

ANNUAL PARISH COUNCIL MEETING of West Dean Parish Council
Wednesday 8 May 2019 at 7:00pm in King George's Hall, West Dean

Cllrs Present: Harry Urquhart (HU), Astrid Lynn (AL), Christine Warry (CW), Bill Seabrooke (BS), Jane Higgins (JH), Mike Marx (MM), Sarah Hurst (SH).

Others present: Melanie Camilleri (MC) – Clerk, and six members of the public.

- 39/19 Election of the Chair**
Cllr. Bill Seabrook proposed Cllr. Harry Urquhart and Cllr. Mike Marx seconded the motion.
It was resolved unanimously that Cllr. Harry Urquhart be elected Chair of the Parish Council for the ensuing municipal year. Cllr. Harry Urquhart accepted and signed the declaration of office.
- 40/19 Election of the Vice-chair**
Cllr. Bill Seabrook proposed Cllr. Jane Higgins, and Cllr. Mike Marx seconded the motion.
It was resolved unanimously that Cllr. Jane Higgins be elected Vice-chair of the Parish Council for the ensuing municipal year. Cllr. Jane Higgins accepted and signed the declaration of office.
- 41/19 Apologies for absence:** None
- 42/19 Open Forum**
- 43/19 Declarations of interest**
- 44/19 Minutes of the Ordinary Parish Council meeting held on 9 April 2019 were agreed by all and signed by HU.** No matters arising
- 45/19 WCC update: Cllr Devine** (did not attend)
- 46/19 Statutory obligations**
- i) Annual PC Insurance: Zurich, expires 31 May 2019. Cover to be reviewed in line with review of fixed assets list
 - ii) Annual fees and subscriptions (WALC, NALC, ICO).
WALC/NALC invoice not received. MC will chase.
Registration made with ICO. DD payment will deliver a discount from £40p.a. to £35 p.a. **It was resolved unanimously that the DD would be signed.**
 - iii) Annual RoSPA safety inspection: Next due Sept 2019. Remedial work identified in the 2018 report. The Playground Committee will put together a plan of action to remedy and present at the next PC Meeting
 - iv) Annual Internal Audit.
It was resolved unanimously that the 2018/19 audit be carried out by the professional Parish Councillor auditor on 16 May (fee £135), given Alan Bannister (who usually carries out this function) has the primary and time-consuming task of NDP.
- 47/19 Governance**
- i) Standing Orders – None in place. MC recommended the PC adopt NALC's model Standing Orders. MC will circulate for Councillors' perusal, and unless any objections expressed by 15 May, they'll be considered adopted.
 - ii) Financial Regulations – None in place. MC recommended the PC adopt NALC's model Financial Regulations. MC will circulate them for Councillors' perusal, and unless any objections expressed by 15 May, they'll be considered adopted.
 - iii) Policy on Grants under S137 – None in place. MC produced a Policy which will be issued to Councillors for their consideration. If agreed, to be adopted at the next PC meeting
 - iv) Councillor Register of Interests for WCC Monitoring Officer (Localism Act 2011). MC will issue to the Forms to the Councillors electronically, for them to complete

and return to MC by 15 May, for posting on the website, and onward transmission to WCC Monitoring Officer.

48/19

Website – proposals for consideration and approval

SH gave a presentation on proposals on the following:-

♣ Logo ♣ Website (domain name, revamp & hosting) ♣ Policies x8 ♣ Mission Statement Y/N ♣ Constitution & Members Code of Conduct ♣ Councillors Email address format ♣ Delegation (for social media/website/email) to SVH ♣ Councillor Responsibilities

Key considerations: existing website not secure, GDPR, Transparency Code 2015, and Accessibility Regulations 2018.

Voting took place on each proposal:-

- i) Logo selected by community via Survey Monkey. **Unanimously carried**
- ii) Website options:-
 - Retain existing website www.westdeanvillage.co.uk: For – 1 vote
 - Create new website www.westdeanwiltspc.org.uk: For – 1 vote
 - Create new website www.westdeanparishcouncil.org.uk: For – 5 votes.**Carried**
- iii) Policies: pack issued to Cllrs for consideration. Response to SH by 31 May 2019
- iv) Mission Statement: For - 5 votes. Against - 2. **Carried.**
- v) Constitution & Members Code of Conduct –in Standing Orders (see 47/19 i))
- vi) Emails associated with website, unique for chair, vice-chair, and clerk. All others against name of councillor. For – 7 votes. **Unanimously carried.**
- vii) Delegation. For – 7 votes. **Unanimously carried.**
- viii) Allocation of Councillor responsibilities – for next agenda

The councillors expressed their thanks to SH for her hard work and delivering a comprehensive and engaging presentation.

49/19

Planning

19/03127/FUL - 6 Moodys Hill, West Dean

Proposal: Two storey and single storey extension to side and rear of property, demolish existing front porch and replace with new

Observation date: 01/05/2019 (extension approved by WCC to 09/05/2019)

Councillors vote: Support – 4. No objection – 3.

For information - 19/03955/TCA - School House, West Dean

Proposal: Remove Maple Tree 2. Ash Tree - Reduce sides & Top by 2 metres + shape.

50/19

Village Maintenance

- i) Recreation ground - maintenance identified in 2018 RoSPA report. The Playground Committee's plan of action will be presented at the next PC Meeting
- ii) Consideration of 3x quotes for new shed (for lawnmower). Andy F talked through all 3 quotes. AL agreed to check position on planning permission requirements, given dimensions and location of shed. AL to report back at next PC meeting. Funding to meet costs - MC reported only £1k allocated in 2019/20 for village maintenance, however, a VAT reclaim of £1,968.33 has been submitted to HMRC
- iii) Great British Spring Clean - 11 May 2019. WCC not supporting this year due to the Novichok incident in Salisbury. Councillors can supply high-viz jackets, and MM kindly offered to dispose of waste collected.
- iv) Lawnmower repair completed and invoice £480 settled
- v) Increased use of Dean railway station (13.1% on prev year) – consideration to parking facilities. Car park well used but not always full. No accessible land elsewhere to provide additional parking. Councillors have noted and agreed to maintain current parking facilities.

51/19 Electoral Review of Wiltshire Council

The Councillors expressed their thanks to CW for putting forward a response on behalf of the PC. WCC have acknowledged and final recommendations advised by 2 July.

52/19 Finance

- i) Lloyds Bank – new mandate signed by Councillors
- ii) S/Order to adjust Clerk Salary (new pay scales wef 1 April 2019). Approved with backdated pay.
- iii) Funding request for 2nd defib in the village. MC indicated West Tytherley PC had been offered a FREE 2nd defib but declined as no suitable location. MC to forward request to Lucia Homer who was dealing at WTPC. HU indicated that, in the event a free defib not forthcoming, the following funding options to be considered: WCC grant via Cllr Devine, village fete funds, PC contribution
- iv) Payments and receipts since 27 Feb 2019

TREASURERS ACCOUNT

Payee	Detail	Amount £	Payment date
King George's Hall	Use of hall for parish council meetings Jan/Feb	£30.00	25/03/19
King George's Hall	S137 grant towards 2019 insurance	£300.00	25/03/19
CDS Groundworks Ltd	Lawnmower repair	£480.00	25/04/19
Total debit		£810.00	

BUSINESS INSTANT ACCESS ACCOUNT

Receipts	Detail	Amount £	Deposit Ref.
WCC	Precept	£9,700.00	
Total credit		£9,700.00	

- v) VAT reclaim made to HMRC for £1,968.33
- vi) End of year accounts (2018/19) produced by MC and with HU and MM for consideration. Agreed to circulate to the other councillors. Reply required by Sunday 12 May given audit on 16 May.

53/19 Correspondence and AOB

- i) Request for permission to metal detect on public footpaths. The Parish Council doesn't have specific powers to grant this. Whilst the Councillors have no objection, they recommend contacting the landowner for permission.
- ii) Permission of use of rec grd for car parking granted on Sun 26 May (open garden event to raise funds for village hall)
- iii) MM delivered an update on Broadband and next steps. Update at next PC meeting
- iv) AL requested MC to carry out a Risk Assessment in advance of the Hog Roast which is taking place on 20 July
- v) AL suggested people be charged £6 per person for the Hog Roast, and the PC contribution should make up any amount by which these takings fell short of the cost. **Unanimously carried.**
- vi) AL will deliver a Planning Overview presentation at the next PC meeting

54/19

The date of the next West Dean Parish Council Meeting will be held on **Wednesday 26 June 2019 at 7:00pm in the King George's Hall, West Dean (so as to minute the completed audit paperwork before the deadline of 1 July)**

Being no further business, HU closed the meeting at 9:25pm

DRAFT MINUTES TO BE SIGNED AT NEXT MEETING OF THE PARISH