

**Horningsham Parish Council**

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

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

# Minutes of the meeting of Horningsham Parish Council on Thursday 7th of December 2023 at 7.30pm.

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

**In attendance in person:** Parish Clerk Mrs. Sarah Jeffries PSLCC, Unitary Councillor Bill Parks, and the Horningsham Residents Association.

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

Horningsham Residents’ Association gave a briefing of how they will work in the Community and their aims.

They mentioned that they are not a policy group and will just actively liaise with the groups and parishioners etc. They said they will need support from the Parish Council to meet their aims. They requested an agenda item to report back the needs of the Parish Council to them for them to act on issues. The Chairman explained how the Parish Council meetings were set with legislative requirements and that the group would not be able to have an agenda item as public members, but they could come to the public participation at the start of an of the meetings to speak with the Parish Council. He asked to the Clerk to give an update on the communications now in place with the community and estate. The matter of insurance cover for their activities was mentioned. The Chairman stated that if any community activities were arranged, they had to be arranged by the Parish Council for the insurance cover to be used. It was noted that the work Councillor Ken Windess had actioned in the past had been covered as he is a Parish Councillor. It was noted that the Parish Council would be communicating with the contractors used on the estate for future project requirements. The Chairman thanked them for coming along and that they were always welcome to attend.

Unitary Councillor Bill Parks addressed the Parish Council. He asked if the Parish Council were happy for him to stay as he may have input for an item on the agenda, the whole Council agreed, it was agreed that Standing Orders would be stood down to allow his input at the relevant points.

**23/153 Acceptance of apologies for absence**

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

**Resolved:** Councillor Gerard Brierley had sent his apologies. Council resolved his reason for absence. Councillor Matt Simpson had sent his apologies. Council resolved his reason for absence.

**23/154 Dispensations**

**Resolved:** none received.

**23/155 Declarations of interest, members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulation 2012 (SI 2012/1464) (NB this does not preclude any later declarations)**

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

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

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

The Clerk informed Councillors that hard copies of the tender matrix will be distributed and discussed with the said Councillor out of the meeting room to give the Council transparency in its actions. All hard copies of the tenders will then be collected in by the Clerk.

**23/156 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:** The Clerks Appraisal (Confidential Staffing Matter) and the Grounds Contract (Disclosure of time sensitive commercial interests of the Council and the persons who have tendered is not in the public interest)

**23/157 To receive and sign the minutes of the Full Council meeting held on Thursday 29th November 2023 (Previously circulated)** LGA 1972 Sch 12 para 41(1)

**Resolved:** that they were a true record of the meetings decisions. Proposed Councillor Elizabeth Glover Seconded Councillor Paul Jones.

# 23/158 Chairman’s announcements

Resolved: noted he had none to give.

# 23/159 Co-option

Resolved: noted that the Elections Team at Wiltshire Council have confirmed that an election has not been requested. Council instructed the Clerk advertise the vacancy on the noticeboard, in the Horningsham News and the Horningsham Facebook pages. It was agreed that applications to be received by the end of January. Proposed Councillor Ken Windess Seconded Councillor Elizabeth Glover.

**Casual Vacancy - Notice of Vacancy 27 October 2023**

**Parish of Horningsham**

I write to advise you that as we have not received a request for an election by ten electors, the above vacancy can be filled by co-option.

**23/160 Planning**

Planning Applications

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

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

**23/161 Planning Decisions**

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

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

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

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

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

**Decision:** no objection.

**23/162 Parish Steward**

Resolved: instructed the Clerk to highlight the brambles growing over the footpath path and the spread of green algae along it from the corner of 87 Water Lane to the pond up the other side, to the alms houses. That any culverts he is aware of that build up leaf debris are cleared and the Salt bin on the corner of Pottle street needs clearing around it for ease of use.

It was mentioned that there is Longleat fly tipping at forest gate on the bend area.

It was mentioned that Forest Road is spotless of leaves, the Clerk was asked to send a thank you to the Highways Team. Potholes were mentioned, it was agreed that these be reported on the Wilts app.

**23/163 Footpaths Horningsham**

**Resolved:** noted the below and resolved as the Community had highlighted that Rights of ways its top priority in the Parish Plan questionnaire, that it will put a budget aside for the below projects.

That the material costs provided by Nigel Linge regarding the diversion can be covered by Nigel’s Linge Team from grants they have received. He has been in talks with the Longleat Estate regarding the diversion. The diversion cost is approx. £3,000.00 taking off the tenant’s contribution £500.00 that leaves £2,500.00 and Nigel Linge is awaiting a reply from the estate on the 12th of December 2023 as to whether the estate can cover the cost for half the remaining diversion money so until then it is possible the Parish Council will need to cover either £2,500.00 or £1,250.00 in this budget for this project. It needs to be noted that this project has a large amount of match funding from outside the Parish Council.



The materials, except bespoke signs (c£450) for the disabled friendly paths) can be provided by various grants I can use & assumes that the Ramblers will install the other three gates, that leaves only the diversion of HORN7 which will cost c£3k.

The tenant Farmer has offered to contribute £500 to pay for and install the two gates on the end of HORN5 to the east of the Mill Pond. Please be aware that if this does not go through, the occupiers will be required to:

Clear the hedge in two places at the HORN6 & HORN7 junction & install pedestrian gates, install a pedestrian gate in the fence at the tenant farmers farmyard & accept waymarking through their tenancy. The illegally removed Right of Way post & two fingers outside Number 88 will require to be replaced. All up-cost c £1k.

**23/164 Traffic Survey**

**Resolved:** a thank you to Unitary Councillor Bill Parks for his input and assistance to the Clerk was given. Council retrospectively approved the Clerks application to Wiltshire Council Transport Planning Technician for a metro count to be actioned outside of Horningsham Primary School at the recommendation of Unitary Councillor Bill Parks. The data sought will be an addition to the Traffic Survey Assessment requested.

# Speed Assessment Survey

**Resolved:** it was agreed that Councillors Elizabeth Glover, Steven Seals, and ken Windess would be delegated to work with the Clerk to identify the speed terminal locations with the roads on a plan, to identify as to where the speed needs to change and for this to be taken to the Local Highways and Footway Improvement Group for discussion and prioritization. The Clerk to action the online mapping of these areas and the application form.

**Speed Indicator Device**

**Resolved:** noted the Clerk has actioned the consultation. Council set an end date for responses as the 1st of January 2024 as the Budget discussions will take place on the 18th of January 2024.

**23/165 Barclays Teams Building with Longleat & Horningsham Village**

**Resolved:** noted the Clerks verbal reporton her meeting with Nick Blofeld, Sarah Butler and Julie Turvey on the Longleat Estate Team. Various subjects had been covered. Councillors were pleased with the outcome and the new communications moving forward.

* The setting of regular meetings through the year with the Longleat team
* Clarifying the areas that are estate/tenants responsibility.
* Interaction at meetings on Planning Applications when required.
* Attendance from the estate at the Annual Parish meeting.
* Sharing contractors contact details.
* Sharing information on events and communicate actions on the Horningsham Facebook pages out to the Community.
* Working with the Parish Council to improve the appearance of the parish (Best kept Village) and moving forward.
* The Longleat Estates future development

**23/166 Bulb Planting Project**

**Resolved:** noted that Councillor Matt Simpson had reported to the Clerk that he will arrange for the Bulb planting to take place in the next few weeks.

**23/167 Assets Maintenance Plan 2023**

**Resolved:** noted that the Clerk is seeking quotations for the below items, Councillor ken Windess to meet contractors, if required

* Bench seats - clean surfaces and treat with Cuprinol Wood preservative.
* Noticeboard outside of the school - clean surfaces and treat with Cuprinol Wood preservative. (The back board inside of the noticeboard requires replacing as it is damaged by water ingress).
* Finger post - clean surfaces and treat with Cuprinol Wood preservative.
* War Memorial gate - clean surfaces and treat with Cuprinol Wood preservative.

# 23/168 Remembrance Day

Resolved: approved costs being sought for bespoke Orders of Service for the 2024 Remembrance Day, so that can be used each year. 50 copies to be sought. There had been a good turn out with over 40 people attending. It was asked if signs could be sought for when ceremony is on, this was agreed by all. The Clerk was instructed to seek the cost for two road signs advertising the event. It was agreed that Unitary Councillor Bill Parks enquire the costs re shutting the road for an hour and come back to the Clerk.

The Clerk was also asked to contact Longleat estate re the need for the hedge alongside orchard to be cut back to allow the view to Mill Farm to still be had.

**23/169 Christmas Tree for the Common**

**Resolved:** noted that a 3-metre tree would be donated by the estate. The Clerk was instructed to send a thank you to the estate. It was agreed that the estate advise on a tree positioning. Council instructed the Clerk to seek a socket to fit into the ground and white warm solar lights for a tree. The Clerk as given delegated powers to act.

# 23/170 Village Hall

Resolved: Councillor Ken Windess reported that the Committee are in the throes of working on the room upstairs to be able to hire it out for activities or as an art centre etc. The use of the hall is increasing more than it has ever had in the past, which is promising.

He mentioned that 5 bench seats were gained from the Barclays team. The grant for grass cutting was mentioned it was noted that this is to be discussed at the budget meeting.

# 23/171 Defibrillator

Resolved: Councillor ken Windess reported that the defibrillator was deployed last month but was not used on a person in the end. It was returned the next day. He has sent in his email check but has yet to receive a reply to this month’s email.

The Clerk was instructed to make parishioners aware that the defibrillator is in the parish at the village hall on the Facebook pages. The Clerk was also asked to query the system in place for when it’s been used. Clerk to ask the question and report back to Councillor ken Windess.

**23/172 Health & Safety Report**

**BT Phone Boxes & Assets**

Resolved: Councillor ken Windess reported that he had completed the refurbishment work on the BT phone box. Councillor Elizabeth Glover was also thanked for assisting Councillor ken Windess with the completion of the project. It was agreed to highlight the refurbishment of the BT boxes and action a survey to ask what parishioners would like the BT boxes used for. The Clerk was instructed to action a forms survey and post it on the Horningsham Facebook pages over the next few weeks.

# 23/173 Holly Bush Bus Stop Consultation

Resolved: noted the results and comments received below. It was agreed that this was a mandate given by the Community for the Parish Council to move forward to replace it. The Clerk was instructed to add possible costs to the budget and speak to Longleat regarding other contractors to seek quotations form. Proposed Councillor Elizabeth Glover Seconded Councillor Paul Jones.

See below result collated on Microsoft forms.

A screenshot of a web page

Description automatically generated

Parishioners’ comments received directly by the Clerk were noted.

1. I’d like to put forward my opinion for the rebuild/ replacement of the bus stop, I have 2 children who hatch the bus from there and I’m sure there are at least another 4 that do just this school year and more next year, surely it needs to be there for days like today to stand in the dry and wait for the bus!
2. Good morning. I walk to circuit training every morning at 0845 so know what usage the Hollybush bus stop actually gets. I have posted online as follows:

Letting go of the Hollybush bus stop is just a step further of the Horningsham bus service never coming back. Schoolchildren do shelter there whilst waiting for the school bus. There is a fallacious rumour circulating that it's not used because the bus just speeds by. It's not actually true, but all that's needed is to ask the driver to make it a Stop rather than a Request. Beeline you can set your watch by and are bound to be happy to accommodate what's needed. Taking the shelter away will simply drive more people back to cars and that's not good for the environment. Also, teenagers in the village deserve a way to get into Warminster, Salisbury etc. The coach service to the latter used to be well used.

I’ve had a look at the bus stop and yes it has worm, but there is plenty of life left in it with a bit of TLC. I believe that a school is planned for the housing development on Victoria Road [Jubilee Park?] on the way into Warminster and that will increase demand for bus services even further.

I urge the Paish Council to let the Hollybush bus stop remain. One has to wonder whether the Council’s contractors see public funds as an open door. There are plenty of skilled handymen around here who could do the job.

1. In response to the article in this month’s Horningsham news I would like to make the following request. Please can we repair and keep the above bus stop. It has been there for very many years, and it really is a feature to this village. Without it the landscape will never be the same.

Why are we destroying everything that has been liked by everyone. I cannot imagine it not being there anymore. Besides it has been a shelter for a good few people during the bad weather. I have even known a homeless man to have slept there. Please let it stay. Thank you.

# 23/174 Play Area Health & Safety

Resolved: Councillor John Radley reported that the play area was very wet at present. No issues to report, he will send the check sheets to the Clerk. It was noted that he still needs to speak to Cricket club re where to position the football posts and nets.

# 23/175 Tennis Court

Resolved: Councillor John Radly reported that he may have a possible supplier for the grass Crete he will report back at the next meeting. It was noted that the Clerk had sought rough costs for the relining of the tennis court lines, it was agreed that the Clerk included this cost in the budget for consideration.

**23/176 Teenage Recreational Provision**

Resolved: noted that the Clerk had been informed by the Community Landfill that the Parish Council can make an application for a grant, but it needs to complete its application by the 11th of December 2023. Council approved the Clerk asking if it could delay its application as third-party grant is required.

# 23/177 Community Emergency Plan Update

Resolved: noted the Clerks confirmation that 170 of both versions of the leaflets were delivered to the Horningsham News Team for distribution. The Clerk was instructed to thank the Horningsham News Team for the additional delivery of the Leaflets.

Unitary Councillor Bill Parks left the meeting at 8.16pm

**23/178 Budget Preparations Council to agree its objectives for next year.**

**Resolved:** agreed the additional cost for a bench be added for consideration in the Budget. Council agreed that the below items are included on the Clerks list to budget for.

* Speed Indicator Device
* The Environment project to put in a Community Orchard with picnic benches and bee boxes etc. encouraging biodiversity. (Grant to be sought project allocated to Councillor Matt Simpson and the Tree Warden)
* To phase the planting of bulbs through the village over a three-year period funds to be made available within the budget.
* To phase the introduction of teenage equipment at the recreational area over a three-year period.
* Re painting the lines on the tennis courts
* Holly Bush Bus stop replacement

**23/180 Precept request timeline**

**Resolved:** noted the below information for when the precept request needs to be sent to Wiltshire Council. It was noted that this is the night of the Parish Councils precept meeting so the Clerk will send off the request resolved directly following the meeting.

To avoid any confusion no precept notice is being sent at this time and the online calculator will not be available until the actual taxbase is confirmed after 12th December 2023. Precept notices will then be sent which you can then complete and return electronically if possible.

The deadline for precept requirements is **18 January 2024.** This is to ensure that all the data is available for setting the council tax which is done by the middle of February. Council tax cannot be set without precept requirement confirmation from all town/parish councils, Police and Fire Authorities and Wiltshire Council. The law requires that a town/parish must confirm even when the precept is nil.

2024/25 Taxbase with no changes to current CTR scheme is: £162.29 = band D charge per year

2024/25 Taxbase if all proposed changes are made to CTR scheme: £161.56 = band D charge per year

2023/24 Last year’s figure: Precept divide by tax base (£162.47) = band D charge per year

# 23/181 Reserves and Contingency

Resolved: noted that the Clerk has moved this item to the January Agenda where the precept request will be discussed and approved.

23/182 Clerk’s Appraisal and Wages for inclusion in the draft 2024/2025 budget

Resolved: noted that the Staffing Committee will come back to Council on the 18th of January 2024 meeting regarding the expenses approved, a pay rise approved and the figures to be budgeted for. The Clerk asked that the Staffing Committee if they could feed the information to her before the 18th of January 2024 so that the figures can be added to the spreadsheet calculations.

23/183 Approval and signing of Parish Accounts for the month of October 2023 Internal Audit Accounts & Audit Regulations 2003 reg 2.

Resolved: approved and signed the accounts. The balance for the Account at month end 31st October 2023 was noted as £22,129.31. Council reviewed and approved the items of expenditure listed below:

**Invoices**

Wages 12th December 2023 LGA 1972 s111 £519.30

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

Rapide Stationary LGA 1972 s111 £133.01

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

Halcyon Grounds Maintenance 1843 Public Health Act 1875 £825.65

Society of Local Council Clerks membership fee LGA 1972 s111 £199.18

Cloudy IT Group INV-D-02416 LGA 1972 s111 £119.30

**Retrospectively**

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

Cloudy IT Group INV-5172 LGA 1972 s111 £119.30

Halcyon Grounds Maintenance 1763 Public Health Act 1875 £825.65

**Multi Pay Card**

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

J Parker Dutch Bulbs Public Health Act 1875 £319.60

The Poppy Shop Wreath LGA 1972 S137 £28.98

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

**Receipts: To note receipt of income**

None received.

**Payments** £672.31

**Retrospectively** £954.95

**Multi Pay Card** £371.97

**Income** £0.00

**Total** £20,130.08

**23/184 Online Payments**

**Resolved:** Councillors ken Windess and Paul Jones wouldaction the online payments between now and the next meeting date. Council witnessed the signing of the Bank Mandate to add Councillor George Williamson to the account. A separate mandate was actioned to re add Councillor Elizabeth Glover.

**23/185 Meetings for Councillors to consider attending.**

**Warminster Area Board Meeting**

**Resolved:** it was agreed that the Clerk attendthe next Warminster Area Board meeting taking place on Tuesday 23rd January 2024. Proposed venue: Arn Room, Warminster Civic Centre, Sambourne Rd, Warminster, BA12 8LB.

**23/186 Correspondence received.**

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

The Clerk magazine

War Memorial magazine

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

FW: The Hart - September 2023

FW: Planning Portal weekly news - 19 November 2023

FW: Wiltshire Association of Local Councils - Annual General Meeting

Latest news: Secondary school applications closing soon, Council Tax reduction consultation, Recycle Week and more.

Wiltshire PCC elected to represent southwest PCCs on national rural crime board.

RE: Warminster LHFIG Agenda October 2023

FW: More community groups receive grants through the PCC's Community Action Fund

WALC Reports for meeting tomorrow.

FW: The Festival of Words - 29th October 2023

PCC visits charity offering football training to young people after recently awarding funding.

Latest news: Fly-tipping prosecution, cost-of-living support available, highways matters events and more.

Largest Independent Children's Social Care Providers Make £300m Profit | Energy Act 2023 comes into law.

Draft Unapproved Minutes 26th October 2023

Police and Crime Commissioner Annual Report 2022 - 2023

FW: Planning Portal weekly news - 26 October 2023

FW: SSEN Distribution update on Storm Ciarán

RE: Wiltshire Council Local Plan2020-2038

FW: Flood Warden Autumn Newsletter 2023

Home-Start South Wiltshire Trustees wanted.

FW: Planning Portal weekly news - 2 November 2023

FW: Briefing Note 23 - 32 Response to recent Council Climate Action Scorecards

FW: SSEN restores supplies following Storm Ciarán

FW: Update for Town and Parish Councils

FW: Storm Ciarán - Reporting Flooding

FW: Draft NALC Response - Govt. Consultation on Very Hard to Reach Broadband Areas - Chance to Track Change / Seek Council Evidence.

Re: Draft NALC Response - Govt. Consultation on Very Hard to Reach Broadband Areas - Chance to Track Change / Seek Council Evidence.

FW: Groundwork November Newsletter - Launching the 'Force of Nature' campaign.

FW: Village Green, The Common, Horningsham: Consultation - PL/2023/09588

FW: Update for Town and Parish Councils

PCC visits youth mentoring service after group recently receives grant to fund detached projects.

FW: Civic Voice Special: Heritage at Risk 2023

FW: Latest news: Remembrance Day, we're ready for winter, #WiltshireByBus and more.

WALC FW: Draft Constitution with suggested changes

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

FW: Executive Meeting - Wednesday 15th November

FW: Notification of a meeting of Frome Town Council 15 November 2023

FW: Town and Parish Taxbase 2024/25

FW: Town and Parish precepts Factsheet

FW: Briefing Note 23-34 Substantive Highways Scheme Fund Bid Application Process 2024/25

RE: Community Emergency Contacts

FW: FTC Planning Meeting - 23.11.23

FW: Planning Portal weekly news - 16 November 2023

Latest news: Leader's cabinet vlog, Last chance to have your say on the Local Plan, Black Friday leisure deals and more.

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

FW: Briefing Note 23-35, Christmas FUEL Programme Update

FW: Welcome to Cranborne Chase National Landscape

FW: Planning Portal weekly news - 23 November 2023

Whole Village Traffic Survey

Speed Indicator Device Survey

**23/187 Clerks Report**

**Local Council Award Scheme**

**Resolved:** approved the Clerk applying for the next round of Local Council Award Scheme Foundation level applications on the 5th of January 2024, with the panels results being received in April 2024. The registration fee of £50.00, this is the lowest fee applicable, as the Parish Council has an annual income of under £25,000 was agreed. Proposed Councillor Paul Jones Seconded Councillor George Williamson.

**Government Guidance on Biodiversity**

**Resolved:** approved the draft policy statement with the addition of the dark skies wording added to the policy, as the Parish Council has taken light pollution into consideration, minute number 22/105 and has taken biodiversity into consideration with its planning. Council approved the addition of Biodiversity to the below on all Agendas.

Council are asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status, and any disability); Biodiversity, Crime and Disorder, Health and Safety and Human Rights.

Under the Natural Environment and Rural Communities Act 2006 there is a duty on public authorities in England to have regard to conserving biodiversity as part of their policy or decision making. Conserving biodiversity can include restoring or enhancing a population or habitat.

English public authorities including town and parish councils should be able to show their duty to have regard for conserving biodiversity if they have identified ways to integrate biodiversity when they:

* Develop policies and strategies and put them into practice.
* Manage the planning system.
* Manage:
* their land and buildings
* woodlands and nature reserves
* gardens, parks, and public open space
* community amenities e.g., sports grounds and cemeteries
* waste and pollution
* energy and water
* wood and plant products
* Develop infrastructure, such as roads, buildings, or flood defences.
* Make decisions about procurement.
* Implement economic, environmental, and social programmes.
* This duty has been reinforced under the Environment Act 2021, and government guidance asking for councils to complete their first consideration of what action to take for biodiversity by 1 January 2024 and agree policies and objectives.

**Christmas**

**Resolved:** approvedthe Clerk to post on a “Seasons greeting message” on the Website and the Facebook pages from the Parish Council to the Community.

Message to be worded Merry Christmas and a Happy New Year to parishioners from the Parish Council.

**Clerks Holiday**

**Resolved:** approved the Clerk taking 8 hours Annual leave from the 22nd of December 2023 to the 3rd of January 2024.

**23/188 Parish Clerks Delegated Powers** LGA 1972 s101.

**Resolved:** noted the below.

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

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

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

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

**Decision:** Supported

**23/189 Notice of items to be taken into consideration at the next meeting.**

**Resolved:** The Final Budget/Precept and Reserves and Contingencies would be added.

It was noted that if Councillors have been approached by parishioners with an issue/item for Council to investigate, please could Councillors complete an Agenda item reporting form and send it to the Clerk within 6 clear days of the next meeting. If Councillors wish motions to be included on the next Agenda, they need to be sent to the Clerk before the 8th of January 2024 as per Standing Orders). See below:

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

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

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

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

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

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

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

**23/190 Items for Parish Newsletter & Notice Boards**

**Resolved:** instructed the Clerk to add abrief of the meetings decisions in the minutesarehighlighted for the Parish News & Notice Boards

**23/191 Date for the next Parish Council Meeting**

**Resolved:** that Thursday 18th January 2023 is the date of the next Parish Council Full Council meeting. It will start at 7.00pm. All are welcome to attend.

**23/179 Grounds Contract**

**Resolved:** approved Contractor A as the ground’s contractor for the next 3 years as they were certificated. This was a unanimous decision**.** The Clerk would seek the dates when the contractor would be in the Community. It was noted that the contractor also manages the school grounds. It was agreed that a Councillor would email all when the contractor was in the community, and Councillors would report back any issues to the Clerk immediately.

The meeting closed 9.05pm.

Signed……………………………………………………… Dated …………….