



**Minutes of the  
ANNUAL PARISH COUNCIL MEETING OF  
West Dean Parish Council Meeting  
Thursday 12 May 2022 7:00pm, King George's Hall**

Councillors present: Harry Urquhart (HU) – Chair, Jane Higgins (JH), Bill Seabrook (BS), and Ben Rowe (BR).

Others present: Melanie Camilleri (MC) – Clerk/RFO, Cllr Richard Britton (Wiltshire Council), Cllr Deborah Hook (West Tytherley Parish Council), and two members of the public.

**28/22 Election of the Chair and acceptance of office**

Cllr Jane Higgins proposed, seconded by Cllr Bill Seabrook, and resolved unanimously that Cllr Harry Urquhart be elected Chair for the municipal year. Cllr Harry Urquhart accepted and signed the acceptance of office.

**29/22 Election of the Vice-chair and acceptance of office**

Cllr Harry Urquhart proposed, seconded by Cllr Bill Seabrook and resolved unanimously that Cllr Jane Higgins be elected Vice-Chair for the municipal year. Cllr Jane Higgins accepted and signed the acceptance of office.

**30/22 Apologies for Absence: None**

**31/22 Declarations of interest: None**

**32/22 Minutes: the Minutes of the Parish Council Meeting on 14 April 2022 were approved.**

**33/22 Public Forum**

**34/22 To receive a report from Cllr Richard Britton (Wiltshire Council)**

Key points arising:-

- Commended WDPC on running a brilliant Annual Parish Meeting before this APCM
- Next week WC's AGM will consider 1) budgets and 2) Production of Local Plan to replace Core Strategy (public consultation potentially in the Autumn)
- Eco Fair recently held in Whiteparish (with representation from WWT, Natural England, Local Repair Café) was well attended.
- CATG now LHFIG has additional funding

**35/22 Governance**

- s29(1) of the Localism Act 2011: all members agreed to review and update, if necessary, their Councillors' Register of Interests.
- Review and adoption of Standing Orders: adopted unamended
- Review and adoption of Financial Regulations: adopted unamended
- Parish Council's Insurance wef 01 June 2022: unanimously agreed renew with BHIB Insurance for a 3-year undertaking £363.54 per year.
- Noted Annual Subscriptions: WALC/NALC, ICO
- Noted the Annual RoSPA Safety Inspection is in Sept 2022
- Internal Auditor for 2022/23 AGAR: Unanimously agreed to appoint J K Murray.
- Noted grass cutting contract is with Clive Francis.

- Agreed to review Councillor assignment of responsibilities, memberships of groups and committees, and representatives to external bodies once the 3 councillor vacancies are filled by co-option. In the meantime, continue as-is.

**36/22**

**Finance**

- i) Annual Governance and Accountability Return 2021/22 Form 2
  - a) Annual Internal Audit Report. The internal auditor reported he had no matters to bring to the Council's attention.
  - b) Certificate of Exemption – Form 2. Completed, approved, and signed
  - c) Section 1 – Annual Governance Statement. Completed, approved, and signed
  - d) Bank Reconciliation. Approved
  - e) Section 2 – Accounting Statements. Completed, approved, and signed
  - f) Explanation of Variances. Approved
  - g) The Notice of Public Rights and Publication of the Annual Governance & Accountability Return (Exempt Authority) will be published on 30 May 2022 with dates set for the inspection period Monday 13 June 2022 – Friday 22 June 2022.
- ii) The Cash Flow Report and payments were unanimously approved.

**Bank balances**

Treasurers Account 03 May 2022: £2,776.31

Business Bank Instant 03 May 2022: £11,366.98

**Payments**

Payee	Detail	Amount £ (incl vat)	Method
M Camilleri	Gross Salary + offices expenses	730.90	S/O
M Camilleri	Gross Salary + offices expenses	743.47	S/O
WALC/NALC	Subscription	102.31	BACS
Jane Higgins	Bunting for Queens Jubilee	108.00	BACS
John Murray	Internal Audit	155.00	BACS
ICO	Subscription	35.00	DD
Total debit		<b>£2,684.68</b>	

**Receipts**

Payee	Detail	Amount £ (incl vat)	Method
Wiltshire Council	Precept – 1 <sup>st</sup> instalment	8,750.00	BACS
Total debit		<b>£8,750.00</b>	

**37/22**

**Queen's Platinum Jubilee**

- i) The range of events taking place in West Dean:-
 

Thurs 02 June:-

  - 4:00pm: Picnic - bring your own food/drink/seating. Tea, coffee, squash provided by West Dean Club.
  - 6:00pm: Commemorative Tree Planting (Nordmann Fir). Resolved to allocate a budget of £1,000 (excl VAT)
  - 9:45pm: Lighting of the Beacon
  - Live broadcast of the Village Choir singing the Queen's Platinum Jubilee Song 'A Life Lived With Grace'

**38/22**

**Village Spring Clean**

- i) Noted the Village Spring Clean event was taking place on Sat 28 May using a team of volunteers.
- ii) Resolved that the Parish Council will allocate £50 for the provision of refreshments

- 39/22 Wildlife Group**  
i) Following the presentation made at the Annual Parish Meeting, it was unanimously resolved that MC will complete and submit a Grant application to SWAB for £500 in respect of purchase or equipment e.g. binoculars.
- 40/22 Planning**  
**PL/2022/02170**: 20 Hillside Close, West Dean, Salisbury, SP5 1EX  
Proposal: Build a combined workshop and summer house to the rear of the property.  
Observation date: 24 May 2022  
Unanimously resolved No Objection
- Treeworks noted:-**  
**PL/2022/03467**: SHARDELOES, RECTORY HILL, WEST DEAN, SALISBURY, SP5 1JL  
Proposal: T1 - Yew tree (TPO West Dean 199) - crown raise to 3m above ground level and reduce low laterals (house side) by 2m  
**PL/2022/03470**: SHARDELOES, RECTORY HILL, WEST DEAN, SALISBURY, SP5 1JL.  
Proposal: T2 Common Laurel tree – fell
- 41/22 Councillors Reports**  
**Cllr Hook**: reported that WTPC are submitted a Community Resilience Grant application to SSEN. Deadline is 01 June.  
Resolved unanimously that MC to be tasked with submitting a Grant application for WDPC (scope to determine needs and allocation of available budget)  
**Cllr Higgins**: Emergency Plan: Agreed that the Plan remains unchanged with the potential to review in association with the SSEN Grant application.
- 42/22 Correspondence, AOB, urgent matters**  
ii) Southern Wiltshire Area Board’s interactive website called Our Community Matters (OCM) – online briefing sessions planned for 09 June 6pm and 23 June 6pm. Noted that HU may attend.
- 43/22 Date of next meeting**  
The date of the next Meeting for **West Dean Parish Council** will be held on **Thursday 28 July 2022** at **7:00pm** in the **King George’s Hall**

Being no further business, HU closed the meeting at 9:00pm.

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