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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 6th of March 2023 at 7.30pm.

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

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

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

A parishioner addressed Council asking if further movement had been made regarding the Chapel. An update was given by Councillor Paul Jones a copy of the update will be attached to the minutes.

Unitary Councillor Bill Parks addressed Council on the items below:

He hopes that all Councillors and parishioners are aware of the system to report potholes and the condition of the roads. He asked if parishioners and councillors could report them on the online reporting system as he had noted several, they would be picked up and actioned swifter using this system. He asked if the Parish Council could request that the parish steward cleans the school signage.

* The Clerk to add this to the Parish Steward work list.
* A copy the Wilts app and how to use it, be placed into the Horningsham news.
* Grant funding was mentioned, the luncheon club need to be advised that funding would be available to them.

The Chairman thanked Unitary Councillor Bill Parks for attending he had been extremely helpful and was most welcome to stay for the rest of the meeting. Council approved Unitary Councillor Bill Parks involvement.

# 22/290 Acceptance of apologies for absence

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

**Resolved:** Councillor Elizabeth Glover had given her apologies for two meetings this is the second meeting. Council resolved her reason for absence.Councillor Dermot FitzGerald had sent his apologies. Council resolved his reason for absence. Councillor John Radley had sent his apologies Council resolved his reason for absence.

22/291 Dispensations

**Resolved:** noted none had been received by the Clerk.

# **22/292 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 Paul Jones declaration of interest in the planning application.

22/293 Exclusion of the Press and Public Standing Order #1c The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**Resolved:** not required.

# 22/294 To receive and sign the minutes of the Full Council meeting held on 23rd February 2023 Previously circulated) LGA 1972 Sch 12 para 41(1)

**Resolved:** that they were a true record of the meetings decisions. Proposed Councillor ken Windess Seconded CouncillorPaul Jones.

# 22/295 Chairman’s announcements

**Resolved:** noted the Chairmans request, could Councillors log into the office.com site regularly or arrange that their emails are pushed to their personal apps.

# 22/296 Co-option

**Resolved:** instructed the Clerk to place an advert on the website and Horningsham news Facebook pages. It was agreed that the Clerk use the NALC toolkit with posters advertising for new councillors. It was agreed that the 11th of May 2023 would be the closing date for applications.

# 22/297 Planning

## **Planning Applications**

**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.**

**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. Parishioners can comment in their personal capacity directly on the Wiltshire Council Website using the application number).**

# 22/298 Planning Decisions

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

# 22/299 Parish Steward

**Resolved:** instructed the Clerk to report to the Parish Steward,anypotholes he sees to be filled and could the school signs to be cleaned.

It was also asked if the pavement from village hall could be cleared of debris as it is making the pavements slippery. Unitary Councillor Bill Parks, spoke about the Idverde Community Scheme, Council agreed that this would be a positive move for the parish to have a visit. The Clerk was given delegated powers to arrange this with Unitary Councillor Bill Parks

# 22/300 Community Speed Watch

**Resolved:** noted the below information from the metro count.The details of the metro count were noted it was agreed that an area where the Community Speed Watch (CSW) scheme will be run needs to be sought.A programme to place 30mph signage through the parish was discussed. Unitary CouncillorBill Parks recommended that the Clerk requests a metro count for Hitcombe bottom, which would then bring discussions re speeding and the signage at LHFIG meeting.

It was agreed to find volunteers to take part as a Speed Watch Team via the Facebook pages and in Horningsham News. It was agreed that the Clerk be instructed to contact the school to ask them ask if parents would be interested in becoming volunteers. It was agreed that a programme of process to be put in place.

*Further to your traffic survey request for the C270 Water Lane in Horningsham, please find attached the results for your records along with details of the criteria that we follow for intervention.*

*The survey results demonstrate that the combined 85%ile was 35.6mph, meaning that the C270 Water Lane, Horningsham is eligible for a Community Speed watch Scheme.*

Community Speed Watch (CSW) helps local people to address speeding in their communities. Community Speed Watch brings local people together to monitor speeding in their communities. All information recorded is passed to the police. CSW volunteers collaborate closely with Community Policing Teams (CPTs), supported by the Special Constabulary Roads Policing Unit. Community Speed Watch only takes place where there is an identified speeding issue in a 20mph, 30mph or 40mph speed limits. All volunteers are trained by Traffic Management Policing Officers to monitor traffic speed and must comply with a code of practice.

How to get involved?

For more information on CSW please email: [communityspeedwatch@wiltshire.police.uk](mailto:communityspeedwatch@wiltshire.police.uk?subject=I%20would%20like%20more%20information%20on%20Community%20Speed%20Watch). Or complete the online expression of interest form here: [Expression of interest form](https://forms.office.com/r/T9hyJ64Sa5)

Your local CPT can also provide more information about CSW schemes in your area. The CSW Co-ordinator will arrange everything you need to become a CSW volunteer. The schemes are supported by the police.

See below link to the Community Speed Watch Website.

[Community Speedwatch (wiltshire-pcc.gov.uk)](https://www.wiltshire-pcc.gov.uk/the-pcc-and-you/get-involved/community-speedwatch/)

Community Speed Watch volunteers monitor vehicles from designated sites which have been risk assessed and approved by the police. Our volunteers use a police officer approved hand-held speed detection device to check the speed of vehicles and any vehicles recorded driving over 24mph in a 20mph limit, over 35 mph in a 30mph limit, and over 46mph in a 40mph limit, are recorded on a monitoring sheet. The details recorded are time, date, site, vehicle body type (car, van, tractor, motorcycle etc), colour, registration, and speed.

These details are sent to the Community Speed Watch administration team for processing. A PNC (Police National Computer) check is run on the vehicle and the registered keeper of the vehicle is contacted and a letter sent to the registered address.

# 22/301 Munday’s Lane

**Resolved:** discussed the quotation form the Grounds contractor to extend the contract to include Munday lane. It was agreed that the quote be accepted and that two cuts a year be put in place. Proposed Councillor Matt Simpson Seconded Councillor Paul Jones. All agreed.

**22/302 Horningsham Street Signs**

**Resolved:** Councillor John Radley, had sent a memo to say he still had to arrange this. Council noted that parishioners have asked on the Horningsham Facebook pages if the Parish Council would consider Chapel Street having a street name.

**(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**).**

**22/303 Bulb Planting Project, Jubilee Celebrations 7 Trees Planted and Community Orchard**

**Resolved:** Councillor Matt Simpson reported that although they were not doing the orchard this year, the purchase of bulbs would need to take place in the next few weeks. It was agreed to delegate to Clerk though the Chairman and Vice Chairman the purchase of the bulbs. Proposed Councillor Gerard Brierley Seconded Councillor Stephen Crossman.

**22/304 Jubilee Trees - The queen’s green canopy**

**Resolved:** Councillor Matt Simpson, to research the cost of a Christmas tree for the common, this would enable it to be decorated in December.

**22/305 Village Hall**

**Resolved:** Councillor Ken Windess gave an update on the Village Halls recent Committee meeting. There are lots of events being planned for the coming year and a new 5-year maintenance plan and upgrade for the hall is being put in place.

# 22/306 Chapel

**Resolved:** Councillor Paul Jonesreported on hisinvestigations to date, he is to action further research with the Longleat Property team to find out if a lease is in place.

**22/307 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.

# 22/308 Defibrillator Training

**Resolved:** noted that the Clerk has provisionally booked the 8th of June 2023 as the training evening, it is a Thursday so the hall will be warm for the evening. This was a date advised the SWAST Trainers and was free in the village halls booking system. Councillors confirmed they were happy with this date.

Councillor Steven Seals agreed to be the lead Councillor at the event. Council instructed the Clerk to advertise the event on the Horningsham Facebook pages, in the Horningsham news and to put up posters. Councillor Matt Simpson to loan a laminator to the Clerk as the Clerk no longer had the use of Maiden Bradley Parish Councils Laminator.

**22/309 Health & Safety Report**

**BT Phone Boxes & Assets**

**Resolved:** noted that nothing had been reported regarding theHealth and Safety report on the Councils Assets. Councillor Gerard Brierley had nothing to report regarding the BT Phone Boxes and Assets. Councillor Stephen Crossman was provided with the check sheets to complete.

22/310 Holly Bush Bus Stop

**Resolved:** noted that the Clerk has liaised with Councillor ken Windess on a tender specification to be sent out to contractors to quote on. Councillor ken Windess to complete the tender.

**(Councillors Councillor Ken Windess and Councillor Gerard Brierly** **to give their recommendations to reduce and manage any risk highlighted on the check sheets).**

**22/311 Play Area Health & Safety**

**Resolved:** noted asCouncillor John Radleys email report that no issues have been found. He is still actioning the research for retro fix metal post shoes.

# 22/312 Recreational Area Litter

**Resolved:** noted that the Clerk had received the signage. This was given to Councillor Ken Windess to affix to the play area fencing.

**22/313 Tennis Court**

**Resolved:** noted the receipt of thenew tennis Court net. It was agreed that it would be stored at hall until it requires fitting for the tennis season.

It was noted that the entrance at the new gate had been created Councillor Stephen Crossman was thanked for his efforts. It was agreed that the banks be grassed, and the footpath fitted with grass Crete. Clerk to consult with Councillor John Radley regarding this. It was agreed that the tennis court flooring required a stiff brush, Clerk to seek chemical cleaner costs after consulting with Councillor John Radley and that Volunteers be sought to help clean the surface via the Facebook pages.

**22/314 Teenage Recreational Provision**

**Resolved:** noted that the Clerk has actioned a grant application to the Creys Trust but has yet to hear back. An Expression of Interest Form has been actioned to the landfill grants. They have a large backlog currently and are working through them. They will keep it on file and contact the Clerk when they have the funds to apply for, for the Parish Council. The Clerk will action an application to the Warminster Area Board as the new budget will be in place. Unity Councillor Bill Parks suggested an application to the Fudge Trust as it is for Youth provision would also be a promising idea.

# 22/315 CPRE Wiltshire & CCm Technologies Best Kept Village Competition.

**Resolved:** noted that the Clerk has actioned the application. Council confirmed it is content with the content, Councillor Simon Millar had approved. It was agreed that the Clerk sends in the application ready for the 21st of April 2023. Councillor Ken Windess and Unity Councillor Bill Parks to assist the Clerk on the project.

**GENERAL POINTS**

* To help First and Second Round Judges please provide your village post code on the entry form for their Satnav settings.
* Judges in both rounds look for the absence of litter as well as the overall condition and tidiness of any feature visible or accessible to the public **listed on the entry form and shown on the map**. If rubbish bags are in evidence, awaiting collection, marks will not be deducted provided that the bags are neatly stacked and there is no rubbish littering the adjacent area.
* **Any areas specifically set aside for conservation and wildlife**, for example an uncut area in the churchyard, verge, hedgerow, or village green, **must be specified on the entry form**, **clearly identified on the map**, and in the report for Judges. Note that for the purposes of the BKVC, a conservation area is as described above and is NOT an area specified as such in Wiltshire Council planning regulations. **We strongly encourage villages to have a positive approach to conservation and wildlife areas** and this is a recent additional criterion for marking. Judges appreciate that hedges should not be cut until the bird breeding season is over – normally at the beginning of July. In graveyards, **graves should be identifiable and not screened by grass immediately in front**, but the remainder of the graveyard could be left with long grass, and this would not then be marked down.
* **If road verges are deliberately left as conservation areas this should be stated in the entry form and/or village report**. Such verges need not all be identified on the map. However, remember that verges should be short near road junctions to provide good visibility for safety reasons.
* **Allowances will be made for detrimental factors beyond village control – please use the space allocated on the entry form to list any such problems (such as road works).**
* The scoring system and final assessment ensures that no village will lose marks if it lacks any or all of the typical listed features.

**PREPARATION ON HIGHWAYS**

Wiltshire Council Highways Department have confirmed that villagers preparing for the Competition by collecting litter or tidying verges do not need to hold a Street works license. However, Parish Councils should:

* Check that their insurance provides third-party cover for volunteers working in such areas.
* Carrying out a simple risk assessment for such volunteers, especially for main roads.
* Brief volunteers working on highways and instruct them to wear high-visibility vests.
* Post road sentries and/or traffic warning signs where volunteers are working on roads with large amounts of traffic and/or where vehicles travel fast.

**TIMETABLE**

The first round of judging will take place between mid-May and mid-June. Pairs of judges will judge villages that are not close to where they live. Each team judges one category only (Large, Medium, or Small) in one of the four districts and the best village in each category goes through to the County Round which determines the best kept village in each category.

**COUNTY ROUND JUDGING**

The County Round judging takes place in July. Pairs of judges will visit the First-Round winners in their category to determine the Best Kept Large, Medium and Small Villages in Wiltshire for 2023.

**FIRST (DISTRICT) ROUND PRESENTATION CERTIFICATES**

CPRE certificates will be presented to the winner of each category in the First Round at presentations to be arranged between the local CPRE Group Chairman and the Parish Council in September or October once the three overall winning Best Kept Villages have been announced.

The Best Newcomer village (judged independently by a separate pair of judges) will receive a £150 cash prize, a shield (held for one year) and a CPRE certificate. A newcomer is defined as a village that has not entered for at least the past 5 competitions (i.e., since 2016).

The Merit Award of £150, plus a CPRE certificate, will go to: the village which has entered every year for past 4 competitions; is not a County Round winner; is not the Laurence Kitching winner in 2023; and was not the Merit Award winner in 2021 or 2022. Villages will be given points equating to their positions in the District Round or Laurence Kitching Award over the past 6 competitions and the lowest total determines the winner.

**SECOND (COUNTY) ROUND PRIZES**

The overall winners of each size category will receive a prize of £200. Villages in second, third and fourth places will receive £100, £60, and £30, respectively. All County Round winners receive a BKVC standard (held for one year), a CCm Technologies plaque, a Wiltshire Council plaque and a CPRE certificate (see below); second and third placed villages receive a certificate.

All cash prizes will be transferred to the parish council accounts using online banking.

The main Presentation Ceremonies will take place on Sunday 24th September, in the three villages (Large, Medium, and Small) judged the Best Kept in their category in Wiltshire for 2023, and also in the Laurence Kitching Award winning village. CPRE Wiltshire President (The Lord-Lieutenant of Wiltshire), the Branch Chairman, the High Sheriff of Wiltshire, the Chairman of Wiltshire Council, and representatives of the sponsors usually participate at these ceremonies.

Bill left the meeting his input was much appreciated by all 8.36pm

# 22/316 Website update/Communications

**Resolved:** noted that there was no report from the Working Group to date.

# 22/317 Accessible Image of the Council

**Resolved:** noted that Councillor Ken Windess has provided a version that can be cut and pasted onto the documentation and to the website pages. The Clerk will be working through all Council documentation to add the logo.

# 22/318 Coronation

**Resolved:** approved the£1,000.00grant to be made to the village hall Committee for the Coronation Celebrations. Council instructed the Clerk to action the payment. Proposed Councillor Paul Jones Seconded Councillor MattSimpson.

It was noted from Councillor Stephen Crossman that the Village Fayre this year is to be labelled a right royal affair. It will have a royal theme throughout it.

**22/319 Litter pick date/dates**

**Resolved:** Councillor Stephen Crossman agreed to arrange a litter pick either at the end of May or end of the year around mid-September. The date to be clarified by Councillor Stephen Crossman to the Clerk. The Clerk was delegated to collaborate with Councillor Stephen Crossman over the arrangements.

# 22/320 Clerks Appraisal

**Resolved:** approved the Staffing Committees recommendation that the Clerk is awarded a scale point rise from April 2023. Proposed Councillor Matt Simpson Seconded Councillor Ken Windess. All agreed.

**22/321 Approval and signing of Parish Accounts for the month of March 2023 Internal Audit Accounts & Audit Regulations 2003 reg 2.**

**Resolved:** approved and signed the accounts. The balance for the Account at month ends 31st March 2023 £13,430.65.

**22/322 Payments LGA 1972 s150 (5)**

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

**Invoices**

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

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

Halcyon Grounds Maintenance 1603 Public Health Act 1875 £801.60

Cloudy IT Group LGA 1972 s111 £101.52

Rapide Stationary LGA 1972 s111 £23.17

# Multi Pay Card

1 & 1 IONUS website 06.02.23 06.03.23 LGA 1972 s111 £20.39

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

Amazon Diamante Tennis Court Net £76.70

# Receipts: To note receipt of income

**Payments** £1,478.61

**Retrospectively** £0.00

**Income** £0.00

**Total** £11,952.04

**22/323 Online Payments**

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

# 22/324 Councillor addition to Unity Bank Trust

**Resolved:** noted that the Clerk has actioned the paperwork to add Councillor Steven Seals to the Unity Trust Bank Account. Council resolved to remove Councillor Charlotte Hilleary; the Clerk was instructed to action the paperwork.

**22/325 Meetings for Councillors to consider attending.**

**Resolved:** noted that at the time of producing this agenda no information on possible meetings had been received.

**22/326 Correspondence received.**

# Proposed Upgrade to Existing Radio Base Station Installation at CS 124907 Longleat Safari Park, Longleat, Warminster, BA12 7NW (E382847 N143178

**Resolved:** noted the correspondence received, previously emailed.

# Re: Forest Management carried out by UK Forest Certification Ltd SA-FM/COC-004807/ SA-PEFC-FM-004807

**Resolved:** noted the below correspondence received.

In May 2023 we will carry out a Forest Stewardship Council® (FSC®) The Programme for the Endorsement of Forest Certification (PEFC™) Forest Management assessment of forest management by UK Forest Certification Ltd in the United Kingdom. They will be assessed against the requirements of the UKWAS v4 2018.

A full list of the forest / woodland locations within their Group Scheme is enclosed with the attached consultation document and feedback regarding management practices at any of these sites is welcome.

We would welcome any comments you have on.

a) forest management carried out by UK Forest Certification Ltd and/or sites within their Group Scheme and/or

b) the FSC Standard being used (you can view this standard at https://connect.fsc.org/document-centre / http://ukwas.org.uk/)

To comment, please Complete our online stakeholder feedback form, using the link below:

[www.soilassociation.org/stakeholderconsultation/](http://www.soilassociation.org/stakeholderconsultation/) The deadline for comments is 17/04/2023.

# WI0127 Horningsham Parish Council – 2022/23 AGAR external auditor instructions

**Resolved:** noted the below correspondence from the external auditors and that the Clerk will be actioning the audit over the next few weeks and bring the completed Audit to the May meeting.

We are appointed by Smaller Authorities’ Audit Appointments Ltd (SAAA) as the external auditor of your smaller authority for the 5 financial years from 2022/23 to 2026/27. We are writing to you as the 2022/23 financial year ends to provide instructions to enable your smaller authority to comply with the relevant statute and Regulations regarding accounts and audit.

If you are clerk for multiple smaller authorities, please accept our apologies if you receive this email more than once, these instruction emails are sent to every smaller authority for whom we act. Please note, however, that the emails are being sent out in batches over the course of this week, so if you are clerk for multiple authorities and have received this email only once, you should receive further emails over the course of the next few days.

Contact details.

If you are aware that you are not going to be the main point of contact for this smaller authority going forwards, please could we ask that you provide us with the new contact email address as soon as possible to prevent unnecessary chasing and ensure all correspondence reaches the right person.

Completion of documentation for submission

Access to the Annual Governance and Accountability Returns (AGARs) and instructions is provided through email links. All the relevant information and guidance is available on this page of our website. Please click on the links provided to refer to our instructions and to obtain the relevant forms and information to be provided to us with the AGAR.

Please note that a separate email will be sent this week to any smaller authorities with income and expenditure below £200k who have been selected as part of the 5% sample subject to intermediate review. All smaller authorities with income or expenditure greater than £200k are automatically subject to an intermediate review and will not receive an additional email. In this case, you must submit the information required for an intermediate review.

Please submit in excel format any documents that have been prepared in excel; pdf format is fine for all word documents.

Submission deadline

Please note that our default submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (as appropriate) is Monday 3 July 2023. Non-submission by this date will lead to chargeable chaser letters being issued (£40 plus VAT for all financially active smaller authorities). If you are not able to meet this deadline, please contact us to arrange an alternative date (subject to below) to avoid incurring the administrative charges. It is important to note, however, that:

•no submission deadlines will be granted beyond 31 July 2023.

•it will only be possible to extend submission deadlines by a maximum of 4 weeks to 31 July 2023 providing sufficient justification explaining the exceptional need for the extension is given.

•we are only able to extend the submission deadline for exceptional reasons, and no extensions past 31 July 2023 will be given under any circumstances. If you do not submit your completed and signed AGAR or exemption certificate to us by 31 July 2023 additional charges will apply for chaser letters issued.

•a statutory recommendation will be issued to all financially active non-responding authorities that fail to submit their documents by 15 September. Statutory recommendations for non-response are charged at the standard fee rate depending on the authority’s expenditure banding and hence give rise to a minimum additional fee of £210 plus VAT.

IMPORTANT: If a financially active smaller authority is issued with a statutory recommendation (and/or a public interest report) for 2022/23 it will not be able to claim exemption from a limited assurance review for 2023/24, regardless of whether it meets all other criteria.

Contact details.

If you are aware that you are not going to be the main point of contact for this smaller authority going forwards, please could we ask that you provide us with the new contact email address as soon as possible to prevent unnecessary chasing and ensure all correspondence reaches the right person.

Acknowledgement of receipt of information

The first contact your smaller authority will receive will be an automated email notifying you when either the AGAR or Exemption Certificate, as appropriate, has been logged onto the authority’s record on our database. This should be within six weeks of submission.

Our review procedures

Please note that we undertake our reviews in order based on the date received, i.e., authorities who submit their AGAR to us earlier will be reviewed earlier. Please note that we receive a significant amount of submissions well in advance of the submission deadline, if you are able to submit earlier this may speed up your review.

Important: If you have a query, please do not respond to this email address. All correspondence and submitted documentation should be sent to sba@pkf-l.com

Kind regards

SBA Team

For and on behalf of PKF Littlejohn LLP

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

None received.

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

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

FW: Planning Portal weekly news - 2 February 2023

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

FW: civic update - Friday 3rd February

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

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

Coronation events

FW: Handmade Oxford, The International Contemporary Crafts Festival

FW: Town Clerk's Update

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

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

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

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

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

FW: civic update - Friday 17th February

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

FW: Planning Portal weekly news - 16 February 2023

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

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

FW: WALC - February 2023 Newsletter

FW: Briefing Note 23-06 Wiltshire School Places Strategy 2023-2027

FW: BBC Great British Railway Journeys

FW: Frome Matters

FW: 86 WATER LANE, HORNINGSHAM, WARMINSTER, BA12 7LL: Consultation - PL/2023/01676

FW: Executive Board Meeting Thursday 9th March

FW: Proposed Upgrade to Existing Radio Base Station Installation at CS 124907 Longleat Safari Park, Longleat, Warminster, BA12 7NW (E382847 N143178

FW: Warminster CPTG - 23 March 2023 - Cancelled

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

FW: University Bursary Grant - Wiltshire & Swindon Young People - Open for Applications

FW: Art Workshop for Older People at Warminster Library

FW: March round up from Wessex Community Action.

FW: PCC responds to latest sexual offences figures.

FW: WALC - March 2023 Newsletter

Chapel

FW: 🐰 March News from the Chase & Chalke Landscape Partnership

FW: Wiltshire PCC joins forces to fight for tougher rules on fly-tipping.

FW: Family Records - Archives?

**22/327 Clerks Report**

# Clerks Holiday

**Resolved:** approved the Clerks request to take a week’s leave from the 10th of July 2023 to the 14th of July 2023.

**22/328 Parish Clerks Delegated Powers**. LGA 1972 s101.

**Resolved:** noted the below action.

**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:** Supported.

# 22/329 Notice of items to be taken into consideration at the next meeting.

**Resolved:** the below items.

Election of Chairman and Vice Chairman

Review Standing Orders and Financial Regulations

Review of delegation arrangements to committees, sub-committees, employees, and other local authorities.

Review of the terms of references for committees if required.

Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.

Review of representation on or work with external bodies and arrangements for reporting back.

Council’s period of eligibility to exercise the power of General Competence

Review of the Council’s and/or employees’ memberships of other bodies.

Review the Council’s complaints procedure.

Review the Council’s procedures for handling requests made under the Freedom of Information Act 2000 GDPR and the Data Protection Act 1998.

Review the Council’s policy for dealing with the press/media.

Review the Council’s Filming, Photographing, & social media Policy

Review the Council’s Complaints Procedure

Review the Council’s Equal Opportunities

Review the Council’s Lone and Isolated Working Policy

Review the Council’s Community Engagement Statement of Intent

Review the Council’s Petitions Policy

Review the Council’s Procedure for public sessions.

Review the Council’s Grant Awarding Policies and Procedures

Review the Council’s Information and Communications Technology IT Email, Internet, and Phone Policy

Review the Council’s Bullying and Harassment or dignity at work policy.

Review the Council’s Child Protection and Vulnerable Adults

Review the Council’s Staff and Councillor Training and Development Policy

Budget Report

Certify the Accounting Statements- Annual Year End Accounts

Consider the Annual Internal Audit Report

Approve Annual Governance Statement

Approve Accounting Statement

Publish the Audit on the Website

Approve the dates for the Public to exercise their rights.

If Councillors have been approached by parishioners with an issue/item for Council to investigate, please can Councillors complete an Agenda item reporting form and send it to the Clerk within 6 clear days of the next meeting. If Councillors wish motions to be included on the next Agenda, they need to be sent to the Clerk before the 9th of May 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.

**22/330 Items for Parish Newsletter & Notice Boards**

**Resolved:** Draft minutes anda write up of the minutes and the meetings resolutions to be published in the Parish News.

**22/331 Date for the next Parish Council Meeting**

**Resolved:** it was agreed that **Thursday 18th May 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 8.43pm. Signed……………………Dated ………………………