

All Parish Council Meetings are open to the Public and Press

Wednesday 19th October 2022

To All Members of Codford Parish Council

Dear Councillor,

You are summoned to a meeting of Codford Parish Council, at the Village Hall on **Wednesday 19th October 2022 at 7.30pm**. The meeting will consider the items set out below.

If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting. Email: karungigrant.codfordparish@yahoo.com or phone 01985850523. The Clerk will then guide you with the process the meeting will take and assist you with any GDPR requirements you might have.

Council is 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; Crime and Disorder, Health and Safety and Human Rights).

Before the meeting there will be a public session to enable the people of Codford to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted under the openness of local Government Regulations 2014 (England Only). A person may not orally report or comment about a meeting as it takes place if he is present during the meeting of a parish council or its committees but otherwise may:

Film, photograph or make an audio recording of a meeting.

Use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later.

Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

However, anyone wishing to do so must speak to the Clerk prior to the meeting as there is policy and General Data Protection Regulations 2018 which must be followed. Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (01985 850523) email address (karungigrant.codfordparish@yahoo.com) at least 24 hours before the meeting so that every effort may be made to provide access.

Karungi Grant
Parish Clerk

Wednesday 12th October 2022

7.30pm Public Question Time

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced.

Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

Report from Unitary Councillor

AGENDA

1. 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 Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

2. Dispensations

Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.

3. To receive declarations of interests Local Authorities

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) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).

4. 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.

Council is asked to discuss excluding the Press and public for any item listed on the below Agenda. The Clerk advises Council that there are no items that the Press, and Public will need to be excluded on the agenda.

5. To receive and sign the minutes of the meeting held on 5th September 2022 (Previously circulated) LGA 1972 Sch 12 para 41(1)

6. Staffing Committee – Report

7. Matters Arising from previous minutes

Chairman to address and resolve matters from previous council meeting.

8. Planning

Town and Country Planning Act 1990. Town and Country Planning (Development Management Procedure) Order 2015

Planning Application Consultation

Council is asked to discuss the below applications and inform the Clerk of its comments.

Application No: PL/2022/07099

Proposal: Removal of Condition 2 (noise) of PL/2021/03833 (Erection of a three-bedroom detached dwelling and conversion/extension of redundant bowling alley to a two-bedroom dwelling and associated external works)

Site address: The Brambles, Green Lane, Codford, BA12 0NG

Application No: PL/2022/07614

Proposal: T1 Western Red Cedar - Prune back the branches over the boundary wall by 2-3m to allow more light into the property, remove the ivy clad stem growing over the wall and prune back the canopy close to the house roof by 2-3m. To stop incidental damage and allow more light into the front of the property.

SITE ADDRESS: 4 WOOL HOUSE GARDENS, CODFORD, WARMINSTER, BA12 0PS

Application No: PL/2022/06878

Proposal: Dismantle and upgrade pole and upgrade 7 x HV spans

SITE ADDRESS: Land at Sherrington, Warminster, Wiltshire, BA12 0SN

The above-mentioned applications have been submitted to the County Council and are due to be determined soon.

9. Parish Steward

Council is asked to discuss a list for the next Parish Steward visit.

(The Parish Steward can only complete works listed below)

- Hand clearing and cutting of growth from drainage grips and drain gully covers.
- Hand clearing of blocked drainage gullies, culverts, pipes and pit3
- Clearing storm debris from the roads and footways
- Clearing collision debris, clinical waste etc.
- Pedestrian barriers repairs, preparation, and painting
- Cleaning, re-installation and straightening of small road signs, street nameplates and bollards.
- Installation of small road signs, verge marker posts and supplied street nameplates
- Removal of limited graffiti from road signs, bollards, and street nameplates
- Hand cutting of grass and vegetation in visibility areas
- Hand treatment of weeds in rural areas
- Removal of Ragwort and other noxious weeds
- Clearance of encroaching growth and soils from footways
- Repair of minor surface defects in roads and on footways
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10. Village Hall

Report from Councillor Don Bartlett, updating on the village hall management committee.

11. Defibrillator funds

Council to receive feedback from Clerk on status of the AED funds

12. ILCA training

Council is asked to approve the Clerks registration for the Introduction to Local Council Administration (ILCA); a Level 2 course, to enable her to advance to CiLCA, Level 3. Online course priced at £120 including VAT.

Clerks Job Description States

To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.

13. Approval of Parish Accounts for the months of September/October 2022

Internal Audit Accounts & Audit Regulations 2003 reg 2

Council asked to approve the accounts. The Clerk reports that the Lloyds Bank account balance as of the 12th October 2022 is £15,092.85

14. Payments LGA 1972 s150 (5)

To review and approve the items of expenditure listed below:

Invoices

Wages September (LGA 1972 s111)	£587.16
Community Speed Watch Signage	£30.05
SLCC Subscription 2022	£134
Codford VH Grant (2 nd Instalment)	£3750
Ideverde JULY, AUG, SEPT @6.50	£23.40

Retrospectively

None

Receipts: To note receipt of income

Second Precept Payment	£ 9,270.52
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15. Mandate and Variation Request to Bank for change of signatories

Council is asked to approve the change of signatories for PC bank account and sign the mandate variation form.

16. National Association of Local Councils Empowering Communities

Council to approve Clerks attendance to the Conference. Virtual attendance for members at £60 including VAT. Monday, 7th November at 10am

17. Clerk's Report

Replacement Laptop - Purchased

Microsoft Business Account – Purchased (free 30 trial).

Domain name and emails - Pending

Subs payment error – WALC

Bookers card – Expired

18. Correspondence received

Flooding

Council approached by prospective new residents about flooding.

Speed Humps

Councillors to discuss request from a resident to narrow road and introduce speed bumps with extra signage, at the far end of the High Street.

19. Meetings

Warminster Area Board

Update from Cllr Neville

Electric Vehicle Charging Point webinar

Update from Cllr Neville

20. Booklets, Brochures, and leaflets on the below list were received

Clerks and Councils Direct

21. Emails on the below list were received and sent to Councillors.

- Have your say on cycling and walking plans in Wiltshire – 7/09/2022
- Wiltshire warm spaces - mapping survey -14/10/2022
- Wiltshire PCC to continue to lobby for police funding review – 14/10/2022
- Council Defibrillator Grant (copied to Cllrs Bartlett and Smith) – 6/10/2022
- Warminster and District Health, Well Being, and Social Care Forum – 6/10/2022

22. Parish Clerks Delegated Powers

The Clerk will give Council details of any matters dealt with under her delegated powers since the last meeting of Council.

LGA 1972 s101

23. Notice of items to be taken into consideration at the next meeting in January.

Councillors are asked to highlight any further items. The Clerk recommends the below:

Community Emergency Plan update

Budget Preparations

If Councillors have been approached by parishioners with an issue/item for Council to investigate, please can Councillors 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 11th of November 2022 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.

24. Date of the next meeting

The Council is asked to note that **Monday 21st November 2022** at 7.30pm is the date of the next meeting. All are welcome to attend.

Council is 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); Crime and Disorder, Health and Safety and Human Rights. Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk01985 850523 email (karungigrant.codforparish@yahoo.com) at least 24 hours before the meeting so that every effort may be made to provide access