**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 12th of January 2023 at 7.30pm.

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

**In attendance in person:** Parish Clerk Mrs. Sarah Jeffries PSLCC.

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

No public were present.

Unitary Councillor Bill Parks had sent his apologies and asked if there were any questions to please do contact him.

**22/195 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 Dermot FitzGerald, had sent his apologies. Council resolved his reason for absence. Councillor Elizabeth Glover had sent her apologies. Council resolved her reason for absence. Councillor Charlotte Hilleary was absent, it was noted that no apologies have been received.

**22/196 Dispensations**

**Resolved:** noted none requested.

**22/197 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:** notednone given.

22/198 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 of the agenda items.

**22/199 To receive and sign the minutes of the Full Council meeting held on 1st December 2022 Previously circulated) LGA 1972 Sch 12 para 41(1)**

**Resolved:** That they were a true record of the meetings decisions. Proposed Councillor John Radley Seconded Councillor Gerard Brierly.

22/200 Chairman’s announcements

**Resolved:** noted none to give.

# 22/201 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).**

**22/202 Planning Decisions**

**Resolved:** noted that at the time of producing this Agenda no updates were had.

**22/203 Parish Steward**

**Resolved:** noted that the Parish Steward is on pot holing duties at present.

The following items were highlighted for the Parish Stewards next visit.

It was asked if gullies were checked and cleared out where required when he returned.

That Forest Road where vehicles meet on the left there is a drop down where the bank is eroded a low vehicle will be damaged on it.

Large hole is appearing past the dips coming into Horningsham before the two Islands at Heaven’s gate.

There is a wet spot between the bridge and double gates near the pond there is a lot of water constantly running. Gully may require clearing to solve the issue or the bottom drain may be still blocked, this might be a continuation of the previous issue. See Councillor Stephen Crossman at Mill farm if further information is required.

Leaves from the pond to the Village Hall require clearing from the path it is very slippery for the children and parents using it.

From 88 Water Lane up to the Alms Houses, the hedge requires cutting back as it is impeding the children walking to school.

**22/204 Munday’s Lane**

**Resolved:** noted the Area Highways Engineers report below.It was agreed thatCouncillor Stephen Crossman to contact the relevant farmer to ask re the maintenance of the hedging on both sides of the lane. It was agreed that Councillor Stephen Crossman would clear through the lane once a year at the end of the winter period.

The hedges on either side of this lane are the responsibility of the adjoining landowner to cut and maintain, but I see no reason that the parish council cannot undertake or instruct this work if they so wish.

Similarly, the parish council could arrange the removal the silt build-up at the bottom of the lane. Anyone undertaking this work would fall under the insurance of the council if so instructed.

However, I would caveat this and advocate that the clearance of this spoil is only undertaken annually, and that any machinery used does not scape or disrupt the road surface further.

**22/205 Highways - Bath Arms Common Land**

**Resolved:** confirmed that the Parish Council would be placing this project on hold due to the impact on the budget for 2023/2024. Proposed Councillor Paul Jones Seconder Councillor Stephen Crossman.

A project, to place a low fence around the village green.

 The Estate would like Council to confirm the areas to be considered.

The legal stance is that Driving on the Village Green is a breach of s12 of the Enclosure Act 1857 and s34 of the Road traffic Act 1988 It is also possible that driving and parking on the village green is an offence under the s1 of the Criminal Damage Act 1971. The Parish Council can investigate the erection of a suitable barrier as an effective deterrent, a low fence is an approved enclosure for a Village Green.

The Clerk will bring the Estates reply re the request for who the contractor had been for the Heavens gate fencing and what action has the Estate agreed re the Bath Arms staff parking to the meeting.

**22/206 Highways – Picket Post & Heaven’s Gate**

**Resolved:** noted that there was no update.

**122/207 Horningsham Street Signs**

**Resolved:** Councillor John Radley has been unwell so had not. The Clerk was asked to move this item to the next meeting. Council noted that the Clerk has actioned the grant application to Wiltshire Council LIFIG.

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**).**

**22/208 Bulb Planting Project, Jubilee Celebrations 7 Trees Planted and Community Orchard**

**Resolved:** Councillor Matt Simpson apologised he has been unwell. He reported that if the order is placed for the bulbs in the summer the order can be received in the autumn. The areas previously discussed were approved. Feedback from Councillor Charlotte Hilleary was not available to confirm if she had liaised with the schools to see if they would have a possible involvement with the project. Councillor Matt Simpson to contact her for an update.

**22/209 Jubilee Trees - The queen’s green canopy**

**Resolved:** quotes to be sought by Councillor Matt Simpson and a maintenance plan drafted. It was agreed to place this item on hold until the budget was approved due to its implications.An addition of this area within the grounds contract costings would also need to be sought.

**22/210 Village Hall**

**Resolved:** Councillor Ken Windess reported on the Hall, it was noted that theroof was leaking, there is also a need for a new cooker now, a grant from the Warminster Area board to be sought**.**

**22/211 Defibrillator**

**Resolved:** Councillor Ken Windess confirmed he has actioned the Defibrillator checks to the Council he will provide a copy of notification of the report when received.

**22/212 Defibrillator Training**

**Resolved:** noted the below request.It was agreed to request the training after Easter when there is earlier light in the evening. The end of April beginning of May. When the dates have been approved, it would be advertised on Facebook page.

It was agreed that the School, Estate, and Bath Arms be contact to see if they wish to attend the training session. The Clerk was instructed to make contact and request the dates.

I am pleased to say that we are now starting to roll out defibrillator training again and I’m inviting you to make contact to arrange a mutually convenient date and time. I am not sure whether you are aware, but I retired in March of this year but have continued in the role on reduced hours, until my replacement was found. I am happy to say that Paul Cosh will be starting on 3rd January 2023. He is a very experienced trainer and has been known to our department as a community first responder for many years, but I will still be around to support him in the first couple of months. We will provide you with his contact details in January.

Please let me know when you would like this training to take place (if you would prefer to suggest which month, I can come back to you with available dates). Many thanks and I look forward to hearing from you soon.

**22/213 Health & Safety Report**

**BT Phone Boxes & Assets**

**Resolved:** Councillor Gerard Brierly reported abroken glass in the bottom of the Newbury BT box. A blanking has been put in place. Councillor ken Windess to arrange it replacement. Council approved the Clerk could use delegation for the cost. No other issues highlighted.

**22/214 Holly Bush Bus Stop**

**Resolved:** noted that no reply had been received from the Estate to date.

**22/215 Play Area Health & Safety**

**Resolved:** Councillor John Radley reported that he had not actioned the research for retro fix metal post shoes for this item as he had been unwell. It was agreed that this item be moved to the next Agenda. Councillor John Radley reported that he had actioned the checks on the equipment. He reported that no issues had been found on his checks of the play area.

**22/216 Litter Bin**

**Resolved:** noted that the temporary signs had been placed at the play area.It was agreed that these” please take litter take home” signs should be given a chance as the researched costings for a litter bin and the litter removal would add an additional £1000.00 to the budget. It was agreed that the Parish Council did not progress this project due to the cost implications.

It was agreed that this information to be placed onto the Facebook pages highlighting the costs and the issue. Please take your litter home. The Clerk was instructed to research the costs for some permanent signage and bring it to the next meeting.

**22/217 Tennis Court**

**Resolved:** due to the weather implications the Clerk was asked to place this on the next agenda. It was noted that Councillor Stephen Crossman is to act on the steps in the spring with a digger he will have use of. Councillor Stephen Crossman to report on his ideas for the access at the next meeting.

Council noted that the Clerk is awaiting receipt of the quotations requested.

* Councillor Matt Simpson to assist Councillor’s ken Windess and Stephen Crossman to action the clearing the debris from the Tennis Court surface.
* Councillor Stephen Crossman report on the creation of steps or a ramp from car park to the new gate

**22/218 Teenage Recreational Provision**

**Resolved:** noted that the Clerk had altered the budget to allow for one football net and one basketball net. Councillor John Radley reported that he has found the football posts and will arrange for them to be placed on the recreational area. He will liaise with the Cricket Club. Councillor Steven Seals said he would be able to provide football nets. It was agreed to transfer the funding for two Backet Ball hoops in the light of the Football Goals being found.

The Clerk will seek grant funders for the project and come back to the Working Party group her findings.

**22/219 Dementia Friendly Community**

**Resolved:** noted Councillor Ken Windess had no update to give.

**22/220 Fighting Climate Change**

**Resolved:** Councillor Charlotte Hillary was not present. The Clerk was instructed to place this item on the next Agenda.

Council is asked to hear a report from Councillor Charlotte Hilleary following her attendance on the National Association of Local Councils Fighting Climate Change Webinar Wednesday, 25 May 2022 from 12:00 to 13:15 (BST).

**22/221 Website update/Communications**

**Resolved:** noted the Clerk had not received any communication from the Work group to date. The Clerk was instructed to place this item on the next agenda.

**22/222 Accessible Image of the Council**

**Resolved:** Councillor Ken Windess had produced a sample image relating to the discussions and descriptions given at the last meeting. All agreed that this was a perfect logo for the Parish Council. Council unanimously agreed that this logo would be used on all Parish Council communications. The Chairman thanked him for creating it. The Clerk was instructed to start the process of adding the logo to the documentation.

**22/223 Clerks Appraisal**

**Resolved:** The Clerk was instructedto move this item to the next Agenda.

Council is asked to approve the Staffing Committee recommended objectives, to be put to the Council at the meeting.

**22/224 General Risk Assessment**

**Resolved:** no additions were required. The draft wasapproved. Councillors signed the General risk Assessment.

**22/225 Final Budget/Precept Request**

**Resolved:** agreed to set the precept request for £20,486.65. a total increase of £12.71 for the year on a Band D property which equated to £1.27 pence a month for the 10 months payment schedule.

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

The Bath Arms Common Fencing

The Environment project to put in a Community Orchard with picnic benches and bee boxes etc. encouraging biodiversity.

To phase the planting of bulbs through the village over a three-year period.

To phase the introduction of teenage equipment at the recreational area over a three-year period

The litter Bin at the recreational area would not be actioned due to the cost

**22/226 General Reserves and Contingency**

**Resolved:** approved the draft policy. The figures to be transferred from the budget setting.

**22/227 Approval and signing of Parish Accounts for the month of December 2022 Internal Audit Accounts & Audit Regulations 2003 reg 2**

**Resolved:** approved and signed the accounts. The balance for the Account at month end 31st December 2022 was £19,745.30.

**22/228 Payments LGA 1972 s150 (5)**

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

**Invoices**

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

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

Website Horningsham.org website 06.10.22 -06.11.22 LGA 1972 s111 SO £20.39

BT Telephone Box Signs LGA 1972 s111 £210.00 plus VAT

Information Commissioner Data Licence LGA 1972 S111 £35.00

Halcyon Grounds Maintenance 1583 Public Health Act 1875 £801.60

Cloudy IT Group LGA 1972 s111 £101.52

Integrity Enterprises Salt Grit Bin LGA 1972 S111 £234.00

Mirage Signs BT Phone Box Signs LGA1972 s111 £252.00

**Retrospectively**

None

**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 £3.00

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

**Receipts: To note receipt of income**

None received

**Payments** £2072.65

**Retrospectively** £0.00

**Multipay card** £37.78

**Income** £0.00

**Total** £17,672.65

**22/229 Online Payments**

**Resolved:** Councillor ken Windess and Councillor Paul Jones would action theonline payments above.

**22/230 Councillor addition to Unity Bank Trust**

**Resolved:** noted that the Clerk required further information from Councillor Steven Seals to be able to upload the request to add him to the Unity Trust Bank account. The Clerk would liaise with Councillors following the upload to sign the request which could be printed off once the details had been input.

**22/231 Update IT**

**Resolved:** noted training is available and that the Clerk is awaiting a set of dates from Cloudy IT as to when this is available for Councillors.

**22/232 Meetings for Councillors to consider attending**

**Resolved:** that the Clerk would be the Councils representative at the Warminster Area board meeting 2nd February 2023 7.00pm Warminster Civic centre.

**22/233 Correspondence received**

**Wiltshire Association of Local Councils**

**Resolved:** instructed theClerk to ask Councillor Liz Glover to attend as the Parish representative.

As you are all aware Katie Fielding left at the beginning of this year and I took up employment as County Secretary in April. During the last seven months I have had the opportunity to speak to many of you, either on the telephone or face to face; to renew old, and strike up new, acquaintances.

In my conversations it is noticeably clear that being able to pick up the phone, or draft a quick email, and ask for advice or very often just confirmation is welcomed by Members. This service is paid for from part of your yearly subscription. The remaining yearly subscription goes towards subsidised training, access to National advice and updates, representation at meetings with partners within Wiltshire, the Southwest and Nationally.

Now that budget time has come around again Cllr Scragg has asked me to write to all members. He wishes to invite a representative from each member council to attend a zoom meeting on Wednesday 18th January 2023 at 6.30pm. The WALC Annual Subs for 2023/24 will be set at this meeting. We are, on this occasion, seeking broader representation than is currently facilitated through the Executive Committee as laid down in the Associations constitution. The National Association has already set out their requirements from each County Affiliate.

Cllr Scragg and the small number of active Executive members hope that they can encourage more people to take a pro-active role in the future of WALC. In discussions with me, Cllr Scragg has said, “I do hope that we can encourage new blood into the Executive Committee.” Currently there are many vacancies, some of which have existed for the past two or three years at least. The constitution sets out how the Executive should be constructed, which is a little clumsy and may be the reason for many councils becoming either confused or disheartened with the process.

Cllr Scragg also commented, “WALC is a membership organisation, and therefore we must provide what its members want. Now is the time, with new staff members and [hopefully] new Executive members, to reinvigorate the organisation and offer a more refined service, reflecting the growing professionalism of Town and Parish Councils within Wiltshire.” The Annual General Meeting took place on 10th October 2022 and was very poorly attended. At that meeting members present articulated their frustration at the poor representation and asked that Cllr Scragg and myself take action to reverse this indifference and to rejuvenate interest of your organisation.

Cllr Scragg wished to leave you all with one final thought, “WALC provides a service to those local councils or meetings that choose to join. Joining is an exceptionally good first decision to make, build on that initial positive choice and make your second decision one that will influence the management of WALC, become a member of the Executive Committee.”

Repeated for entry into diaries: Wednesday 18th January 2023 at 6.30pm via the ZOOM platform – link will be sent out in the New Year. I would greatly appreciate a response to indicate your Councils intentions to attend so that appropriate arrangements can be made to manage the meeting.

Deborah Bourne CertHE, PSLCC County Secretary

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

None received

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

**Resolved:** noted that due to the data migration the Clerk does not have a copy of the history of emails sent out before the migration.

**22/234 Clerks Report**

**Resolved:** noted the Clerk’s announcement that she had resigned from Maiden Bradley Parish Council. Councillors asked if the Clerk was continuing with her other parishes, the Clerk confirmed that she was.

**22/235 Parish Clerks Delegated Powers**. LGA 1972 s101.

**Resolved:** noted that the Clerk had used delegated powers in conjunction with the Chairman regarding the quotation for the telephone box windows.

**22/236 Notice of items to be taken into consideration at the next meeting.**

**Resolved:** the below list was approved**,** along with those agenda items moved forward from this meeting.

Register of Interests Update

Vat Reclaim

Dates for Council meetings

Policy Updating

It was noted that if Councillors have been approached by parishioners with an issue/item for Council to investigate, please can Councillors complete an Agenda item reporting form and send it to the Clerk within six 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 14th of February 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.

**22/237 Items for Parish Newsletter & Notice Boards**

**Resolved:** draft of the minutes sent to the Horningsham News and the link to the minutes on the Website placed on Facebook, along with other items highlighted in the minutes.

**22/238 Date for the next Parish Council Meeting**

**Resolved:** it was agreed that **Thursday 23rd February 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…………………………………………………………….