported this issue to Longleat and normally we've been able to manage it by clearing the leaves, but it is now blocked inside the drain, and we are unable to access it to clear out the leaves and debris and as such when it rains, we are unable to prevent the flow of water. Again, we reported it to Longleat who advised we need to report it to Wilts Council who then sent us the email below advising that we need to report it to yourselves.*

**Wiltshire Bus Review Stakeholder Survey**

**Resolved:** noted theWiltshire Council stakeholder consultation. It was mentioned that there is a lack of use of the service by parishioners which is why it has sadly ceased in Horningsham.

Wiltshire Council is currently reviewing the public transport services that it organises and as a key stakeholder, we would like to hear your views on the future of bus services in Wiltshire.

We would therefore be keen to know your thoughts on what our bus service priorities should be and how and where financial support should be focused, by completing our on-line survey. The survey closes on 30th June 2023.See attached questions.

**Warminster Carer Café**

**Resolved:** agreed to donate £50.00 Proposed Councillor Matt Simpson seconded Councillor Ken Windess. The Clerk was instructed to upload the payment.

My name is Ruth, and I am the Community Fundraising Officer here at Carer Support Wiltshire.

As you may be aware CSW is a registered charity helping unpaid carers of all ages in Wiltshire to access services, information, education, training, activities, respite and breaks from their caring role.

We ensure carers have a voice and work with health and social care professionals and employers to raise awareness and endeavour to reduce feelings of isolation and loneliness.

Our Warminster Carer Café is seeking new funding for the financial year.

The monthly group held at The Old Be Hotel, supports local unpaid carers who are struggling with isolation and loneliness. It is an opportunity to socialise with others in a similar situation to them, to encourage peer to peer support and a chance for them to have a small break away from their caring responsibilities in a warm, friendly environment with light refreshments.

Guest speakers and trained volunteers attend groups so there is always someone there for them to lean on for direct help and advice if they are at crisis point.

Many of our elderly carers are not confident using the internet and find continual online referrals and application forms etc daunting. Guidance navigating information online is a constant request we receive and something we can help them with at these groups.

We often provide extra activities taking the group for Christmas lunch, Easter Egg hunts and other festive activities throughout the year.

The group remains one of the best ways for CSW to stay in touch with carers on a personal level and provides an easy approachable avenue for new carers coming forward who are reluctant to admit to their circumstances as we so often hear is the case.

The group costs £3000 annually.

We would be thrilled if local councils would consider supporting the continued running of this vital group for local unpaid carers.

**Damage to Head Stone**

**Resolved:** noted that the Clerk has been contacted by a parishioner over an issue with damage to a headstone. The Clerk has sent the pictures and a copy of the repairing invoice to the ground’s contractor explaining the damage a read receipt has been received but no reply at the time of producing this agenda. The Clerk has informed the parishioner.

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

Clerks and Councils Direct

CPRE Membership

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

New green resource for Horningsham Parish Council residents

Business Grants for Young People in Wiltshire and Swindon - Open for Applications

Coronation events update

Update / Briefing from Emergency Planning Officer

Briefing Note 23-10: Guidance for Neighbourhood Planning within Wiltshire

Community Action Fund now open for applications from local groups and organisations.

Newsflash - Important information for your community - April 2023

Latest news and events from Warminster Our Community Matters for 03/31/2023

Latest news: No change to waste collections over Easter, tax-free childcare, new highways maintenance contract and more

Update - Ukraine - Amended version.

Quarterly Performance Newsletter Distribution

Town and Parish Council/ Wiltshire Council notes - 24.03.23

New support for sexual violence victims through advisory scheme

Better support for sexual violence victims through new advisory scheme

Frome Matters

PCC reveals sites being considered for possible Southern Policing Hub

Briefing Note 23-07 Government Energy Support Schemes-Update

Stable Block, North Range, East Wing (Former Carriage House), The Stables, Longleat, Warminster, Wilts, BA12 7NW: Consultation - PL/2023/02056

107 ANCHOR BARTON, HORNINGSHAM, WARMINSTER, BA12 7LR: Consultation - PL/2023/02454

Green Machine Computers Launches the Tech Hub CIC to Help Bridge the Digital Divide

National Emergency Planning meeting

Frome Town Council Planning Meeting - 20.04.23

A new Code of Conduct for Councillors and the Positive Conduct, Positive Democracy campaign

Notification of a meeting of Frome Town Council 19 April 2023

Frome Matters

Latest news: Report a pothole, recommissioned domestic abuse service, funding to improve the A3102 and more.

Civic update - Friday 14th April 2023

April Opportunities and News from Chase & Chalke on Cranborne Chase

WALC - April 2023 Newsletter

April round up from Wessex Community Action.

Latest news: Government alerts test this Sunday, 96% of families offered first choice primary school, update on Trowbridge Town Hall and more.

Latest news and events from Warminster Our Community Matters for 04/21/2023

Traffic Surveys

Frome Matters

Latest news: Free mobile data and sim cards available in our libraries, renewing your tax credits, have your say on future of Chippenham and more.

Press Release: Ian Harvey SFIPM FRSA joins Historic England’s Historic Places Panel

Wiltshire Council Planning Peer Review

WALC County Conference - Friday 9th June 2023

Frome Town Council Planning Meeting - 11.05.23

DLUHC Consultation on Infrastructure Levy - Final NALC Request to Circulate Briefing to Member Councils, Pse.

Cancellation Of Tonight's Meeting

Clerk back to work

FW: CPRE Wiltshire AGM invitation

FW: Age UK Wiltshire News and Views Newsletter May 2023

FW: May Opportunities and News from Chase & Chalke on Cranborne Chase

FW: Latest news: £2 bus fare promotion extended, new electric vehicle charging points installed, public health services survey and more.

FW: Town and Parish Council update

FW: Latest news and events from Warminster Our Community Matters for 05/19/2023

FW: May round up from Wessex Community Action.

FW: Briefing Note No. 23-12 Update on Trowbridge leisure project

FW: Briefing Note 23-13 New kerbside collections of ‘small rechargeable electricals’

FW: Update Briefing Note 23-13 New kerbside collections of ‘small rechargeable electricals’

FW: WALC - May 2023 Newsletter

FW: Volunteer's Afternoon Tea with Chase & Chalke

FW: Frome Matters

FW: Feedback on Destination Signs Project

FW: Briefing Note 23-14 - Family Hubs

FW: Briefing Note 23-15 - Five-year Housing Land Supply and Housing Delivery Test

FW: 75 CHURCH STREET, HORNINGSHAM, WARMINSTER, BA12 7LW: Consultation - PL/2023/04329

FW: FTC Planning Meeting - 08.06.23

Annual Parish Meeting Agenda

FW: Heat Health Alert June 2023

FW: Notification of a meeting of Frome Town Council 14 June 2023

FW: Frome Matters

FW: Latest news: Sign up for our pothole webinar, #WiltshireByBus, Loneliness Awareness Week FW: Regional operation to tackle drug related crime across the Southwest returns and more.

FW: Briefing Note 23-16 - Local Plan Review – Housing Numbers

FW: PCCs across the Southwest launch new rural crime survey

FW: Briefing Note no. 23-17 - Launch of the second Solar Together scheme in Wiltshire & Swindon

FW: idverde Community Engagement Report

Rights of Way Preview of drafted Agenda item

FW: Wiltshire Bus Review Stakeholder Survey

FW: SSEN Resilient Communities Fund 2023

FW: News and Opportunities from Cranborne Chase AONB

FW: Latest news: Renew your garden waste subscription, Solar Together, new kerbside collections and more.

**23/057 Clerks Report**

**Resolved:** noted that at the time of producing the agenda the Clerk did not have any additional reports to give.

**23/058 Parish Clerks Delegated Powers**. LGA 1972 s101.

**Resolved:** noted the below:

**Application No: PL/2023/02872**

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

**Proposal: G003 Survey notes: Small wooded area of mixed broadleaved trees containing willow, wild cherry, field maple, Norway maple and birch but dominated by sycamore. Several edge trees have been historically crown reduced. Squirrel damage throughout. Over extended sycamore branches over playground. Large wild cherry with included bark union towards northwest boundary. Willow failed in high winds with stem falling towards school, well supported by adjacent trees. Recommendations for work: Reduction of branches over playground by up to two metres to suitable growth points. Removal of failed willow stem and pollarding of remaining parts to 3-5 metres. Management decision to suits budgets and tree value on wild cherry.**

**Site Address: Horningsham County Primary School, Church Street, Horningsham, Warminster, BA12 7LW**

**Decision:** Supported.

**Application No: PL/2023/02454**

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

**Proposal: T1 (Yellow Circle) - Multi Stemmed Western Red Cedar, evidence of historical limb failure, more recent limb failure due to weight of snow. Overhead utility cables running through canopy. Recommendation to reduce the height, currently 6.5m to approximately 4.5m in height.**

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

**Decision:** Supported.

**Application No: PL/2023/04329**

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

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

**Site Address: 75 CHURCH STREET, HORNINGSHAM, WARMINSTER, BA12 7LW**

**Decision:** Supported.

**23/059 Notice of items to be taken into consideration at the next meeting.**

**Resolved:** the following items:

Youth Club

Grounds Maintenance Contract

Community Emergency Plan update

Budget - ideas for projects next year

SLCC National Conference

Vat Reclaim

Councillors noted that if they 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 5th of September 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.

**23/060 Items for Parish Newsletter & Notice Boards**

A brief of the minutes for the Horningsham news, the co-option position, clarification of the Neighbourhood Watch representative and a copy of the minutes on the noticeboard and website.

**23/061 Date for the next Parish Council Meeting**

**Resolved:** it was agreed that **Thursday 14th September 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 ………………………