Maiden Bradley with Yarnfield Parish Council

9 Beech Grove, Warminster, Wiltshire, BA12 0AB Tel: 01985 213436

Chairman: Councillor Angus Neish Clerk Mrs Sarah Jeffries MILCM

**Minutes of the meeting of Maiden Bradley with Yarnfield Parish Council held at the Village Hall Maiden Bradley on Tuesday 8th October 2019 at 7.00pm.**

**Present: Councillors**, Angus Neish, Simon Wager, Susanna Brigden, Sebastian Seymour, Ian Ferguson and Alexandra De Renzy Channer.

**In attendance:** The Parish Clerk, Mrs Sarah Jeffries PSLCC and one parishioner.

**Public Question Time** Public Bodies (admissions to meetings) Act 1960 s

Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

A parishioner addressed Council on an issue they had experienced on High Street with a motorist, that they the parishioner had indicated to the motorist to slow down. An altercation had occurred. The parishioner had reported the incident to the police who have duly investigated. The parishioner was thanked for coming along and informing the Parish Council.

**19/231 Acceptance of apologies for absence**

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted.

**Resolved:** none given.

**19/232 Dispensations**

**Resolved:** noted none received.

**19/233 To receive declarations of interests Local Authorities**

Declarations of Interest members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).

**Resolved:** none given

**19/234 Exclusion of the Press and Public** Standing Order #1c

The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**Resolved:** Clerks Appraisal as an excluded item, as Information about an individual member of staff is confidential between the Council and the Staff Member. The Council has obligations as to how it uses such information about an individual Data Protection Act 1998.

**19/235 Chairman’s announcements**

**Resolved:** noted he hadnone to give.

**19/236 To receive and sign the minutes of the meeting held on 10th September 2019 (Previously circulated)** LGA 1972 Sch 12 para 41(1)

**Resolved:** that they were a true record of the meetings decisions. Proposed Councillor Simon Wager Seconded CouncillorSebastian Seymour.

**19/237 Co-option**

**Resolved:** witnessed Councillor Ian Ferguson signing his Acceptance of Office. Councillor Contact details were given to Councillor Ian Ferguson.

Council noted that no other applications had been received to date for the other vacancy. The Clerk was instructed to place the advertisement in the Parish News, noticeboard and Facebook page again.

**19/238 Planning**

**Resolved:** noted that at the time of producing this Agenda no planning applications for comment had been received by the Clerk, to bring to Councils attention.

**(Please note in planning matters the Council acts as the consultee of the Principal Authority. The Principal Authority being the deciding body)**

**Planning Decisions**

**Resolved:** noted theplanning applications decisions dates to be made by Wiltshire Council below.

**Application Ref: 19/08069/FUL**

**Application for Full Planning**

**Proposal: - Insertion of roof dormers on the rear slope of roof to the existing loft conversion.**

**At: 36 Church Street, Maiden Bradley, BA12 7HW**

**Decision:** Target date 18th October 2019

**Application Ref: 19/07725/FUL**

**Application for Full Planning**

**Proposal: - Remove existing conservatory and replace with garden room (of same size) constructed of natural materials in keeping with the property and local conservation area.**

**At: Somerset Cottage, Church Street, Maiden Bradley, BA12 7HW**

**Decision:** Target date for decision 14th October 2019

**19/239 Parish Steward**

**Resolved:** Councillor Sebastian Seymour reported the list of work actioned by the Parish Steward. Gullies on High Street, kingston Lane and adjacent to the Somerset Arms had been actioned. The kingston Lane signage had been cleared around, sadly it had been too wet to weed spray in the Parish.

Councillor Sebastian Seymour indicated that there were still some gullies on kingston Lane that required attention and that the spraying on High Street needed to be actioned. Councillor Simon Wager asked that the verges on High Street be added to the Parish Stewards work list. This was agreed and the Clerk instructed to contact the Parish Steward.

**19/240 Traffic Calming and Speeding Traffic - Action Plan Transport & Traffic**

**Community Action Transport Group Meeting Update**

**Resolved:** Councillor Simon Wager reported on the CATG meeting he attended on Thursday 26th September 2019. It was noted by Council that all works now completed as per the Parish Councils request and that the Community Speed Watch group had noted that the traffic calming was now being treated with respect and the alterations were having a positive effect. It was noted that it had been agreed by the Principal Highways Engineer at the meeting that when the Parish plan had been completed, he will review the findings re the traffic and to provide advice and input on the actions relating to traffic.

**Petition**

**Resolved:** Councillor Simon Wager reported back on his discussions with Martin Rose the Principal Highways Engineer on the content of the Petition. They had viewed the issues mentioned on High Street. The Metro Count data collected in High Street was being requested by Martin Rose so that the traffic issue can then be accessed from this data. It was noted that the Community Speed Watch Team are planning to work in High Street and Councillor Simon Wager is looking into permission to place a post for the Speed Indicator Device on High Street.

The Parishioners comments at the start of the meeting were noted and agreed that it was not the easiest road to walk down and concern was had for parishioner’s safety. It was reported by Councillor Simon Wager that he had experienced parishioners walking in the middle of the High Street, and had had to take evasive action when driving, that he was concerned for their safety and that of drivers, he highlighted the Highway Law regarding obstruction and the fines that can occur, this was duly noted.

Council approved Councillor Simon Wagers request to invite Bill Parks, the Service Head for Local Highways, Streetscene, Parking Services and Winter/Weather & Emergencies to speak at the November meeting.

**Speed Indicator Devices**

**Resolved:** Councillor Simon Wager reported on the Speed Indicator Device. He would like permission to acquire the software to be able to download it from home rather in situ, it was agreed that he could investigate the cost and report this to the Clerk. The Clerk was instructed to place this on the November Agenda for discussion.

**Community Speed Watch**

**Resolved:** Councillor Simon Wager reported that the Community Speed Watch Team were out on Sunday, 215 cars had passed the Team in one direction, in one hour. It was noted that only one person had been caught speeding in the area during this one-hour session. It was felt that the drivers had a clear view of the Community Speed Watch Team, but it did create the desired effect and slowed the traffic. It was felt that the camera was the deterrent. It was recommended by Councillor Sebastian Seymour that 6-7am on a Monday morning would be a good time to action a session, this was agreed. Councillor Simon Wager reported that Candy Jackson from the Police Team would be attending a Community Speed Watch Team session on the 20th October 2019.

**19/241 Church Street Railings**

**Resolved:** noted the below update had been received from the Area Highways Engineer to date. The railings are currently with JACS being sandblasted and painted.

**19/242 Recreational Area - Health & Safety and Rent Payment**

**Resolved:** Councillor Simon Wager reported on the monthly Health & Safety checks actioned on the play equipment. Council noted that the Clerk had been given a copy of the check sheet.

**ROSPA Check**

**Resolved:** noted the items on the report and agreed the actions below:

Theaccess gate, the ground is worn, and the rail could be a trip hazard, new gravel is required. It was agreed that Councillor Simon Wager could purchase gravel he would inform the Clerk of the cost, delegated powers to the Clerk would be used to approve the cost.

It was also identified that there were mole hills in the recreational Area, Councillor Simon Wager reported that these had now gone due to the wet weather.

The Hippo Springer caps had been identified as an issue, but these were already on order for replacement and would be actioned by Councillor Simon Wager as soon as they were received.

The Football net one end was reported as beyond practical repair. It was noted that two sets of nets had been donated and had the spare set had been stored at the Village Hall. Councillor Simon Wager would speak to the Hall Committee to ascertain where the nets had been stored within the building.

The waste bin outside of the toddler play area had been reported as an issue, the Clerk confirmed that the bin was not the property of the Parish Council and that Wiltshire Council had been informed that it had a broken off door and this was minuted. Council approved the payment of £86.40 for the ROSPA safety check.

**19/243 Village Hall – Action Plan Local Economy and Tourism**

**Resolved:** Councillor Susanna Brigden reported on the activites/actions by the Memorial Hall Committee. It was noted that the AGM had occurred last night and that a celebration had occurred afterwards to thank the previous Chairman Melvyn Thomas for all his hard work.

It was noted that the most successful events to date had been mentioned as the produce show, topping out event, Parish Plan consultation and the pantomime. The Pantomime Group had made an extremely generous donation to the Hall funds for which the Hall Committee were grateful.

It was noted that the Hall Committee felt that the aggregation of small event returns which built up to larger funding pots were also seen as productive financially. It was noted that there was about £5,000 in the main account but that parishioners needed to be aware that it was important that more funding was sought for refurbishing the toilets, this was estimated as about £20,000. Grants would be sought alongside Community fund raising.

It was noted that all the painting inside and out was now completed and that the Hall had given a huge thank you to Tom Blay for his hard work. The Hall Committee did need more volunteers and there was a desire by the Hall Committee to give the village what they wish from the Village Hall.

**19/244 Defibrillator**

**Resolved:** Councillor Simon Wager reported on the recent training event. Council approved the date of Tuesday 15th September 2020 starting at 7.30pm (with access to the hall at 7pm) provisionally approved by the Trainer for next year’s training. The Clerk was instructed to confirm the date with the Hall Committee and Training provider.

Council noted that Councillor Simon Wager had confirmed he had actioned the Defibrillator checks to the Clerk, a copy of the email had been filed.

**19/245 Electoral Boundary Review**

**Resolved:** noted the outcome of the review, and hoped the Government approved the recommendation to be put forward form the Boundary Commission for Maiden Bradleys Boundary to remain as it is. The Council wish to thank all those parishioners who supported the consultation.

**19/246 Action Plan Reviewed/Parish Plan**

**Resolved:** Councillor Alexandra De Renzy Channer reported on the plan to date.

It was noted that a few revisions for the under 18 age groups consultation were to be actioned, this would be brought to the November meeting. It was agreed that Councillor Alexandra Channer would place an item in the Parish News giving details of the volunteers that would be required for any of the actions within the Parish Plan. It was noted that the November meeting will finalise the Parish Plan. All agreed thatSaturday’s event was very successful.

The Clerk was instructed to contact Unitary Councillor Fleur De Rhe Philipe to ask on the behalf of the Parish Council re why 14 students in the Community have to pay for travel at Six Form as it was compulsory that they attend.

(The action plan forms the business case for the precept budget and actions of the Council over the next three years).

**7.30pm Council stood down Standing Orders to allow Neighborhood Watch Coordinator Dereck Stevens to speak to Council.**

Neighborhood Watch Coordinator Dereck Stevens reported that he had nothing to report at present as no meetings had taken place in Warminster, he had just wanted to let Council know this. No other issues were brought to the Parish Councils Attention. The Chairman thanked him for coming along to action his report.

**Neighborhood Watch Coordinator Dereck Stevens then left the meeting at 7.32pm Standing Orders were reinstated.**

**19/247 Community Emergency Plan update**

**Resolved:** agreedthe recommendation that the Portfolio Holder of the Community Emergency Plan needed to be discussed when a full team of Councillors in in place. Council resolved to move this item to next month’s Agenda. Councillor Angus Neish would continue his caretaker position of the Plan until then.

**19/248 Model Financial Regulations update**

**Resolved:** discussed the draft model the Clerk had prepared from the guidance provided by the National Association of Local Councils. Council noted that the Clerk had populated the new model Financial Regulations with the parameters from the present set. Council accepted the draft and agreed its implementation.

**19/249 Freedom of Information Charges reviewed**

**Resolved:** reviewed the Freedom of Information Policy and approved the charges within the policy.

**19/250 Risk Assessment**

**Resolved:** reviewed the Risk Assessment, no additions were required, the Risk Assessment was approved all. Councillors signed the Risk Assessment.

**19/251 Provision of Internal Audit Services for 2019/2020 (Internal Audit Quotations)**

**Resolved:** noted that it is in a 3-year contract with its present Internal Auditor, the Clerk will make arrangements with the Auditor for the date of the Internal Audit check for 2019/2020.

Council confirmed that Councillor Sebastian Seymour would action the Councils Internal Audit Check. The next Check would take place before the November meeting. The Clerk would liaise directly with Councillor Sebastian Seymour on a suitable date.

**19/252 Quarterly VAT Return**

**Resolved:** noted that the Clerk had actioned a VAT reclaim for £1,174.64. Council also noted that the Clerk had input the claim actioned back in March 2019 with this quarters claim, as no refund had been received to date. (An issue had been reported on the SLCC E Forum by other Clerks who had also not received their payments).

**19/253 Re-enrolment The Pensions Regulator.**

**Resolved:** noted that every three years it is required to assess and if required re-enrol eligible staff into a workplace pension scheme. Its re-declaration deadline is the 12th February 2020. Council Delegated the Clerk to write to the Clerk and then submit a re-declaration of compliance to say it has met its legal duty.

**19/254 Second Precept Payment**

**Resolved:** noted that the Second Precept payment of £8528.18 had been received from Wiltshire Council.

**19/255 Wiltshire Council - Council Tax Setting Information.**

**Resolved:** noted the below information and that the Clerk had taken this timeline into consideration re the preparation of the draft budget.

**1.Council Tax Setting Timetable 2020/2021 & Overall Summary**

The key dates for Parish/Town Councils in respect of 2020/2011 Council Tax Setting are detailed in attachment 1.

Please note that the tax base figures that we intend to issue on 4 November 2019 will be draft only. Whilst we do not usually expect the draft figures that we issue to you to change prior to formal approval by Cabinet (10 December 2019); this year we are consulting on changes to the Council Tax Reduction (CTR) Scheme (further details are provided in section 2 below) which may affect the council tax base calculation. We are not anticipating at this point that there will be significant change to the tax base calculation as a result of any changes to the CTR Scheme however we feel it is prudent to advise you of the potential impact.

The draft tax base figures issued on 4 November 2019 may therefore be subject to change depending on the outcome of this consultation, and as a result we may need to issue revised tax base figures. We will either confirm no change to your draft tax base figure or a revised tax base no later than 13 December 2019, post the 10 December 2019 Cabinet meeting.

Therefore all Parishes/Towns should consider the implications of the above when planning/setting their 2020/2021 Council Tax, particularly those who usually set their Council Tax in November/early December as you may be issued with a revised tax base by 13 December 2019 so you may wish to look at changing your precept setting meeting date or at least make contingency plans for approving a revised precept request should your tax base change.

Please also remember that the deadline for submitting your precept request form to Wiltshire Council is 24 January 2020.

**2.Council Tax Reduction Scheme Consultation**

We are proposing changes to our Council Tax Reduction scheme from 1 April 2020 but before these changes are made, we want you to give us your thoughts. We are conducting a survey via the Council’s website where we can gather a range of views which will be taken into account when deciding whether to make changes.

We would be most grateful if you would help us with our survey by following the link to our website. The consultation opened on 19 August 2019. The link provides the background to the proposals and a questionnaire for you to complete and submit online.

http://consult.wiltshire.gov.uk/portal/council\_tax/council\_tax\_reduction\_scheme

If you do not have access to the internet but still want to take part in our survey, please phone us on 0300 456 0110 to discuss.

This consultation closes on 11 November 2019.

**3.Council Tax Referendum Principles 2020/2021**

Since the introduction of council tax referendums in 2012/2013, no referendum principles have been set for Parish/Town Councils.

Currently there is no further update from Central Government regarding council tax referendum principles for 2020/2021 and beyond. We will let you know of any updates/consultations issued by Central Government on this matter.

**4.Council Tax Factsheet 2020/2021**

Please see the attached annual factsheet which details key information regarding the council tax base and precepts.

**2020/2021 Council Tax Setting Timetable**

19-Aug-19 CTR Consultation Opens

01-Oct-19 Date CTB1 return to Central Government is required to be based on

11-Oct-19 CTB1 return deadline for submission to Central Government

21-Oct-19 Deadline for New Build information to be provided to Accountancy

31-Oct-19 Wiltshire Council CFO to approve draft 2020/2021 Council Tax Base

04-Nov-19 Wiltshire Council to issue draft 2020/2021 Council Tax Base figures to Parish/Town Councils

11-Nov-19 CTR Consultation Closes

10-Dec-19 Cabinet meeting to approve 2020/2021 CTR Scheme

10-Dec-19 Cabinet meeting to approve 2020/2021 Council Tax Base

24-Jan-20 Deadline for Parish/Town Councils to return approved 2020/2021 precept requests to Wiltshire Council

25-Feb-20 Full Council meeting to approve 2020/2021 Council Tax

**19/256 Grounds Contract**

**Resolved:** noted that the Grounds Contract approved last year was for a three-year contract, and that the Contractor had confirmed that his price will remain the same for 2020/2021 and 2021/2022.

**19/257 Advertise for Grant Applications**

**Resolved:** approvedthe Clerk’s recommendation that an advert is placed in the Parish News asking for interest in the Community from Community Groups in applying for grants from the Parish Council for 2020. The Clerks recommendation that the date for applications to be received by is set at the 31st November 2019 as per the Grant Awarding Policy. It was noted that this will enable the draft Grant Budget to be set with an idea of the need required in December.

**19/258 Unity Trust Bank**

**Resolved:** approved the removing Councillor Patrick Nixon from the Unity Trust Account and adding approve adding the new Councillor Ian Ferguson to the Account as a signatory. The Clerk provided Councillor Ian Ferguson with a form to complete so that his details could be added to the account. The Clerk was instructed to bring the completed forms from Unity Trust to the November meeting for approval.

**19/259 Approval and signing of Parish Accounts for the months of July/August 2019** Internal Audit Accounts & Audit Regulations 2003 reg 2

**Resolved:** approved the accounts for September 2019. The Clerk reported the Unity Trust Bank balance as of the 30th September 2019 was £14,168.23.

**19/260 Payments** LGA 1972 s150 (5)

**Resolved:** reviewed and approved the items of expenditure listed below:

**Invoices**

Wages October LGA 1972 s111 £424.72

Travelling Clerk October LGA 1972 s111 £ 76.64

Heat Light phone etc. October LGA 1972 s111 £ 10.66

K. M. Dike Nurseries September Open Spaces Act 1906 ss 9 and 10 £292.96

1 & 1 Website 01.10.19 – 01.11.19 LGA 1972 s111 £ 11.99

Geoxphere Ltd Online Mapping LGA 1972 s111 £ 42.00

Play Safety ROSPA Report Open Spaces Act 1906 ss 9 and 10 £ 86.40

Unity Trust Bank Service Charge LGA 1972 s111 £ 18.00

**Receipts: To note receipt of income**

Wiltshire Council Precept Payment £8528.18

**Account Balance** £14,168.23

Payments above payments September £963.37

Income £8528.18

**Total Balance** £21,733.04

Council agreed that Councillor Angus Neish and Councillor Simon Wager would action the online payments.

**19/261 Clerk’s Report**

**Clerks Appraisal** **& Review Clerks Wages for inclusion in the Draft Budget**

**Resolved:** noted the Appraisal and review had taken place and that the Clerk had been set objectives for next year.

**Councillor Training**

**Resolved:** Councillor Susanna Brigden and Councillor Ian Ferguson were provided the Training Survey to complete. The Clerk will process the information and complete the draft training budget figures when these were received back.

**Insurance Policy Communication**

**Resolved:** approvedthe Clerk creating a rradar account for the Parish Council.

Through our close relationship with your insurance broker Came and Company, we are delighted to confirm the rradar services available to Maiden Bradley with Yarnfield Parish Council under the AXA insurance policy you currently have - all for no additional cost.

rradar is AXA's exclusive legal services partner under your Local Council policy and is available to you as a benefit of your policy.

We are a litigation and commercial law firm that specialises not only in the management of legal crises, but also in the education and prevention of them in the first place.

Your Local Council policy cover includes access to a range of digital tools and advisory services from rradar that help prevent legal and regulatory claims your Council might face.

Please download your rradar welcome pack for an overview of the rradar services available to your Council.

**Clerks Holiday Approval**

**Resolved:** approved the Clerk taking Annual leave from the 23rd December 2019 to the 2nd January 2019 for the Christmas break.

**Website Accessibility**

**Resolved:** Councillor Susanna Brigden reported that there were still pages showing broken wording, the Commemorative Trees page was reported to be the issue. It was noted that the Parish Plan would be added to the site when completed.

Council noted that the front page is the only page that still needs to be updated, the Clerk reported that this will be actioned now Councillor Ian Ferguson actioned his Acceptance of Office.

**19/262 Correspondence received**

**Resolved:** noted that at the time of producing this Agenda no correspondence had been received that required a resolution.

**19/263 Meetings for Councillors to consider attending**

**Resolved:** noted that at the time of producing this Agenda there were no meetings to bring to Councils attention.

**Booklets, Brochures and leaflets on the below list were received.**

Clerks & Councils Direct

**Emails on the below list were received and sent to Councillors.**

CPRE Members, could you be celebrating with our Summer Raffle?

RSN Rural Funding Digest - September 2019 Edition

HRH Princess Anne Confirmed at NALC Annual Conference

NALC Chief executive's bulletin

Civic update - 6th September 2019

Notification of a Meeting of Frome Town Council

WALC newsletter - September 2019

Frome Town Clerk's Update

The Rural Bulletin - 10 September 2019

Briefing Note 19-025 Code of Conduct Complaints

Theft of Lead from Bratton Church 10/09/2019

Notification of a Meeting at Frome Town Hall

NALC Chief executive's bulletin

Swindon and Wiltshire Growth Hub: Invitation to Brexit Readiness Event

NALC Newsletter

August Highways newsletter

Wiltshire Housing Site Allocations Plan - Consultation on Further Main Modifications

Global Climate Strike

The Rural Bulletin - 17 September 2019

Wessex Community Action September Newsletter

Wiltshire Prepared - Resilience Day for Flood Wardens and Community Volunteers, Weds 9th October, Warminster Civic Centre

Briefing Note No. 19-026 Wiltshire Housing Site Allocations Plan-Consultation on Further Main Modifications

NALC Chief executive's bulletin

Temporary Closure of: Round Hill (Part) Horningsham (12/11/19 - 13/11/19)

Notification of a Meeting of Frome Town Council 25 September

Civic update - 20th September 2019

Temporary Closure of: Hollybush (Part), Horningsham (13/11/19 - 14/11/19)

Wiltshire Area Boards Team We need your views

The Rural Bulletin - 24 September 2019

Frome Town Clerk's Update

NALC Newsletter

Army Basing Newsletter September Edition

NALC Deadline for elections survey extended!

NALC Newsletter

IMB HMP Erlestoke Annual Report 2018-19

Chief executive's bulletin

CPRE Members, please help persuade the government to make recycling BIGGER

**19/264 Parish Clerks Delegated Powers** LGA 1972 s101

**Resolved:** none used.

**19/265 Notice of items to be taken into consideration at the next meeting in November.**

**Resolved:** Reserves and Contingency, General Reserves, Budget/Precept Preparations,

Parish Plan final copy to be approved and a list of whom Council wishes to send a copy decided.

**19/266 Items for Parish Newsletter & Notice Boards**

**Resolved:** approved Councillor Simon Wager reporting on theCommunity Speed Watch in the Parish News monthly to keep parishioners up to date with the actions of the teams. Councillor Alexandra Channer to action and article on the volunteers required against each section of the Parish Plan. Grant Applications and Councillor Vacancy to be actioned by the Clerk. A copy of the Draft minutes to be placed on the noticeboard and on the Website.

1**9/267 Date of the next meeting**

**Resolved:** that Tuesday 12th November 2019 at 7.00pm is the date of the next meeting. All are welcome to attend**.**

**Meeting ended at 7.53 pm**

**Signed……………………………………….**

