

Upper Deverills Parish Council

Minutes of the Annual meeting of the Upper Deverills Parish Council held at the village hall Kingston Deverill on Wednesday 8 May 2019 at 6.40pm.

Present: Councillors: Bridget Beattie (Chair); Dr David Croot (Vice Chair); Gillian Flint; Richard Munro; and Louise Stratton.

In attendance: The Parish Clerks Christine Fordham and Jenny Bennett.

008/19. Acceptance of Apologies for Absence. None

009/19. Election of Chair

The Clerk asked for nominations: Cllr Croot nominated Cllr Beattie, this was seconded by Cllr Flint. There were no other nominations and Cllr Beattie was duly elected. The Acceptance of Office was signed in the presence of the Clerk.

010/19. Election of Vice Chair

Cllr Beattie nominated Cllr Croot, this was seconded by Cllr Flint. There were no other nominations and Cllr Croot was duly elected.

011/19. Appointment of Committee Members

Staffing Committee now to be referred to as an Advisory Group – see Item 5. No formal committees are in place.

012/19. Appointment of Council representatives

The following were unanimously agreed:
Staffing Advisory Group – Cllr Beattie and Cllr Croot
Highways and CATG – Cllr Munro
River and Associated Issues – Cllr Croot
Brixton Deverill Cllr Croot
Litter Pick – Cllr Flint
Liaison Meetings with local Parish Councils Chair

013/19. Review of Council Standing Orders and Financial Standing Orders

Councillors re-affirmed the existing Standing Orders and Financial Standing Orders with no change.

014/19. Appointment of new Clerk

The appointment of Jenny Bennett as the new Clerk was confirmed. It was also confirmed that Christine Fordham would stay on for another month to assist with the audit process and handover.

015/19. Dispensation

No requests had been received

016/19. Declarations of Interest

Cllrs Croot and Munro declared an interest in item 029/19.

017/19. Exclusion of the Press and Public

No reasons were given to exclude the press and public.

018/19. Minutes of the Council Meeting held on 13 March 2019

It was proposed by Cllr Croot, seconded by Cllr Munro that the minutes of the meeting of the Council held on 13 March 2019 be accepted as a true record; all were in favour and the minutes were duly signed.

019/19. Matters Arising

It was agreed that the litter pick would be held twice per year, with the next one to be organised for a Saturday in September.

020/19. Matters Arising from the Annual Meeting of the Parishes

It was noted that Richard Lucas is standing down as Byways Officer and will be seeking someone else to undertake this role.

021/19. Annual Review of Insurance Provision and consideration of quotes for insurance for 2019/20

No quotes had been received and consideration of insurance provision was deferred until the meeting in June.

022/19. Reports from Visitors.

None

023/19. Broadband Action Group

The BAG has now completed its work, now that superfast broadband has reached the Deverills.

024/19. Chairman's Announcements

None.

025/19. Parish Steward

Cllr Munro had met with the Parish Steward to discuss the schedule. It is important to keep feeding work through to him: Cllr Munro would write an article for the forthcoming newsletter requesting that he is informed of any highways issues that could be resolved by the Parish Steward.

026/19. Highways issues.

The Clerk confirmed that the new kerb installed at Monkton Farm Cottage had been checked by Wiltshire Council and the appropriate permissions are in place/ will be in place soon. Wiltshire Council will provide three signs advising the B3095 is closed (to be deployed when the snow gates are closed on the A350). Cllr Munro will ensure that the signs are deployed when the snow gates are closed (at the A350/ A303 junction; at the top of Hindon Road; and at the A350/B3095 junction).

027/19. Rights of Way

No update

028/19. Clerk's Report

- a) New pay scales had been issued and both Christine Fordham and Jenny Bennett had been paid in accordance with the new scale.
- b) Jenny Bennett had attended the Clerk's Year training course provided by WALC.

029/19. Applications for Grants

- a) Application from Deverills Archaeology Group *Cllrs Croot and Munro withdrew from the discussion whilst this item was under discussion.*
On discussion the Council felt that promoting and exploring the valley's archaeological sites would engage local interest and promote tourism in the area, and was in alignment with the Parish Plan. It was proposed by Cllr Flint, seconded by Cllr Stratton that the grant of £250 be approved; all Councillors present were in favour.

030/19. Correspondence

- a) WALC of 19.3.19 – Newsletter
- b) WCC Highways of 19.3.19 – will regularise issues with new kerbing at Monks Farm Cottage.
- c) WALC of 2.4.19 – Newsletter
- d) Police of 2.4.19 – Rural Policing Newsletter.
- e) WCC of 9.4.19 – CATG Meeting on 6.6.
- f) WCC of 16.4.19 – Annual Town and Parish Council Report
- g) WCC of 23.4.19 and 2.5.19– Highways Newsletter and Highways Open evenings
- h) CPRE of 29.4.19 – Wiltshire AGM
- i) WCC of 30.4.19 – Parish Steward Schedule.
- j) PCSO Jackson of 3.5.19 – Rural Report

031/19. Planning

Prior to the meeting, Cllrs Flint and Croot visited Bradley Road Grainstore, Bradley Lane, Kingston Deverill which will shortly be the site of a retrospective planning application for a shed with biomass boiler. The purpose of the visit was for information sharing.

It was agreed that one of the duties of the Clerk should be to look through the weekly planning application list and draw Councillors' attention to any new applications within the Deverills.

032/19. Payments

Bank Balance as at 2.5.19 : £16270.52 the Precept of £8373 was paid in on 25/04/19.

Payee	Details	Amount	Cheque No.
Mrs CD Fordham	Salary 11/03/19 to 10/05/19	493.80	EP
	Expenses advance 11/03/19 to 10/05/19	40.00	
	Annual Reconciliation of expenses advance	90.00	
	Total	623.80	
Mrs J Bennett	Salary 17/04/19 to 16/05/19	195.40	EP
	Mileage for training course@ 45p per mile	24.30	
	Total	219.70	
WALC	Clerk's Year Training course	65.00	EP
	Annual Subscription	116.31	
	VAT	36.26	
	Total	217.57	
HMRC	PAYE (Fordham)	Total 1.80	EP
Mrs G Flint	Hi Viz (8)	20.05	Cheque No. 300068
	Hi Viz (8)	18.00	
	Litter pickers	57.20	
	Work gloves	13.28	
	Total	108.53	
PCC of the Deverills and Horningsham	Grant towards the cost of the Newsletter	Total 275.00	Cheque No. 300069
ICO	Data Protection Registration Fee	Total 40.00	To be collected by direct debit around 17/05/19
Deverills Archaeology Group	Grant towards work in 2019	Total 250.00	EP

Under the Local Government Act 1972 (Sch 2) the approval of the payment schedule was proposed by Cllr Beattie, seconded by Cllr Stratton; all Councillors were in favour and the payments would be actioned. Cheques were issued and signed to Cllr Flint for the litter pick equipment and to the PCC of the Deverills and Horningsham for the grant towards the newsletter.

033/19. Changes to personnel authorised to use online banking

It was proposed by Cllr Beattie, seconded by Cllr Croot that two changes to be made to personnel authorised to use online banking: Jenny Bennett will be added as an administrator; and Cllr Munro will be added as a signatory. All were in favour and the changes will duly be made to the online banking.

034/19. Approval of draft year end Accounts 2018/19

The draft year end accounts had been circulated. It was proposed by Cllr Beattie, seconded by Cllr Croot that the draft end of year accounts should be approved.

035/19. Audit timetable for 2018/19 Accounts and setting of date for extraordinary meeting to receive Internal Audit report and approve accounts

The Internal Audit Report will be carried out on 11th June – but it must be approved by Councillors in order to issue the Certificate of Exemption to the External Auditor by 1st July. An extraordinary meeting is therefore required in June to consider the Internal Audit report. Councillors requested that the Clerk book the village hall and organise the meeting for week commencing 17th June

036/19. Annual Newsletter (037/18)

The Chair would provide a draft of her annual report. Items on highways, the Deverills Archaeology Group, flooding and the litter pick would be included. It was proposed by Cllr Beattie, seconded by Cllr Croot that up to £80 could be allocated for printing costs for the newsletter.

037/19. Items for Parish Newsletter and Noticeboard(038/18)

Email and phone number for the new clerk should be included within the Parish newsletter.

Cllr Beattie proposed that steps need to be cut in the bank for the Monkton Deverill noticeboard. All were in favour.

Cllr Munro to take on responsibility for maintaining the Kingston Deverill noticeboard; Cllr Flint the Monkton Deverill noticeboard; and Cllr Croot the Brixton Deverill noticeboard.

038/19. Any Other Business

None

039/19. Date of next meeting The date of the next ordinary meeting of the Parish Council will be on Wednesday 10 July 2019.

The meeting closed at 8.20pm.

Date: 10 July 2019

Signed:

Cllr B Beattie

Chair