

All Parish Council Meetings are open to the Public and Press

Monday 5th September 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 **Monday 5th September 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

Tuesday 30th August 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.

Nikki Townsend, Selwood Housing will attend to update PC on Selwood Development planned in Codford.

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 11th July 2022 (Previously circulated) LGA 1972 Sch 12 para 41(1)

6. Acceptance of Office

Councillors who were not present at previous meeting to sign Declaration of Acceptance of Office.

Appointment of Committee Members

LGA 1972 sections 101-106 and schedule 12

Council is asked to discuss the appointment of members to the below committees listed and resolve if any new committees are required, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them).

Staffing Committee – Vice Chairman and two other Councillors
(2021-2022)

7. Matters Araising 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/2022/06154

Proposal: Full height glazed bedroom doors and balcony.
Site address: PRIMROSE HOUSE, GREEN LANE, CODFORD, WARMINSTER, BA12 0NY

Application No: PL/2022/04724

Proposal: Forming of trench and laying of below ground services linking between the Anaerobic Digester site and adjacent glasshouse site. Services to provide flow and return of hot water, electricity export, communications ducting. Trench width and depth 1.5m x 1.5m.
SITE ADDRESS: Land between the Malmpit Hill Anaerobic Digester Site and the adjacent glasshouse site, Malmpit Hill, Codford, BA12 0PA

Application No: PL/2022/05272

Proposal: Circular 14/90 - Electricity Overhead Lines notification.
Essential refurbishment works to existing overhead support poles.
SITE ADDRESS: East Farm Solar, Church Lane, Codford, Wilts

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

10. Annual Governing Statements

Council is asked to note that although the Clerk completed all the documentation required for the Year end Audit by PFK Littlejohn, was approved by council and submitted, the AGAR Form 2PM completed was the wrong one. The correct form with an additional Assertion and Internal Control Objective that is applicable to Councils has been completed by the clerk. Council is asked to resubmit the correct AGAR with the information previously approved with the addition of the missing

answers. The Council should also approve and ratify the answers to the additional assertions at their next meeting and provide a copy of the minute to PFK Littlejohn as evidence of the action taken. Deadline for submission has been extended to 9th September.

11. Community Speed Watch signs

Council is asked to approve payment for signs purchased by a member of the CSW team, for the scheme. Clerk has received the invoice for £24

12. Winter Preparations

Council is asked to discuss the below recommendations reported back by Clerk

1. Salt Box opposite the doctor's surgery is damaged and needs topping up.
2. Salt Bin at the top end of Cherry Orchard needs topping up.

The salt in all bins is very dirty and solid and should at least be mixed with new salt to make it usable. Winter team to be informed.

13. Recreational Area Health & Safety

Council is asked to note the ROSPA annual inspection is booked! The inspection of the play area(s) listed below is scheduled to take place during September. During busy periods the inspection may be undertaken in the following month.

Ball Court - Annual Inspection £70

Codford Village Hall - Annual Inspection £70

Council is asked to discuss any action required.

14. Village Hall

Council is asked to hear a report from Councillor Don Bartlett, updating on the village hall management committee.

15. Jubilee and WW1 Memorial Trees

Council is asked to consider funding tree guards; deer are eating the bark off the cherry trees, at £2 per tree totalling £70. To note that RBS Codford has offered to cover half the cost.

16. Defibrillator funds

Council to receive feedback from Clerk on status of the AED funds following Councillor Bartlett's defibrillator update.

17. Vat Reclaim

Council is asked to note that the Clerk has actioned a reclaim for £1,636.08 covering the dates 31.03.20 to the 30.06.22.

18. SLCC National Conference

Council is asked to approve the Clerks attendance at the Society of Local Council Clerks National Conference on the 2 and 3 November 2022, at Jurys Inn Hinckley Island Hotel, Leicestershire (or virtually). The Clerk will seek to share accommodation and travel costs. The cost of the Conference is £125 (virtual attendance).

Clerks Job Description States

To maintain a personnel membership to professional bodies and the Society of Local Council Clerks, to attend County meetings and relevant training sessions provided by the Society of Local Council

Clerks and County Association of NALC, to attend the Annual Conference of the Society of Local Council Clerks.

19. Approval of Parish Accounts for the months of July/August 2022

Internal Audit Accounts & Audit Regulations 2003 reg 2

Council asked to approve the accounts for June 2022. The Clerk reports that the Lloyds Bank account balance as of the 30th of August 2022 is £10,934.10

20. Wiltshire Council Precept Payment

Council is asked to note that the Parish Precept 2022/2023 first half payment of £9,270.52 has been received.

21. Payments LGA 1972 s150 (5)

To review and approve the items of expenditure listed below:

Invoices

| | |
|------------------------------|---------|
| Wages August (LGA 1972 s111) | £587.16 |
| Accounts Training | £60 |

Retrospectively

None

Receipts: To note receipt of income

Australian Army Donation (Badge clean fund) £150

Online Payments

Council is asked to resolve whom will action the online payments above.

22. Clerk's Report

August Recess

Council is asked to note that the Clerk worked on the Archiving and Financial Documentation, reviewing records, updating the PC website and General Documentation, and finally looking at preparing the first draft budget during this time.

Modernisation of the Councils IT Systems

The Clerk recommends that three Councillors work as a delegated Committee with the Clerk to take this action, if approved. The Clerk recommends the Vice Chairman Councillor Dorrington and Councillor Neville make up the Committee. The below financial regulations would be used for the spend as it is expected to be under the £5000 limitation for a committee.

Financial regulations

Budgetary control and authority to spend

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over [£5,000].
- **a duly delegated committee of the council for items over [£500];** or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].

Replacement Laptop

Council has approved the purchase. Clerk has ordered the laptop for £389

Microsoft Business Account

Council is asked to approve the subscription of a business account; annual subscription at £59

Domain name and emails

Council to follow up on suggestion to assign councilors official email addresses

23. Correspondence received

Paddock

Council to discuss and consider email shared from prospective new residents seeking guidance on erecting a wooded structure on paddock for their horse.

Mains Drainage

Council approached to look into septic tanks that do not comply with new regulations.

Verge maintenance

Request made to Councillor Dorrington for verge on the junction to Cherry orchard to be regularly maintained. Wiltshire Highways have been contacted.

24. Meetings/Invites for Councillors to consider attending

Councillors are asked if they could inform the Clerk, should they wish to attend or if they wish the Clerk to attend on their behalf, any meetings listed below:

Warminster Area board

The next meeting of Warminster Area Board will be held on **Thursday 15 September 2022 at 7.00pm**. Please note that this meeting will take place in person at Warminster Civic Centre, Sambourne Road, Warminster, BA12 8LB. The agenda for this meeting will be published on Wednesday 7 September and once published will be available online [here](#).

National Association of Local Councils Empowering Communities

Council is asked to discuss if it wishes a representative to attend the below Conference. There is an option to attend in person or virtually.

Monday, 7th November at 10am sees the opening of the National Association of Local Councils Annual Conference by chair Cllr Keith Stevens.

Topics included in this whole day event include Creating Dementia-friendly Communities, climate change, civility, and respect, Levelling up the United Kingdom. Speakers will be nationally recognised, and recognised within the sector, so whether you attend virtually or in person you will be assured of getting the latest available information. Attend in person from £120 or virtually from £60.

Book your place now using this link: <https://www.nalc.gov.uk/our-events/empowering-communities>

Electric Vehicle Charging Point webinar

Offered to Parish and Town Councils (clerks and councillors) and to Village Hall committees. September 14th at 5.30pm on Teams. An opportunity to learn more about Wiltshire Council's approach to electric vehicle (EV) charging infrastructure

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

Clerks and Councils Direct

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

Option to opt out of the SAAA central external auditor appointment arrangements – 12/08/2022

Councillor Safety Webinar – 17/08/2022

Community First AGM2022 – 19/08/2022

A36 Deptford to Cotley Hill roundabouts essential maintenance works

Monday 5 September to Thursday 8 September 2022 – 24/08/2022
Business Grants for young people in Wiltshire – 30/08/2022
Village Hall AGM on 26th August – 23/08/2022

25. 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](#)

26. Parish Council Grants

1. Council to consider an application for a Parish Grants for a new Community Support Vehicle to be based in Swindon but servicing the whole of Wiltshire as part of St John Ambulance's 2023 plans for wider community support and accessibility improvements for the 627 Wiltshire Volunteers.

27. Notice of items to be taken into consideration at the next meeting in November.

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

ROSPA Play Area Annual Check
Community Emergency Plan update
Second Precept Payment
Clerks Appraisal
Budget Preparations
Update Risk Assessment

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.

30. Date of the next meeting

The Council is asked to note that **Monday 17th October 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