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 11th February 2020 at 7.00pm.**

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

**In attendance:** The Parish Clerk, Mrs Sarah Jeffries PSLCC and Maiden Bradley Memorial Hall Chairman Mrs Brenda Smart.

**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.

No questions were put to Council.

**19/363 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 to give.

**19/364 Dispensations**

**Resolved:** none received by the Clerk.

**19/365 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.

**19/366 Chairman’s announcements**

**Resolved:** noted that the Chairman welcomed Councillor Ray Kenzie to the Council Team as the Chairman had not be present at the last meeting. The Chairman also congratulated the Clerk on her forth coming appointment in May, onto the International Institute of Municipal Clerks as the United Kingdoms Representative.

**19/367 To receive and sign the minutes of the meeting held on 14th January 2020 (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 Councillor Alexandra Channer.

**19/368 Planning**

**Application Ref: 20/00843/TCA**

**Application for Work to Trees in a Cons Area**

**Proposal: - T1 & T2 - Lawson Cypress trees - fell**

**T3 - Deciduous tree - reduce & reshape crown by 2m**

**At:10 Church Street, Maiden Bradley, Warminster, Wiltshire, BA12 7HW**

**Resolved:** Supported

**(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 that no decision had been published due to website failure. At the time of producing the Agenda Wiltshire Council Planning website reported that it had internet Brower issues and so the date of the decision and the decision notice was not available. The Planning Department was subsequently then behind with its reporting, so the Clerk was still unable to report this information to the meeting. The Clerk was instructed to email Councillors the decision when it was available.

**Application Ref: 19/11940/TCA**

**Application for Work to Trees in a Cons Area**

**Proposal: - 2 x Beech trees - fell**

**6 x Sycamore trees - fell**

**1 x Sycamore tree - coppice to lower height**

**2 x Ash tree - fell**

**At: 90 Frome Road, Maiden Bradley, BA12 7JA**

Decision: unknown

**19/369 Parish Steward**

**Resolved:** noted Councillor Sebastian Seymour’s report that the Parish Steward had been pulled off for road accidents and gritting. Council resolved that Church Street drains would be the Parish Stewards priority when he was back.

**Report Back Re Requested Items**

**Resolved:** noted that Denise Nott, the Highways Engineer, visited Maiden Bradley to look at the issues highlighted by Council at last month’s meeting. She had replied having had a site visit she feels that there is little debris at the location highlighted, and this is not enough at present, to cause an issue for parishioners walking up that stretch of road at this present time. She did not recall saying that she would get this done by the Parish Steward on a regular basis as it is too big a job for one man and working on that section of road alone would be against Ringway Health and Safety policy it would require some form of Traffic Management, she will though arrange for the whole village to have a sweep through following her visit.

**16/370 Traffic Calming and Speeding Traffic - Action Plan Transport & Traffic**

**High Street Petition**

**Resolved:**  Councillor Simon Wager reported on the Community Action Tasking Group meeting attended on the 7th February 2020. He confirmed that the proposal for High Street Maiden Bradley had gone to phase one, top of the CATG Budget for April 2020.

**Speed Indicator Device**

**Resolved:** Councillor Simon Wager reported that the Speed Indicator Device was working well, it has a positive effect. Council approved the reimbursement of a new set of batteries for the unit and the purchase of the below requested by Councillor Simon Wager.

The battery problem has led to a lot of frustration with the team of Community Speed Watchers. Therefore, would it be possible that Council approve the purchase of a set of rechargeable Batteries and charger to get rid of the battery problem once and for all. A set of 4 batteries and charger will suffice. EBL LCD Universal Battery Charger & Discharger with 4 x Ni-MH C Size Re-chargeable £45.00 Free delivery.

**Community Speed Watch/Auto Speed Watch Device.**

**Resolved:** Councillor Simon Wager reported that the Community Speed Watch Team were working well. As daylight hours are now approaching this will allow the Community Speed Watch Team to increase their sessions.

Councillor Simon Wager reported that sadly Roger Foulkes is now on long term sick and that Claudia McKenzie the Reporting Officer has moved on to another area. A Sergeant in Warminster is now their new contact, he hoped this would prove proactive.

**19/371 Church Street Railings**

**Resolved:** noted areport from Councillor Simon Wager, regarding his meeting with Denise Nott the Area Highways Engineer on the 30th January 2020. She has arranged that the traffic lights will remain for a further three day after the new railings are installed, supply the specific paint required for the volunteers, who will then action the paint work during this 3-day period. Councillor Sebastian Seymour mentioned he will try to arrange for some other assistance during this time, if he could be alerted to the dates. Risk Assessments re the use of the paint will be required, and masks. Council delegated the purchase of painting masks to the Clerk

**19/372 Bus Stop**

**Resolved:** noted the pictures taken of theissues with the Bus Stop in Church Street. It was agreed that it needs painting and the tiles refitted. Councillor Ray Kenzie would investigate and send Clerk a report to be circulated to all. Council noted the Clerks recommendation that a Councillor is tasked with actioning a Health & Safety Check on the Bus Stop monthly. This would be agreed following the report.

**19/373 Recreational Area - Health & Safety**

**Resolved:** Council noted a verbal report from Councillor Simon Wager on the monthly Health & Safety checks actioned on the play equipment. Councillor Simon Wager reported that the two caps were still to be received. The supplier had apologised for the delay. It was agreed that Councillor Simon Wager and Clerk to contact the Contractor one more time and if no parts were supplied, the Clerk was instructed to try another supplier.

Councillor Sebastian Seymour mentioned the pub tables were available for Community use, it was agreed that they be stored at the Community garden as they might be of use for the fete. The Chairman thanked Councillor Sebastian Seymour.

**19/374 Village Hall – Action Plan Local Economy and Tourism**

**Resolved:** Councillor Susanna Brigden reported on the Village Hall Committees meeting. Themain items discussed were VE-Day, an assessment of the hall for a hearing loop costing £947.00 plus vat. Grants were being sought from other Funding streams for the hearing loop.

The Clerk reported that the Village Hall Committee had withdrawn their request for a grant for VE-Day. The Chairman asked Council if it wished the Village Hall Chairman to speak further on the meeting. All agreed.

**Standing orders were stood down to allow Village Hall Chairman Mrs Brenda Smart to speak to Council and answer questions.**

Mrs Brenda Smart Village Hall Chairman spoke re the Village Halls Accounts as they stood at present but informed the Parish Council that the figures were a month old. A list of companies who give grants for hearing loops are being contacted but the Parish Council might be approached if they are not successful.

The Parish Plan was mentioned, and the groups formed to get volunteers. It was mentioned that there had been contention around the Summer Fete Group. The Village Hall Committee members are to attend the next fete meeting, with two Committee members present, it was felt that a process to move forward is now in place. Council noted that the Village Hall Committees Grant Application for £500.00 to put on a VE Day Event in 2020, had been withdrawn

**Standing Orders were reinstated.**

**19/375 Defibrillator**

**Resolved:** Councillor Simon Wager reported that he will continue to do the Defibrillator checks. Council noted that the Defibrillator checks have been actioned and sent to the Clerk; a copy of the confirmation email has been filed.

Council noted the reminder that Tuesday 15th September 2020 starting at 7.30pm (with access to the hall at 7pm) is the date of the next Defibrillator training session in the Community.

**19/376 Litter Pick**

**Resolved:** noted retrospectively that Councillor Susanna Brigden Councillor had been unable to action the poster for the litter pick. Councillor Alexandra Channer had arranged to use the I love Maiden Bradley poster logo previously approved for Parish Plan marketing. Council approved retrospectively the use of the poster by Councillor Alexandra Channer.

Council noted that the Clerk has had it confirmed by the Warminster Area Board Manager Graeme Morrison, that he is arranging for the litter to be collected from the Village Hall.

Councillor Simon Wager has actioned an audit on the litter pick equipment and reported to the Clerk that Council will need more waste bags, and 20 pairs of litter pick gloves. The used ones returned have deteriorated and become stuck together. The unused ones are fine. The Clerk has also checked the First Aid kit, it has expired, and a replacement is required. Council approved, due to time constraints to delegate the purchase of litter pick gloves, litter bags and a first aid kit to the Clerk under financial regulation 4.1.

**4. Budgetary control and authority to spend**

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

* the council for all items over £5,000.
* a duly delegated committee of the council for items over £500; or
* the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

The Clerk brought to Councils attention an email regarding the Litter bins. Council noted that the recreational bin had been installed with no problems but the Litter bin near old shop site was not able to be fitted due to the surface there. Council agreed to delegate the power to Clerk in conjunction with Councillor Ray Kenzie as an advisor as to whether there was a need to place concrete down on this site area for the bin to be fitted to.

**19/377 Action Plan/Parish Plan**

**Resolved:** Councillor Alexandra De Renzy Channer updated Council on the Parish Plans actions to date. It was noted that all the Volunteer groups have now started, ideas from the groups are to come back to the Parish Council during this quarter.

A poster with Community information had been completed by a parishioner a hard copy of the poster was viewed and approved by Council. The Clerk was instructed to laminate the copies and action further copies as and when needed throughout the year. Councillor Alexandra Channer to supply copies to the Clerk as and when required.

It was agreed that a draft Action Plan leaflet could be drafted by Councillor Alexandra Channer and be brought to the next meeting for approval. Council noted that the Clerk will need to obtain quotes for the printing.

**Footpath Volunteer Group**

Council noted Councillor Alexandra Channers feedback re the Footpath group. It was agreed that the Wiltshire Council Rights of Way Officer to be invited to come and do a training session with the volunteers. The Clerk instructed to make the request to the Officer and ascertain feasible dates.

**Village Fair Event**

**Resolved:** Councillor Ian Ferguson reported on the 23rd January 2020 Village Fair meeting he facilitated. 17 volunteers had attended, it was expected that these volunteers would also be the bonfire night event organisers. A further meeting was to be held with two members of the Village Hall Committee present next week.

**Parish Plan Wiltshire Council Spatial Planning Correspondence**

**Resolved:** noted the correspondence the Clerk had received from Wiltshire Council Spatial Planning re the Parish Plan. Councillor Alexandra Channer informed the Clerk that the volunteer group did not have a reply for Spatial Planning at present.

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

**19/378 Policy updating**

**Resolved:** noted that in May the Councils policies will need to be approved. Council agreed that the policies highlighted in red would need to be drafted in the future.

**Strategy**

Annual Report (Actioned Yearly June/July)

**Planning**

Parish Plan (First plan 2005, update actioned 2019)

Village Design Statement or Neighbourhood Plan

Delegated Powers to the Clerk Minute number 13/304 (Approved May 2015)

**Facilities Services**

Events – (Litter pick etc.) (Approved May 2015)

Rights of Way Standard (Approved May 2015)

**Operations**

Standing Orders (Approved 14/184)

Code of Conduct (Approved June 2012)

Asset Register (Approved June 2012)

Risk Assessments (Approved July 2016)

Complaints Procedure (Approved May 2016)

Document Management Policy or Record Keeping (Approved May 2016) 13/214

Equal Opportunities (Approved May 2016) 13/161

Emergency Planning (Approved 26.08.16)

Lone and Isolated Working Policy (Approved May 2016, 14/231)

Community Engagement Statement of Intent (Approved May 2016, 13/187)

Petitions (Approved May 2016, 14/078)

Procedure for public sessions (Approved May 2016)

Procedure for co-option of councillors (Approved May 2016)

Workstation Equipment and Area Check (Oct 2016)

PAT Testing Equipment (Approved May 2016)

Guide to Meetings (Approved May 2016 18.07.14)

**Finance**

Financial Regulations (Actioned)

Financial and Risk Assessment (Actioned May 2016)

General Revenue Reserves Policy (Approved May 2016, 14/233)

Grant Awarding Policies and Procedures (Approved May 2016)

Insurance (Actioned June 1st, 2016)

Internal Controls Audit and Review (Approved 13/240)

Purchasing Procurement Policies (see Standing Orders)

Paper & Electronic Communications Retention and Disposal

**Communications**

Publicity Protocol (drafted 14.08.13)

Freedom of Information, Publication Scheme (Approved May 2016)

Data Protection (Approved May 2016 renewed 10.04.15)

Information and Communications Technology IT Email, Internet and Phone Policy (Approved May 2016)

Filming, Photographing, & Social Media Policy (Approved May 2016)

Vexatious Policy

**People**

Bullying and Harassment or dignity at work policy (Approved May 2016 13/161)

Child Protection and Vulnerable Adults (Approved May 2016 14/078)

Disciplinary & Grievance Policy (Approved 14/294)

Staff and Councillor Training and Development Policy (Actioned)

Health & Safety Policy (Approved May 2016 14/049

Co-option Questionnaire (Approved May 2016 3.03.14)

Staffing Committee Terms of Reference (Approved May 2065 26.05.15

**19/379 Register of Interests update**

**Resolved:** noted the Chairman’s requestthat they had taken action to check and update their Register of Interests. Councillors noted that this is a legal requirement under Localism Act 2011.

**19/380 PAT Testing.**

**Resolved:** noted that the PAT testing of the Parish Council equipment is due, Council approved the Clerk seeking quotations.

**19/381 Knapp Grass & Hedge cutting**

**Resolved:** approved the payment of £115.00 for the upkeep of the Knapp.

**19/382 Campaign to Protect Rural England**

**Resolved:** It was noted that the present Membership finishes on the 14th March 2020. Council approved the continued membership to CPRE. (CPRE provide research, planning advice and support for the Rural Countryside). The cost of £36.00 was approved. Councillor Ray Kenzie mentioned the Dark Skies Star Count. The Clerk was instructed to post this information on the Parish Council Facebook pages.

**19/383 Approval and signing of Parish Accounts for the month of January 2020** Internal Audit Accounts & Audit Regulations 2003 reg 2

**Resolved:** approved the accounts for January 2020 and noted that the Unity Trust Bank balance as of the 31st January 2020 was £9,597.00.

**19/384** **Payments** LGA 1972 s150 (5)

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

**Invoices**

Wages February LGA 1972 s111 £424.72

Travelling Clerk February LGA 1972 s111 £ 7.74

Heat Light phone etc. February LGA 1972 s111 £ 10.66

K. M. Dike Nurseries January 2020 Open Spaces Act 1906 ss 9 and 10 £292.96

1 & 1 Website 01.02.120– 01.03.20 LGA 1972 s111 £ 18.00

Neville Dean Printing Annual Newsletter LGA 1972 s111 £ 46.00

Simon Wager Community Speed Watch Batteries LGA 1972 s111 £ 5.45

Simon Wager Travelling Chairmanship Course LGA 1972 s111 £ 33.60

Campaign to Protect in Rural England Membership LGA 1972 s111 £ 36.00

Alan Inwood Knapp Maintenance Spaces Act 1906 ss 9 and 10 £115.00

Maiden Bradley Memorial Hall Hire LGA 1972 s111 £230.00

Society of Local Council Clerks Practioners Conference LGA 1972 s111 £ 81.45

**Receipts: To note receipt of income**

Horningsham Parish Council December & January IT usage Contribution £16.00

**Account Balance** £9597.09

Payments above payments £1301.58

Income £16.00

**Total Balance** £8,311.51

Council agreed Councilor Angus Neish and Councillor Simon Wager would approve the online payments. A copy of the above uploaded payments was supplied to both.

**19/385 Clerk’s Report**

**International Institute of Municipal Clerks.**

**Resolved:** noted that the Clerk had been notified that she will be appointed as a Director on the International Institute of Municipal Clerks in May 2020. The Clerk will be required to attend the International Conference from the 15th May 2020 to the 20th May 2020. The Institute promotes the Professionalism in Local Government through Education and I will serve a three year term as the only Regional Director to cover Region XI – (outside North America) include Australia, Belgium, Bulgaria, Israel, The Netherlands, New Zealand, South Africa and the United Kingdom (England, Scotland, and Wales).

About the IIMC <https://www.iimc.com/268/About-Us>

This role is not a paid role, but it will enhance the Clerks career, personally as she will receive personal development training as part of her role and communicate with Clerks in the region she covers. It was noted that this will also highlight Maiden Bradley Parish Council Internationally and that this position is actioned in the Clerks personal time with no salary.

**Clerks Holiday Request**

**Resolved:** approved the Clerks request to take leave from the 14th May 2020 to the 22nd May 2020 to attend the International Clerks Conference.

**Community Governance Degree Course**

**Resolved:** noted that the Clerk restarted her degree course on the 5th February 2020. The Clerk reported that she is studying Level 5 SLCC2003 Sustainable Communities, SLCC2001 Communities in the Political System and SLCC2006 Learning from a Workplace Project this year.

Level 5 builds on Level 4. The Clerk will critically evaluate and apply principles and practices in new contexts. Use a range of investigation methods, solve and address more complex problems and opportunities, communicate with a variety of audiences and take greater responsibility for independent learning. Community Governance Level 5 provides opportunities for:

* Understanding the role of the local community in the UK’s political system and
* applying the principles and practices of effective community governance
* Carrying out good quality research of value to the local community
* Engaging in the theory and practice of sustainable development and its impact on
* Communities
* Strengthening skills and understanding for managing community organisations
* including strategic management, project planning or technical expertise
* Planning, implementing and critically evaluating learning through work-based or
* unfamiliar practice
* Developing professionalism for the workplace including communication, information
* Management and research skills

The Clerk has personally obtained or purchased copies of the below books to read to enable her to complete the above assignments.

Bevir, M. (2008) Key concepts in governance, London: Sage

Crouch C (2004) Post Democracy, Cambridge: Polity Press

Kotter J (2012) Leading Change, Cambridge Massachusetts: Harvard Business Review Press

Leach, R., Coxall, R. & Robins, L. (2006) British Politics, Basingstoke: Palgrave Macmillan

Moran, M. (2011 2nd ed) Politics and Governance in the UK, Basingstoke: Palgrave Macmillan

Stoker G (1991) The Politics of Local Government, Basingstoke: MacMillan Education Ltd

Wilson, D. J. & Game, C. (2006) Local government in the United Kingdom, 4th ed.

Basingstoke: Palgrave Macmillan

Banks, S, Shaw, M & Meade R, R (2016) Politics, Power and Community Development,

Bristol: Policy Press

Barnes, M, Newman, J & Sullivan H (2007) Power, Participation and Political Renewal, Case

studies in public participation, Bristol: Policy Press

Blewitt, J (2015) Understanding Sustainable Development, 2nd edition, Abingdon, Routledge

Klein N (2014) This Changes Everything: Capitalism Vs the Climate, London, Allen Lane

Klein (2019) On Fire, London, Allen Lane

Robertson, M (2014) Sustainability: Principles and Practice, Abingdon, Routledge

Warburton, D. ed., (2016) Community & Sustainable Development, (3rd ed) London:

Earthscan.

Bolton, G. (5th edition 2018) Reflective practice: writing and professional development, London: Sage.

Bovaird, T & Loffler, E (3rd edition 2013) Public Management and Governance, London, Taylor & Francis

Day T, (2nd edition 2018) Success in Academic Writing, Basingstoke, Palgrave Macmillan

Moon, J.A. (2nd edition 2006) Learning journals: a handbook for reflective practice and professional development, London, Routledge

Moon, J.A. (2013). Reflection in Learning and Professional Development: Theory and Practice. London: Kogan Page

Council approved the Clerk using Maiden Bradley for her Learning from a Workplace Project.

**19/386 Correspondence received**

**Mere Link Scheme**

**Resolved:** discussed the correspondence received from a parishioner asking for the Council to discuss making a grant donation from its grants budget to the Mere Link Scheme. (The Scheme supports several vulnerable parishioners in the community and is supported by a group of volunteers in the parish.) Council approved a donation of £300.00 from its Local Government Act s137 Grants Budget to the Mere Link Scheme. Proposed Councillor Sebastian Seymour Seconded Councillor Susanna Brigden.

**Campaign to Protect Rural England Best kept Village Competition.**

**Resolved:** noted the information. Council resolved to defer entry to the Best kept Village to next year.

I should like to draw your attention, and that of your parish councillors and other villagers, to the forthcoming Wiltshire Best Kept Village Competition for 2020. Several of you have already indicated that you will be entering this year, but I thought that an early notification to all potential entrants could be helpful. Note that this email is not the invitation to enter; that will follow in February.

Even though your village might not have entered the BKVC recently, or even at all, please read on. Neither entering the Competition nor preparing for it need be substantial tasks, nor need they be undertaken by your parish council if you can find other villagers to take them on. Please note also that the Competition is for the best kept village, not for the prettiest village. You might also like to know that over the past 13 years, 124 different villages have entered this Competition, over one half of all those eligible. Some enter every year, others quite often, and a few enter very occasionally. It is not true that the same villages win every time, nor that the “prettiest” villages have an advantage. In the past 15 years, 39 different villages have won at district and/or county level.

Entry is open to all villages/parishes with a population not exceeding 3500 as stated on Wiltshire Council’s database or in Swindon Borough Council’s area. Any village with a population that exceeds this figure is welcome to apply to enter if there are reasonable circumstances, such as a large housing estate in the parish that is effectively separate from the historic village and which would not be included in the judging area. A parish council that covers several villages is very welcome to submit separate entries for one or more of those villages (and an individual or group from that village could submit the entry directly), as several have been doing for many years. The main competition is judged in three categories: Small (population up to 300); Medium (population 301 to 1000); and Large (population 1001 to 3500).

Please note the following:

•There is no cost to enter.

•Prizes of £200 to £30, sponsored by The Hills Group, are available for each of the three village size categories.

•There will also be a prize of £150 for the “Best Newcomer” (open to any village that has not entered the BKVC in the previous 5 years i.e. since 2014).

•There will also be a Merit Prize (also of £150) for the village that does not win a major prize this year but which has entered for every one of the past 5 years and has achieved the best overall results in that period.

•Entries can be by email and/or paper.

•The work required to prepare entry documents need not take long and can of course be shared amongst parish councillors and other villagers.

•Separate entry invitations, to enter the Laurence Kitching Award (sponsored by Princeton Homes), will be sent to the six villages who won at County level in the past two years.

Most of those who did well in last year’s BKVC benefitted from engaging some of their village community organisations. In this way the work to prepare was shared by many people, rather than being the responsibility of just a few members of the parish council. The other benefits of course are that preparing for judging can bring your community closer together and even be an enjoyable experience, and that your village will look better as a result of the preparation work of its community.

The timings for this year’s competition are similar to those of recent years:

* The invitation to enter will be sent by late-February.
* The entry deadline is 20th April. Late entries can create significant and unfair problems for our panel of volunteer judges and might have to be rejected.
* Judging for the first (District) round will take place from 11th May to 7th June.
* Judging for the second (County) round and for the Laurence Kitching Award will take place in July.
* The Presentation Day for the major winners will be on Sunday 20th September.

I do hope that you will decide to enter this very worthwhile competition and I look forward to receiving many entries after I send the invitation next month.

Yours sincerely, Mike Manson | Project Officer

**Wiltshire Council Upcoming Open Space and Green Infrastructure Survey Collaborative**

**Resolved:** to just note the below correspondence from the Spatial Planning

Economic Development and Planning Team.

We are writing to give you advance notice of an upcoming piece of collaborate work that Wiltshire Council will be seeking assistance with. Approximately 4 years ago, Wiltshire Council collected data related to open space provision in your area and your input was invaluable. However, it is really important that the records the Council has are brought up to date so that they can accurately inform two significant emerging strategies.

The data collected will be used to understand the current provision of existing open space within the county and will form the evidence base necessary to underpin a new Green Infrastructure Strategy and an Open Space Strategy. Local information provided, through the survey and the maps, that we will be sending you shortly, will help with the future provision of formal and informal recreational space and green corridors for walking, cycling and could be used as a catalyst for a wider discussion within your council around Green Infrastructure, particularly if you’re thinking about Neighbourhood Plans.

The information that you provide will be added to the Councils GIS maps so we will be able to see how, existing and future open space, and green infrastructure can be knitted together to develop a more cohesive, integrated green infrastructure network. A well-connected green infrastructure network has far reaching implications for health and wellbeing, flood mitigation and biodiversity.

With the importance of this data, comes the need for accuracy and no-one will know your Town/Parish better. So, we would be grateful if you could arrange for the survey to be completed and returned before the 13th of March deadline. The survey will be sent out via email, with maps provided as attachments. We will also be posting you a hard copy of the survey and the maps that we are ask you to use to mark on any amendments. Further details will be sent with the survey itself.

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Attached to the main survey, there is a household survey which we would like you to publicise to your residents so that they can comment on the spaces that they care about. Please use the link to the online householder survey when publicising it, together with the soft copy and explanatory text.

If you wish to read around the subject before receiving the survey Natural England’s Green Infrastructure’s Guidance page has a downloadable PDF which describes Green Infrastructure. If you wish to see further information regarding Wiltshire Council’s current policies in the Wiltshire Core Strategy, please go to our Planning Policy Core Strategy webpage.

We hope you understand the important role that open space and green infrastructure plays in the community and the benefits thereof of completing and returning the survey.

**National Association of Local Councils Lobby Day**

**Resolved:** to justnote the below correspondence from the National Association of Local Councils. Council declined to take part in Lobby Day.

What Is Lobby Day?

Lobby Day is an integral part of our advocacy programme aimed at promoting local councils in parliament. It takes place the same day as our National Assembly and involves representatives of county associations and NALC meeting with Members of Parliament (MPs).

County associations and local (parish and town) councils play a vital role in helping NALC maintain and increase the sector's influence with government, civil servants and parliamentarians. Especially talking to MPs and telling them about the great things local councils are doing and getting them to support the changes we are calling for on your behalf! Lobby Day provides a fantastic opportunity to do just that, building on the foundations laid in previous years to develop and strengthen relations with MPs.

When Is Lobby Day Taking Place?

Lobby Day 2020 will take place in parliament on 10 March 2020, and we want this year to be even bigger and better!

How to Get Involved

Here's how you can help us and get involved: Local councils – contact your MP requesting an appointment at their surgery in the days and weeks before or after Lobby Day. We have produced an example letter, email template and suggested phone script, which is attached. If you would like to support your local county association on Lobby Day itself, get in touch with them to discuss further.

History

The first Lobby Day was held in June 2015 and saw NALC and county association's meet with many MPs including government ministers. Also, Parliamentary Outreach delivered a workshop on How Parliament Works and many county associations met with MPs in the constituency in the days and weeks following Lobby Day.

Since then, Lobby Day has grown with more engagement with parliamentarians every year. The previous Lobby Day we engaged with over 100 MPs, including ministers, shadow ministers and deputy speaker of the House of Commons. NALC also invited a series of guest speakers on health and well-being, improvement and development, and tips on how to successfully engage with parliament.

**19/387 Meetings and Courses for Councillors to consider attending**

**Wiltshire Council Highways meeting**

**Resolved:** noted the meeting dates and instructed the Clerk to ask for a copy of the presentation given at the meetings.

The Local Highway Town and Parish Council Highways meetings have been scheduled. The meetings will run from 1900hrs to 2100hrs and are on the dates below:

Date Venue

04/05/20 Chippenham – Council Offices Monkton Park

11/05/20 Trowbridge – County Hall

18/05/20 Devizes – Kennet House

22/05/19 Salisbury – venue to be confirmed

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

Clerks & Councils Direct

**Emails on the below list were received and sent to Councillors during January /February 2020.**

RSN Rural Funding Digest - January 2020 Edition

Civic update - Message from Civic Voice's Chair, Joan Humble

Wiltshire Council Invitation to Focusing on the Future event

Warminster Community Area Climate Forum and Area Board

Latest news and events from Warminster Our Community Matters for 01/10/2020

National Association of Local Councils Chief Executive's Bulletin

Civic update - 10th January 2020

NALC Study Tour 2020/21

Briefing Note 20-03: Consultation events in Salisbury

Invitation to talk - Sustainable Warminster

Guidance for Courier Fraud

The Rural Bulletin - 14 January 2020

Wiltshire News

Climate Change

Annual Sandys Lecture (21st January) to be delivered by double Stirling Prize winner Ivan Harbour

NALC Spring Conference 2020

Kick-start the New Year with some winter walking wellness

Latest news and events from Warminster Our Community Matters for 01/17/2020

National Association of Local Councils Chief Executive's Bulletin

Stunning new watercolour exhibition to open at Salisbury Museum

Frome Town Clerk's Update

Notification of a meeting of Frome Town Council 22 January 2020

Wiltshire Council Highways Newsletters

Wessex Community Action - January 2020 Newsletter

The Rural Bulletin - 21 January 2020

Rural Crime Alert - Summary of Incidents 20Th Dec 2019 - 20Th Jan 2020 20/01/2020

Our News Jan 2020 E-Newsletter Out Now 21/01/2020 13

National Association of Local Councils Chief Executive's Bulletin

Notification of a Meeting at Frome Town Hall

60 People Arrested During Week of Action Tackling County Lines In Swindon

Civic update - 24th January 2020

Latest news and events from Warminster Our Community Matters for 01/24/2020

NALC Study Tour 2020/21

Wiltshire News

Briefing Note No. 20-04 Wiltshire Housing Site Allocations Plan–Receipt of Inspectors Report

The Rural Bulletin - 28 January 2020

Get ready for the Great British Spring Clean

TTRN Bradley Lane, Maiden Bradley

Briefing Note 20-06\_Young Carers Awareness Day

Town Clerk's Update

NALC Spring Conference 2020

Rural Thefts and Burglaries 30/01/2020

Civic Voice gives initial response to Building Better, Building Beautiful Commission’s report

Cranborne Chase AONB newsletter

Swindon and Wiltshire Growth Hub: News Hub Issue 18

National Association of Local Councils Chief Executive's Bulletin

Latest news and events from Warminster Our Community Matters for 01/31/2020

**19/388 Parish Clerks Delegated Powers** LGA 1972 s101

**Resolved:** noted theLitter Pick Poster - Design change of use in the Parish News.

**19/389 Notice of items to be taken into consideration at the next meeting in March 2020.**

**Resolved:** VAT Reclaim, Asset Register Review, Budget Review, Councillors Internal Check, Year End, Annual Parish meeting (Meeting of the Electors) Arrangements. (This is a meeting of the electors not a parish council meeting. The meeting is chaired by the Chairman of the Parish Council.

Councillors noted that if Councillors wish motions to be included on the next Agenda, they needed to be sent to the Clerk by the 2nd March 2020.

**Standing Orders**

**9. Motions for a meeting that require written notice to be given to the Proper Officer**

A A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council’s statutory functions, powers and obligations or an issue which specifically affects the Council’s area or its residents.

B No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (6) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

C The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

D If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least ( 4 ) clear days before the meeting.

E If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

F The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

**19/390 Items for Parish Newsletter & Notice Boards**

**Resolved:** A Speed Watchreport to be actioned by Councillor Simon Wager, Councillor Ian Ferguson to action a volunteer update and Councillor Susanna Brigden to action a Defibrillator Training Session poster

**19/391 Date of the next meeting**

**Resolved:** that **Tuesday 10th March 2020** at 7.00pm is the date of the next meeting. All are welcome to attend**.**

**Meeting ended at** 19.45pm **Signed……………………………………….**

