

WILCOT and HUISSH (with OARE) PARISH COUNCIL

Minutes of the meeting of Wilcot and Huish (with Oare) Parish Council at Oare Village Hall on Wednesday 25 May 2016

Present:

Councillors: Mr C. Bartlett, Mrs D. Nix (Chair), Mrs N. Fleet, Mr R. Fleet, Mrs B. Lawson and Ms D. Wilson.

Also present:

Mr P Oatway – Unitary Councillor (joined the meeting at 20.15)
No members of the public attended.

In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, Councillor Mrs D Nix proposed that, by reason of the confidential nature of the business to be transacted at agenda item 16/38, any public and press be temporarily excluded from the meeting for that item. It was also proposed that Councillor Oatway be invited to remain.

The motion was proposed by Cllr C Bartlett and seconded by Cllr B Lawson. It was carried unanimously.

16/20 **Apologies for absence**

Apologies for absence from Cllr Giddings and Cllr Smith were accepted.

16/21 **Declarations of interest on any agenda item to be discussed**

Cllr R Fleet declared an interest in items 16/22 and 16/33 (3)

16/22 **Appointment of an interim Clerk**

Following the resignation of Mrs Pearson, the Council has advertised for a new Clerk. It was suggested that Cllr N Fleet should act as the Proper Officer until the post can be filled. The post is unremunerated, although reasonable expenses may be reimbursed.

Resolved: that Cllr N Fleet will act as the Proper Officer until a new Clerk can be appointed.

16/23 **To appoint Councillor responsibilities and committees**

The allocation of Councillor responsibilities was discussed.

Resolved: that a Planning Oversight sub-committee be formed and that the following responsibilities be adopted:

Employment and Remuneration Committee	Cllr Nix, Cllr Wilson and Cllr Bartlett
Planning Oversight Committee	To be decided
Footpaths & Rights of Way	Cllr Giddings
Emergency Planning (inc. flood response)	Cllr Giddings, Cllr Wilson
School liaison	Cllr Wilson, Cllr Nix
Oare Village Hall	Cllr Nix
Wilcot Village Hall	Cllr N Fleet
Oare PCC	Cllr Nix
Wilcot PCC	Cllr N Fleet
Huish PCC	Cllr Wilson
Lighting	Cllr Bartlett
Website	Cllr Bartlett, Cllr Wilson
Transport and Highways liaison	Cllr R Fleet
Railway	Cllr Lawson

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Neighbourhood Development	Cllr Smith, Cllr Bartlett
Area Board / PCAP liaison	Cllr Wilson, Cllr Nix
Speedwatch	Cllr R Fleet
Canal and Rivers Trust liaison	Clerk
Parish Steward liaison	Clerk
Road Safety	Clerk

The list will be published on the Council website at <http://wilcotandhuish-pc.gov.uk/>

16/24 **To agree minutes of the meeting of 11 May 2016**

The date on the minutes was amended from 12 May to 11 May. Other than this there were no changes.

Resolved: to approve and sign as a true record the minutes of the Annual Meeting of the Parish Council of 11 May 2016.

16/25 **Budget and monitoring**

i) To receive the budget and monitoring report for May 2016

Cllr N Fleet circulated the profit and loss account for the year to 31 March 2016, with the bank reconciliation to 10 May 2016. The May statement from Lloyds bank had not been received so she was not able to provide a reconciliation to the statement date, although she confirmed that the one outstanding cheque from 2015/16 has been presented. She will include a reconciliation in the meeting minutes once the bank statements are received. [*Now appended.*]

Resolved: that the Budget and Monitoring report be approved.

Cllr N Fleet proposed that Council consider registering for internet banking so that up-to-date reconciliations can be provided, as well as enabling BACs payments of invoices. It was decided to include the adoption of an internet banking process on the agenda for discussion at the August meeting.

It has already been resolved that 5% of the precept is earmarked for emergency funds, and Wiltshire Council suggest that up to £500 should be set aside for election expenses.

Other project expenditure is anticipated for village gateways, repairs to Wilcot War Memorial, improvements to the canal verge in Wilcot and minor repairs/painting to the bus shelter in Oare.

Resolved: that a maximum of £300 be set aside for repairs to Oare bus shelter, and that up to £300 be allocated for work to the canal verge in Wilcot.

The purchase of a laptop for the use of the Clerk was discussed. Cllr Bartlett undertook to find a suitable machine.

Resolved: that a maximum of £300 be allocated for the purchase of a suitable laptop and software.

Resolved: that £2000 be moved into the NS&I account.

ii) Payment of invoices due

Cllr N Fleet reported that the following payments would become due before the August meeting:

- Insurance (Came and Co) - £291.04 - due before 10 June 2016.
- Clerk's tax and NI (Charlton Baker) - £42.80 - due 19 July 2016.
- Subscription to Community First – due June 2016 (already approved at the meeting of 11 May 2016).

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It was also proposed that the address details for Lloyds bank be changed temporarily from the previous Clerk to Cllr N Fleet's address. Cllr N Fleet had prepared a mandate for signature.

Resolved: that the payment of these invoices be approved and that the contact address for the bank be amended.

iii) To agree the Annual Return for 2015-16

Councillors considered the questions in the Annual Governance statement for 2015-16 and agreed the entries. They also agreed the Accounting Statement at Section 2 of the Return.

Resolved: that the Annual Return is approved and Cllr N Fleet will arrange for a colleague to carry out the internal audit before sending the completed statement to the external auditors.

16/26 **Chairman's Announcements**

There were no announcements.

16/27 **Public question time**

There were no questions.

16/28 **Clerk's Report**

The Clerk's report was noted.

16/29 **To consider the adoption of a Neighbourhood Plan**

Resolved: to contact other Parish Councils and find out how they approached their Plans in order to benefit from their advice and experience.

16/30 **To receive an update on the Everleigh recycling centre**

Cllr Wilson reported that Tracey Carter, director of Waste Services for Wiltshire Council, and PCAP have taken over the issue of waste recycling centres.

16/31 **To receive an update on parking next to the canal at Wilcot**

Cllr Nix reported that a productive meeting was held on 23 May 2016 between Parish Council, residents and a representative from Wiltshire Council Highways department. The Estate manager has also been involved. The proposal is to build up the bank along the north side of the road down to Cannings Cottage, and allow the hedge to grow over it but not too far to obstruct the carriage way. Some parking bays will be created on the wider section to avoid pushing the parking problem elsewhere in the village.

The Estate have agreed to carry out the proposed works, but they do not wish to use their own vehicles. It was proposed that Parish Council hire a digger that they can use (see item 16/25). Another local landowner has offered to donate hard-core to build up the bank.

The highways representative has said he is happy with this proposal; it was suggested that we obtain written confirmation for our records.

16/32 **To discuss movement of a waste bin on the unadopted lane behind Wilcot Green**

The bin is the property of Wiltshire Council who are responsible for emptying it.

Resolved: to advise residents to report any problems with the emptying of the bin to Wiltshire Council via the My Wiltshire on-line form at <http://goo.gl/qEli1Z>

16/33 **Project update**

i) Village gateways

There is only one household likely to be affected by the proposed siting of a gateway at

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the south end of Oare. Cllr Wilson will find out who the property owner is and the Clerk will write to them to find out if they have any objection to the plan.

ii) Repairs to Wilcot War Memorial

In the absence of Cllr Smith, no update was available.

iii) Emergency Planning

Neither Oare school or Oare village hall are able to house an emergency generator, however Wilcot village hall committee have said they are willing to do so. Cllr Wilson will get in touch with SSE to put in a bid for the equipment to be donated.

16/34 **Policies and procedures**

i) Health and Safety Policy

Resolved: to adopt the Health and Safety Policy.

ii) Review of policies and procedures

Council reviewed its Complaints Procedure, Vexatious Complaints Procedure and Publication Policy.

Resolved: that these policies be signed and adopted.

iii) Date for Quality Audit

A date of Wednesday 20 July 2016 was proposed for the next Quality Audit. Clerk to check availability of village halls from 19.00 on that date.

16/35 **Planning Applications**

There were no applications to consider.

16/36 **Correspondence**

Cllr N Fleet reported that no significant items of correspondence had been received. A letter has been sent to Wiltshire Council planning department regarding the driveway at 3 Alton Road.

16/37 **Exchange of information**

It was noted that there has been another accident at Cross Hayes.

16/38 **To discuss complaints against Councillors**

In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, all persons not specifically invited to remain were excluded from this item due to its confidential nature.

The meeting was reconvened at 21.35.

16/39 **Dates and times of meetings**

The next full meeting of the Parish Council will take place on **Wednesday 17 August 2016** in Oare village hall, starting at 19.30.

Meeting dates for November 2016, and February and May 2017, are subject to the appointment of a new Clerk.

The next Parish Walk will be on Sunday 26 June, and start from the village hall in Wilcot at 14.00. All are welcome to join us.

The meeting closed at 21.40.

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Financial report to 13 May 2016

Lloyds Current account

Date	Details	Description	Deposits	Withdrawals	Balance
01/04/2016		Cash at bank - 1 April 2016			4175.33
08/04/2016	376	Newsletter printing		37.20	4138.13
12/04/2016	366	Wilcot PCC		95.00	4043.13
15/04/2016	379	HMRC - National Insurance		85.80	3957.33
25/04/2016	BGC	Wiltshire Council (precept)	6437.05		10394.38
26/04/2016	374	Huish PCC		110.00	10284.38
26/04/2016	375	Oare PCC		160.00	10124.38
13/05/2016	371	Wilcot village hall		80.00	10044.38
Balance at 13 May 2016					<u>10044.38</u>

Payments to date

Cheque dated	Details	Description	Amount
11/05/2016	382	SLCC (Clerk's Guide)	18.20
11/05/2016	383	WALC/NALC subscription	225.24
11/05/2016	384	Clerk's salary (April)	171.70
27/05/2016	385	Insurance	291.04

NS&I - savings account

Balance at 13 May 2016 - 958.45