Maiden Bradley with Yarnfield Parish Council

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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 14th July 2020 at 7.00pm.**

**Present: Councillors**, Angus Neish, Simon Wager, Ian Ferguson and Ray Kenzie.

**In attendance:** The Parish Clerk, Mrs Sarah Jeffries PSLCC, Fleur De Rhe Phillipe and Bill Parks.

**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.

Councillor Fleur De Rhe Philipe addressed Council, she mentioned how nice it was to finally to see everyone again after so long. She highlighted that Wiltshire Council was experiencing a heavy workload due to Covid-19 and that it had been an expensive time overall putting measures in place. Wiltshire Council have got on top of things quickly but at a cost, they are waiting to see what reimbursements will be received from Government. There had been a great loss of income from car parks income etc. so a new budget is to be created locally.

She reported that there had been an issue reported to Wiltshire Council by a landowner in the Maiden Bradley area regarding a problem with a footpath, but it has all been sorted now.

A letter from the Maiden Bradley Weight Watchers group and a response to it from one of local companies effected had also been received. She felt that there was merit on both sides of the correspondence received. She gave an update re the weight limit “at present not a lot that can happen” but it is still a high priority. The Chairman thanked Councillor Fleur De Rhe Philipe for her input.

Bill Parks addressed Council he thanked the Parish Council for inviting him along, he asked if there were any questions? Councillor Simon Wager mentioned the work on the railings last week, he wanted to thank the Wiltshire Council Team for the work they actioned, they were brilliant and had assisted outside of their remit to make the project go smoothly. Bill Parks said he will take the thanks back to the guys who did the work feedback was always much appreciated. No further questions were put forward. The Chairman thanked Bill Parks for his input and attendance.

**19/425 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:** Councillor Sebastian Seymour had given his apologies due to a holiday commitment. Council resolved his reason for absence. Councillor Alexandra De Renzy Channer had given her apologies due to a holiday commitment. Council resolved her reason for absence. Councillor Susanna Brigden had given her apologies due to ill health. Council resolved her reason for absence.

**19/426 Dispensations**

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

**19/427 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:** noted none given.

**19/428 Chairman’s announcements**

**Resolved:** noted the Chairman’s welcome back to business.

**19/429 Remote Meetings Protocol and Procedure Rules**

**Resolved:** approved to acceptthe recommended Protocol and Procedure rules for remote meetings as per the recommendations of the Lawyers in Local Government (LLG) the Association of Democratic Services Officers and NALC

**19/430 To receive and sign the minutes of the meeting held on 10th March 2020 (Previously circulated)** LGA 1972 Sch 12 para 41(1)

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

**19/431 Asset Register Review**

**Resolved:** all retrospectively approved the Asset Register.

**19/432 Insurance Policy**

**Resolved:** allapproved retrospectively the renewal of the Insurance policy for the civic year 2020/2021

**19/433 2019/2020 Year End Accounts**

**Consider the Annual Internal Audit Report**

**Resolved:** allnoted that the Internal Auditor had actioned a lighter touch audit using requested electronic copies of documentation and telephone discussions. It was noted that no issues had been highlighted within the report. Council approved the report from the Internal Auditor.

**19/434 Section 1 Approve Annual Governance Statement**

**Resolved:** approved the below statements.

**1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.**

Yes means

Prepared its accounting statements in accordance with the Accounts and Audit Regulations.

**2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.**

Yes means

Agreed made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

**3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.**

Yes means

Has only done what it has the legal power to do and has complied with Proper Practices in doing so.

**4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.**

Yes means

During the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.

**5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.**

Yes means

Considered and documented the financial and other risks it faces and dealt with them properly.

**6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.**

Yes means

Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.

**7. We took appropriate action on all matters raised in reports from internal and external audit.**

Yes means

Responded to matters brought to its attention by internal and external audit.

**8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.**

Yes means

Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

**9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.**

Council noted that this item was not relevant and approved that box N/A was ticked

**19/435 Section 2 Certify the Accounting Statements 2019/2020 - Annual Year End Accounts**

**Resolved:** certified and approve the Accounts.

**19/436 Signing the AGAR**

**Resolved:** witnessed the signing of the AGAR by the Chairman & Clerk/Responsible Finance Officer.

**19/437 Publish the Audit on the Website**

**Resolved:** confirmed the publishing of the Audit on the Website to meet the legal requirement to publish the Accounts on the Parish Council Website.

**19/438 Approve the dates for the Public to exercise their rights**

**Resolved: approved** the External Auditors recommendation that the dates be advertised as Tuesday 1st September 2020 to Friday 2nd October 2020.

**19/439 Exemption Notice re External Audit**

**Resolved:** resolved that as its higher gross income or gross expenditure did not exceed £25,000 in the year of account ended 31st March 2020, and that they wish to certify themselves as exempt form a limited assurance review under section 9 of the local Audit (smaller Authorities) Regulations 2015. See below figures.

Annual gross income for the Authority 2019/20 £18,911

Annual gross expenditure for the Authority 2019/20 £17002

**19/440 Wiltshire Council Precept Payment**

**Resolved:** noted that the Parish Precept 2020/2021 first half payment of £12,117.18 had been received.

**19/441 Approval and signing of Parish Accounts for the month of March, April, May and June 2020** Internal Audit Accounts & Audit Regulations 2003 reg 2

**Resolved:** approved the accounts for March, April, May and June 2020.

2020. Council noted that the Unity Trust Bank balance as of the 30th June 2020 was £16,054.44.

**19/442 Payments** LGA 1972 s150 (5)

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

**Invoices Retrospectively**

Wages April LGA 1972 s111 £438.65

Wages May LGA 1972 s111 £448.45

Wages June LGA 1972 s111 £443.45

Wages July LGA 1972 s111 £443.45

HMRC PAYE LGA 1972 s111 £ 19.20

Postage reimbursement LGA 1972 s111 £ 2.28

Heat Light phone etc. April LGA 1972 s111 £ 16.00

Heat Light phone etc. May LGA 1972 s111 £ 16.00

Heat Light phone etc. June LGA 1972 s111 £ 16.00

Heat Light phone etc. July LGA 1972 s111 £ 16.00

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

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

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

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

Wheelers Westbury Ltd PAT Testing LGA 1972 s111 £ 18.00

1 & 1 Website 01.05.20– 01.06.20 LGA 1972 s111 £ 18.00

1 & 1 Website 01.04.20– 01.05.20 LGA 1972 s111 £ 29.99

1 & 1 Website Domain Renewal included in above costing LGA 1972 S111

1 & 1 Website 01.06.20- 01.07.20 LGA 1972 s111 £ 18.00

1 & 1 Website 01.07.20- 01.08.20 LGA 1972 s111 £ 18.00

Auditing Solutions Ltd LGA 1972 s111 £216.00

Rapide System Supplies Ltd Stationary LGA 1972 S111 £166.48

Neville Dean Printing CEV Leaflets LGA 1972 S111 £ 25.00

Mere & District Link Scheme LGA 1972 s137 £300.00

Wiltshire Council Litter Bin Litter Act 1983 ss5-6 £100.00

Came & Company Insurance Renewal LGA 1972 S111 £658.79

Wiltshire Association of Local Councils Subscription LGA 1972 S111 £141.29

Microsoft 365 personal Subscription Renewal LGA 1972 S111 £ 59.99

Simon Wager SID Rechargeable Replacement Batteries LGA 1972 S111 £ 33.99

**Receipts: To note receipt of income**

HMRC Vat Reclaim £568.50

Wiltshire Council ½ Precept Payment 22.04.20 £12,117.18

Horningsham IT Usage £16.00

Horningsham IT Usage £ 8.00

**Account Balance** £7,934.44

Payments above payments £4,447.91

Receipts £12,709.68

**Total Balance** £16,196.21

**HMRC PAYEE**

Council noted that the Clerk had actioned her P60 for 2019/2020. The Clerk had also altered the tax code for 2020/2021 and actioned the yearend report to HMRC.

**A list of Emails received and sent to Councillors during March, April, May and June 2020 can be requested from the Clerk**

**19/443 Parish Clerks Delegated Powers** LGA 1972 s101

**Resolved:** noted andapprovedthe below items.

Community Emergency Leaflets Printed Cost £25.00

The Clerk used the delegation under Financial Regulation 4. Budgetary control and authority to spend. Both the Chairman and Vice Chairman approved of the cost before the order was placed.

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.

**Planning**

**Application Ref: 20/02652/TCA**

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

**Proposal: - Removal of Alder tree on the roadside of the B3092 (Frome Road) at bottom of the listed address.**

**At: The Old School Yard, High Street, Maiden Bradley, BA12 7JG**

**Delegated Decision**: Support

**Wiltshire Council Decision:** No objection

**Application Ref: 20/02003/FUL**

**Application for Full Planning**

**Proposal: - Demolition of 4no. agricultural buildings (3 barns and 1 poly tunnel) Creation of new vehicular access an erection of new storage warehouse**

**At: Manor Farm, Junction with Dukes Lane East C41 To Bradley Lane, Maiden Bradley, BA12 7HY**

**Delegated Decision**: Support

**Wiltshire Council Decision:** Approve with conditions

**Application Ref: 20/04435/PNCOU**

**Application for Prior Notifications of change of use**

**Proposal: - Notification under Class R to Determine if Prior Approval Required for a Proposed Conversion of Agricultural Buildings to a Flexible Commercial Use for a Furniture Showroom Specialising in the Sale (A1 Retail) of Bespoke and Antique Furniture with Ancillary Office (B1)**

**Location: Manor Farm, Maiden Bradley, Warminster, Wiltshire, BA12 7HY**

**Delegated Decision**: Supported

**Wiltshire Council Decision:** to be made on the 17th July 2020.

**Application Ref: 20/04235/FUL**

**Application for Full Planning**

**Proposal: - A purpose-built parish North West of the main farm buildings. Constructed from 4m stanchions and horizontal 180mm reinforced panels with a vertical reinforced panel to the dividing wall. An all-encompassing effluent channel around the clamp with run off to the existing slurry lagoon.**

**At: Church Farm, Church Street, Maiden Bradley, BA12 7HN**

**Delegated Decision**: Supported

**Wiltshire Council Decision:** to be made on the 6th August 2020.

**Application Ref: 20/04482/TCA**

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

**Proposal: - T1 - Holly tree - reduce height by half and trim sides**

**T2 - Magnolia tree - reduce height and spread by half**

**At: Orchard End, Church Street, Maiden Bradley, BA12 7HW**

**Delegated Decision**: Supported

**Wiltshire Council Decision:** to be made 14th July 2020.

**Application Ref: 20/04243/FUL**

**Application for Full Planning**

**Proposal: - Erection of single-story porch to side of pub and modification of existing pedestrian access**

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

**Delegated Decision**: Supported

**Wiltshire Council Decision:** to be made 17th July 2020.

**Came & Company Insurance Renewal** – renewed using Financial Regulations as the Parish Council has a long term 3-year contract in place.

**Shear Water & Heaven’s Gate parking and Traffic**

Council noted retrospectively the Clerk seeking action from the Rural Policing Team following parishioners’ complaints re access issues toward Maiden Bradley along Shearwater and through Heaven’s Gate.

**Rights of Way**

Council noted that a farmer requested assistance with Wiltshire Council in obtaining correct rights of way signage. The Clerk had contacted the Wiltshire Council Southern Rights of Way Team and they have provided the signage directly to the farmer.

**19/444 Notice of items to be taken into consideration at the next meeting in September 2020.**

**Resolved:** Website update, Budget Report and Rights of Way.

Councillors noted that if they wish motions to be included on the next Agenda, they need to be sent to the Clerk by the 27th August 2020 as per Standing Orders. See below:

**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.

**19/445 Items for Parish Newsletter & Notice Boards**

**Resolved:** Audit Inspection dates and Community Emergency Volunteer Teams update.

**19/446 Date of the next meeting**

**Resolved:** that **Tuesday 8th September 2020** at 7.00pm is the date of the next meeting. All are welcome to attend**.**

**Meeting ended at** 19.26pm **Signed……………………………………….**

