

**Ordinary Meeting of West Dean Parish Council**  
**Wednesday 4 September 2019 at 7:00pm in King George's Hall, West Dean**

Present: Harry Urquhart (HU) – Chair, Christine Warry (CW), Sarah Hurst (SH), Mike Marx (MM), and Astrid Lynn (AL)

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

**89/19 Apologies for Absence:** Jane Higgins (JH), Bill Seabrooke (BS), Cllr Devine

**90/19 Open Forum**

**91/19 Declarations of interest:** None

**92/19 Minutes** of the Extraordinary Parish Council Meetings held on **Wednesday 17 July 2019** and on **Tuesday 6 August 2019** were agreed by all and signed by HU.

**93/19 WCC update:** No update (apologies received from Cllr Devine)

**94/19 Village Maintenance updates**

- i. Playground resurfacing: Vitaplay commenced today and target finish Friday 6 Sept. WCC Grant applied for £3,420 (covering 50% cost). JH attending WCC Grant meeting this eve. JH to write to West Tytherley PC for a contribution.
- ii. MC has notified RoSPA of works so that they may schedule inspection accordingly (they'll not have access during works)
- iii. New defib purchased by David Sutton to secure a discount. The Parish Council expressed their thanks
- iv. Hedge Cutting: MM to request from Clive Jones
- v. Grass cutting quotes (work wef March 2020) (CW/BS) – place on November agenda
- vi. Village Management Plan (BS) – place on November agenda

**95/19 Finance**

- i. Payments to be authorised

**Bank balances**

Treasurers Account (as at 3 Sept 2019): £5,607.14

Savings Account (as at 3 Sept 2019): £10,356.13

**Main Account**

Payee	Detail	Amount £	Method
Martin Lambe	Grass cutting	300.00	BACS
The Whole Hog	Hog Roast	595.00	000679
M Camilleri	Clerk Salary 1 July	283.05	Standing Order
M Camilleri	Clerk Salary 1 Aug	283.05	Standing Order
M Camilleri	Clerk Salary 1 Sept	283.05	Standing Order
Martin Lambe	Grass cutting	100.00	000680
David Sutton	Defib	1,563.60	000681
King George's Hall	Hall hire for meetings May, June, Sept, Nov	60.00	000682
Total debit		<b>£3,467.75</b>	

Receipts	Detail	Amount £	Deposit Ref.
Transfer	TV from Savings account	5,000	
WD Village Fete	Village Fete Grant for defib	642.70	
Cash	Proceeds from Hog Roast	241.00	
Total credit		<b>£5,883.70</b>	

- ii. Lloyds Bank – new mandate now in place. Lloyds requested additional data for CW. Online banking access revoked so MC needs to request

- iii. The councillors all acknowledged the Clerk/RFO's works longer hours than contracted to do. This is down to taking on the RFO duties (previously undertaken by MM). Unanimously agreed that contractual hours will now be 8hrs per week. Adjust pay wef 1 October.
- iv. Insurance cover quote to add WM and Climbing Wall – £149 (pro rata). Unanimously approved, but with view to consider different insurer at renewal June 2020
- v. Mid-year budget for review and approval - MC delivered in light of high spend on defib and playground resurfacing, resulting in depletion of reserves. All agreed the spend is essential, and will consider financial position when setting budget/precept for 2020/21.
- vi. Reserves Policy reviewed and agreed MC will continue to work with MM on min reserves fig.

**96/19 Website and emails**

- i. Website updates and accessibility statement. Thanks expressed to SH for her hard work on managing and updating the website. SH to consider setting-up new website Feb 2020, retaining web domain name
- ii. Cllr dedicated emails all to be set-up. SH available if need help.

**97/19 75th anniversary of sale of Norman Court Estate (2020):** the village hall committee are planning an event to commemorate. CW to link up with them

**98/19 Bus service:** CW reported on the excellent bus service into Salisbury (free if you have a bus pass). Would like to promote this service through FB page and website.

**99/19 Correspondence and AOB**

- i) SH indicated the councillors should add their photos to the website.
- ii) Email from Alan Bannister reported update on NDP

**100/19 Meeting dates for 2020**

SH and AL suggested moving from bi-monthly to monthly meetings. To be considered and dates agreed at November meeting. MC requested if could align with same week as WTPC. This was agreed, making bi-monthly dates: 5 Jan, 18 March, 13 May, 15 July, 16 Sept, 11 Nov

**101/19** The date of the next **West Dean Parish Council** meeting will be held on **Wednesday 6 November 2019 at 7:00pm in the King George's Hall, West Dean**  
Being no further business, HU closed the meeting at 9:15pm

**DRAFT MINUTES TO BE SIGNED AT THE NEXT MEETING OF THE PARISH**