

Codford Parish Council – Meeting Minutes – September 5th 2022, at 7.30pm

Present: Councillors Don Bartlett **DB**, Chris Brayne **CB**, Sarah Dorrington **SD**, Tom Thornton **TT**, David Williams **DW**

In attendance: The Parish Clerk, Ms. Karungi Grant **KG**, Nikki Townsend (Selwood Housing) and Mike Davidson (Neighbourhood Watch Coordinator)

Public Question Time

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

Mr. Davidson reported that he would be attending the Warminster Community Police Task Group on Tuesday 6th September. He also alerted PC about ongoing anti-social behaviour in the village.

Report from Unitary Councillor

None

0041. Acceptance of apologies for absence

Schedule 12 of the Local Government Act 1972

Councillors Alasdair Rennie **AR**, Jon Neville **JN**, Simon Howe **SH** and Brendan Smith **BS** sent their apologies. Council resolved their reasons for absence.

0042. Dispensations

None received

0043. To receive declarations of interests Local Authorities

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

Cllr David Williams declared in interest in agenda item 8; Planning Applications **PL/2022/04724** **PL/2022/05272**.

0044. Exclusion of the Press and Public

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

Resolved: The Clerk had advised Council that there were no items that the Press, and Public will need to be excluded on the agenda. However, PC held a closed discussion with the Selwood Housing representative, to which the press and public were excluded.

0045. To receive and sign the minutes of the meeting held on 11th July 2022 (Previously circulated) **LGA 1972 Sch 12 para 41(1)**

Resolved: that they were a true record of the meetings decisions and signed by the chairman.

0046. Acceptance of Office

Councillors Sarah Dorrington, Alasdair Rennie and Brendan Smith signed the Declaration of Acceptance of Office.

Appointment of Committee Members

LGA 1972 sections 101-106 and schedule 12

Resolved: Council appointed Councillors Tom Thornton and Sarah Dorrington on to the Staffing Committee.

0047. Matters Arising from previous minutes

Resolved:

Speed limit on the A36 - Clerk has emailed HE and will follow up with a phone call. Chairman to address and resolve matters from previous council meeting.
AED Funds – Clerk to update on how much is in the AED fund.

0048. Planning

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

Planning Application Consultation

Council discussed the below applications.

Application No: PL/2022/06154

Proposal: Full height glazed bedroom doors and balcony.
Site address: PRIMROSE HOUSE, GREEN LANE, CODFORD, WARMINSTER, BA12 0NY
No objection as the application does not breach planning policy.

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
No objection

PL/2022/05272

Application No: Circular 14/90 - Electricity Overhead Lines notification.
Proposal: Essential refurbishment works to existing overhead support poles.
SITE ADDRESS: East Farm Solar, Church Lane, Codford, Wilts
No objection.

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

0049. Parish Steward

Resolved: PC highlighted the following list of jobs for the Parish Steward.

1. Revisit work done on Green Lane and tidy it up
2. Clear leaves drop from the trees
2. Footpath to Budgens

0050. Annual Governing Statements

Resolved: Council approved and ratified the answers to the additional assertions in the correct Annual Governance Statements which will be resubmitted together with a copy of the minutes, to PFK Littlejohn, as evidence of the action taken.

0051. Community Speed Watch signs

Resolved: Council approved payment for signs purchased by a member of the CSW team; cost £24.

0052. Winter Preparations

Resolved: Clerk carried out an audit of the salt boxes and has reported to the Winter team to address:

1. Salt Box opposite the doctor's surgery which damaged and also 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. Cllr Thornton volunteered to attend to these.

0053. Recreational Area Health & Safety

Resolved: Clerk reported an oversight on this as the expense falls under annual outgoings and has already been approved by PC; Ball Court - Annual Inspection £70 and Codford Village Hall - Annual Inspection £70

0054. Village Hall

Councillor Don Bartlett updated PC about the Village Hall AGM.

0055. Jubilee and WW1 Memorial Trees

Resolved: Council agreed to cover half the cost to purchase tree guards for the memorial trees, at £2 per tree totalling £70. To note that RBL Codford has offered to cover the other half.

0056. Defibrillator funds

Councillor Don Bartlett updated PC on status of the new contract of the AED which will be renewed September 2023. Equipment will be replaced at 'buy one get one half price' He requested confirmation of AED funds so that a decision can be made on fundraising. **Action KG**

0057. Vat Reclaim

Clerk has actioned a reclaim for £1,636.08 covering the dates 31.03.20 to the 30.06.22.

0058. SLCC National Conference

Clerk has requested funding PC for funding for ILCA training instead of attendance to the Conference. Clerk to update PC on chosen training. **Action KG.**

0059. Approval of Parish Accounts for the months of July/August 2022

Internal Audit Accounts & Audit Regulations 2003 reg 2

Clerk updated that the Lloyds Bank account balance as of the 30th of August 2022 is £10,934.10

0060. Wiltshire Council Precept Payment

The Parish Precept 2022/2023 first half payment of £9,270.52 has been received.

0061. Payments LGA 1972 s150 (5)

Council approved the items of expenditure listed below:

Invoices

Wages August (LGA 1972 s111) £587.16

Accounts Training £60

Retrospectively

None

Receipts:

Australian Army Donation (Badge clean fund) £150

0062. Clerk's Report

August Recess

Resolved: noted that the Clerk will work on the Archiving and Financial Documentation, reviewing records which can now be disposed of, updating General Documentation, and finally looking at preparing the first draft budget.

Modernisation of the Councils IT Systems

Council approved the Clerk recommends that three Councillors work as a delegated Committee with the Clerk to take this action. The Clerk recommends the Vice Chairman Councillor Dorrington and Councillor Neville make up the Committee.

Replacement Laptop

Has been ordered.

Microsoft Business Account

Council approved the subscription of a Microsoft business account; annual subscription at £59

Domain name and emails

Council approved suggestion to assign councilors official email addresses

0063. Correspondence received

Paddock

Council discussed email from prospective new residents seeking guidance on erecting a wooded structure on paddock for their horse. Council requested clerk to let them know no objection if the structure was not permanent.

Mains Drainage

Query received on mains drainage; council resolved that the requirement to update septic tanks to meet new legislation only applies to house sales. However, PC would consider carrying out a survey if needed, should sufficient members of the electorate request it.

Verge maintenance

Request was made to Councillor Dorrington for verge on the junction to Cherry orchard to be regularly maintained. Wiltshire Highways contractor to cut it when they recommence grass cutting on the 19th September and to amend this area on the mapping system so its included for next year's grass cutting."

0064. Meetings/Invites for Councillors to consider attending

Warminster Area board

Councillor Jon Neville to be alerted of 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

Clerk to attend; Monday, 7th November at 10am

Topics included in this whole day event include Creating Dementia-friendly Communities, climate change, civility, and respect, Levelling up the United Kingdom. Clerk shall attend virtually at cost of £60.

Electric Vehicle Charging Point webinar

Councillors Join Neville and Brendan Smith will be attending the webinar on September 14th at 5.30pm on Teams. An opportunity to learn more about Wiltshire Council's approach to electric vehicle (EV) charging infrastructure

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

0065. Parish Clerks Delegated Powers

LGA 1972 s101

NONE

0066. Parish Council Grants

1. Councillor Don Barlett proposed £100 donated to St John Ambulance's 2023 plans for wider community support and accessibility improvements for the 627 Wiltshire Volunteers. Councillor Chris Brayne seconded.

0067. Notice of items to be taken into consideration at the next meeting in November.

Councillors approved the list below:

Community Emergency Plan update

Second Precept Payment

Clerks Appraisal

Budget Preparations

Update Risk Assessment

0068. 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.