# 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 online on Tuesday 9th February 2021 at 7.00pm.

**Present:** Councillors, Angus Neish, Simon Wager, Susanna Brigden, Sebastian Seymour, Alexandra Channer, Ray Kenzie and Bill Parks.

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

It was noted that Unitary Councillor Fleur De Rhe Philipe had sent her apologies as the meeting clashed with an Upton Scudamore Parish Council meeting. Bill Parks thanked the chair for allowing him to come along

## **20/169 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 Ian Ferguson had given his apologies due to a personal and private reason. Council resolved to accept his apologies.

**20/170 Dispensations**

**Resolved:** noted that no requests for dispensations had been received by the Clerk.

**20/171 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:** no interests were declared.

**20/172 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:** agreed thatthere were no items that required the press and public to be excluded on the Agenda.

**20/173 Chairman’s announcements**

**Resolved:** noted the Chairman had nothing to report.

**20/174 To receive and sign the minutes of the meeting held on 12th January 2021 and the planning meeting held on the 19th of January 2021 (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 Susanna Brigden.

**20/175 Planning - (Please note in planning matters the Council acts as the consultee of the Principal Authority. The Principal Authority being the deciding body)**

**Application Ref: 21/00755/TCA**

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

**Proposal: - T1 Yew tree situated to the front of property. Reduce the house side by approx 1 metre and reduce all other sides by up to 2.5 metres to balance the width and spread. Reduce height by up to 2 metres. Work is to contain shape and size close to the property and road.**

**At: 41-42, Church Street, Maiden Bradley, BA12 7HW**

**Resolved:** Supported the above planning application.

**Planning Decisions**

**Resolved:** noted theplanning application decisions made by Wiltshire Council below.

**Application Ref: 20/10960/TCA**

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

**Proposal: - Sycamore fell, because of branches growing into metal fencing and partially blocking private right of way. Also, long term damage to boundary wall.**

**At: Land to the rear of, 34 34 Church Street, Maiden Bradley, Wiltshire, Warminster, BA12 7HW**

**Decision:** No objection.

**Application Ref: 20/10822/FUL**

**Application for Full Planning**

**Proposal: - Demolition of certain existing buildings, conversion of former office building to form 2 dwellings, and construction of 8 new dwellings, with associated highways, drainage, utilities, public open space, and green infrastructure**

**At: Former Sydenhams Yard, Bradley Lane, Maiden Bradley, BA12 7JR**

**Target date for decision:** Thursday 4 March 2021 Clerk to email out to all the decision.

**20/176 Parish Steward**

**Resolved:** noted Councillor Sebastian Seymour’s verbal report. The Parish Stewards Facebook pictures, to be uploaded by the Clerk, no other points brought to the meeting for the attention for the Parish Steward.

**20/177 Traffic Calming and Speeding Traffic - Action Plan Transport & Traffic**

**Highways and High Street Petition**

**Resolved:** Councillor Simon Wager reported that the next CATG meeting he is attending is on the 24th of February 2021. It was noted that the Bollards have been replaced in Church Street, there was a comment that Back Lane verge is becoming badly cut up but noted that historically it will recover in the summer.

The out-of-date Village Brown signs on entry to the village were highlighted, it was agreed that Councillor Simon Wager would photograph the signs and seek a replacement cost from the Highways Team and take this to the CATG meeting for discussion, it was agreed that a contribution would tentatively be approved by all for updating them, a contribution offer was noted from a local community business.

**Maiden Bradley Weight Watchers**

**Resolved:** noted the Weight Watchers update report to Council on the current position re Maiden Bradley Weight Watchers. It was noted that Tarmac, Hanson’s, Wainwrights and Batemans had committed to avoid non-essential journeys through the village, though noting that their lorries will still use the road when no other reasonable alternative is available, so some are taking some steps to reduce the traffic through the village. It was though noted that Asda have been written to yet again as they had agreed not to use the village, but it had been noted that lorries were coming through the village again now. It was also noted that Sydenhams had used Back Lane recently, Sydenhams had been contacted regarding this and noted the highlighted issue.

**20/178 Bus Stop**

**Resolved:** approved the draft Health and Safety reporting sheet, attached. Council noted the Health & Safety Check report actioned on the Bus Stop this month by Councillor Simon Wager, following his inspection of the Bus Stop/Knapp area. A copy of his report had been filed by the Clerk.

**20/179 Knapp Grass & Hedge cuttingSpaces Act 1906 ss 9 and 10**

**Resolved:** approved the payment of £117.50 for the upkeep of the Knapp.

**20/180 Recreational Area - Health & Safety & ROSPA**

**Resolved:** Councillor Simon Wager reported that nothing had been highlighted as an issue with his Health & Safety checks actioned on the equipment. A copy of his report had been filed by the Clerk.

**20/181 Village Hall – Action Plan Local Economy and Tourism**

**Resolved:** Councillor Susanna Brigden reported on the Memorial Hall Committees recent communications, Council noted the report. The Clerk was instructed to email a copy of the report to Councillors she had received from Councillor Susanna Brigden.

**20/182 Defibrillator**

**Resolved:** noted that the monthly Defibrillator checks had been actioned by Councillor Simon Wager and a copy of the email has been filed by the Clerk.

**20/183 Action Plan/Parish Plan**

**Resolved:** Councillor Alexandra Channer updated Council on the below proposed interpretation board. The Village hall location or public house near the milking station were areas discussed. Councillor Sebastian Seymour agreed to seek views on a site near the public house and come back to the next meeting with confirmation, if agreed.

A standing information board was agreed and the preferred site outside noted as at the public house. Councillor Alexandra Channer agreed seek the artwork quotations and come back with them to the next meeting. The Clerk confirmed that the Budget did take into consideration possible costs for the interpretation board.

**Proposal**

The idea is to create a visual representation – sketched illustration - of the village that includes landmarks, from the village and nature. This is an interpretation board, as you find in many villages or at a heritage or nature site.

**Design to include, for example:**

Village area – Church St, High St, Back Lane, Kingston Lane, The Rank, Frome Road

Landmark buildings in the village - Village Hall, Church, gates to Bradley House (or the House), community garden, pub (Bradley Hare), and Back Lane. Could add some local features like porches, gables etc.

Natural landmarks connected to the village – e.g., Brimsdown Hill, Long Knoll and Little Knoll, Mapperton Hill, Bradley Wood.

Local wild-flowers and birds - e.g., wild garlic, swifts/swallows, rooks, red kites

Symbols marking starting points of footpaths - e.g., Church Farm, The Rank, Back Lane/High Street, Brimsdown (Kingston Lane and Warminster road path), Long Knoll.

**Location:** To be discussed.

**Costs to be assessed:**

• Design

• Printing

• Oak frame, standing (not on wall)

**20/184 Local Plan Review: Warminster and Rural Proposals**

**Resolved:**  to support the comment “Do you agree there should be a target of 40% affordable homes on all new schemes of more

than five dwellings in the rural area?” All agreed to support this proposal in the Local Plan Review. The Clerk was instructed to reply to Wiltshire Council with the Councils comment.

**What is the Local Plan?**

• Determines where and how development takes place.

• Planning applications by law are determined in accordance with the Plan ‘unless material considerations indicate otherwise’.

• Current Local Plan is the Wiltshire Core Strategy - it has a plan period of 2006 to 2026

• The Local Plan Review will update this and cover the period 2016 to 2036.

• It must plan positively to meet forecast development needs over this extended time horizon. Most notably it must plan to meet assessed housing needs.

It is a legally required document containing planning policies and site allocations to deliver the place shaping priorities for the communities of Wiltshire.

The current Local Plan is the Wiltshire Core Strategy. The Government requires every Local Plan to be reviewed at least once every five years. The Core Strategy was adopted in 2015 and is therefore being reviewed. Follow below link to the background documentation.

 [www.wiltshire.gov.uk/planning-policy-local-plan-review](http://www.wiltshire.gov.uk/planning-policy-local-plan-review)

A series of 'Planning for' documents break down the work undertaken so far for each Principal Settlement and Market Town. Within these documents, information is presented, and questions asked to help shape proposals for each place. The Consultation ends on Tuesday 9 March 2021.

**20/185 Gypsies and Travellers Plan**

**Resolved:** noted the plan below:

We are consulting on the proposed scope and content of the Gypsies and Travellers Plan, which will look to allocate land for travellers in sustainable locations to meet their permanent and temporary accommodation needs up until 2036. To find out more about the Gypsies and Travellers Plan, go to [www.wiltshire.gov.uk/planning-gypsy-travellers](http://www.wiltshire.gov.uk/planning-gypsy-travellers) Consultation ends on Tuesday 9 March 2021.

**20/186 Elections May 2021**

**Resolved:** noted that the Clerk attended the Wiltshire Council Virtual update meeting on the 22nd of January 2021. Council noted the brief of the discussions. Council also noted that the Clerk will attend the next Town and Parish Election meeting on 12th February 2021 and report back to Council.

**Types of and numbers of elections to take place:**

* Police and Crime Commissioner Election working with Swindon Borough Council
* Wiltshire Council Unitary Election- 98 Divisions
* Town and Parish Elections- 307 (some towns and parishes are warded)

**Planning**

* Adaptations made to comply with Covid requirements
* Wiltshire area split into three areas: North, Central and South
* Towns and parishes allocated to specific area for nomination receipt and count venues
* Polling stations will be Covid-19 safe but may be different locations
* All town and parish council seats become vacant

Terence Herbert, Chief Executive at Wiltshire Council provided an overview of the forthcoming elections which will be a sizeable undertaking across the county. Prior notice was provided that a briefing paper is going to the Wiltshire Council Cabinet recommending the costs of the respective elections are shared between the local authority and the town and parish councils. This paper will be discussed at Wiltshire Council Cabinet with a decision to be taken at Full Council on 26th February. Terence advised that a further meeting would be arranged to enable Town and Parish Councils to ask further questions with himself and Andy Brown, Corporate Director for Resources.

Details on Wiltshire Council website: <https://www.wiltshire.gov.uk/elections>

Guidance and nomination forms on Electoral Commission website: <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-england>

**National Association of Local Councils - Why Representation in Local Councils Matters**

**Resolved:** approved the Clerks attendance at the NALC Webinar below:

Attend our Leaders talk: Why representation in local councils matters on 23 February 2021. 12:00 – 13:00 GMT

The event will focus on the importance of representation and inclusion in the local (parish and town) council sector and how it leads to creating real change. You will hear from sector experts on how to encourage and reach people from all backgrounds and experiences in your community to stand for election.

The expert panel features:

• Rachael Farrington, founder of Voting Counts, who will talk about how local councils can help young adults understand the links between the issues they care about and the positions of power that can make a difference, the importance of feedback and how to create feedback loops in your community and how local councils can build resilience.

• Beatrix Pitel, senior campaigns officer at the Fawcett Society, will talk more about the statistics on women's representation, inclusive policies, and culture, and encouraging more women to become councillors.

Price for this event £30 plus VAT. The event is sponsored by BHIB Councils Insurance, Blachere Illumination and CCLA.

**20/187 Register of Interests update**

**Resolved:** Councillors agreed tocheck and update where necessary their register of interests on the Wiltshire Council website before this meeting. Councillors would email the Clerk to confirm that they have taken this action. (This is a legal requirement under Localism Act 2011).

**20/188 Campaign to Protect Rural England**

**Resolved:** approved the continued membership to Campaign to Protect Rural England. CPRE provide research, planning advice and support for the Rural Countryside. The present Membership finishes on the 14th of March 2021. The cost of £36.00 was approved.

**20/189 Link Scheme**

**Resolved:** approveda grant donation of £400.00 from its s137 Grants budget to the Link Scheme in 2021/2022. The Scheme supports several vulnerable parishioners in the community and supported by a group of volunteers in the parish.

**20/190 Approval and signing of Parish Accounts for the month of** **January 2021 Internal Audit Accounts & Audit Regulations 2003 reg 2**

**Resolved:** approved the accounts for January 2021. Noted that the Unity Trust Bank balance as of the 31st of January 2021 held £21,414.67. Councillor Sebastian Seymour to action an internal audit check on the Accounts with Covid-19 risk taken not account.

**20/191 Payments LGA 1972 s150 (5)**

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

**Payments**

Wages February 2021 LGA 1972 s111£443.45

Heat Light phone etc. February 2021 LGA 1972 s111£16.00

Postage Reimbursement LGA 1972 s111 £1.76

K. M. Dike Nurseries February 2021 Open Spaces Act 1906 ss 9 and 10 £292.96

1 & 1 Website 01.02.20- 01.03.21 LGA 1972 s111£18.00

Zoom Monthly Subscription Reimbursement LGA 1972 s111 £14.39

Society of Local Council Clerks Practioners Conference February 2021LGA 1972 s111 £90.00

(Horningsham Parish Council have been invoiced £37.50 as their contribution to the Conference)

Campaign to Protect Rural England LGA 1972 s111 £36.00

Alan Inwood Knapp Grounds Maintenance Open Spaces Act 1906 ss 9 and 10 £117.50

Dean Press Action Plan print run LGA 1972 s111 £54.00

**Retrospectively**

No payments actioned

**Receipts: To note receipt of income**

Horningsham Parish Council IT usage LGA 1972 s111 £8.00

Horningsham Parish Council SLCC Membership Shared Cost LGA 1972 s111 £76.54

Horningsham Parish Council SLCC Practioners Conference Shared cost LGA 1972 s111 £59.99

**Account Balance** £21,414.67.

Payments above £1,030.06

Receipts £144.53

**Total Balance** £20,529.14

**Online Payments**

**Resolved:** agreed that Councillor Simon Wager and Councillor Ray Kenzie would action the online payments for this month.

**20/192 Clerk’s Report**

**Wiltshire Association of Local Councils - How to find new Local Councillors**

**Resolved:** noted that Clerk had been advised by Katie Fielding that she has now been booked on the How to find new Local Councillors course, as a second course has been made available.

Council approved giving the Clerk delegation to enable her to book any training courses advertised that would benefit the Council up to the approved budget. This would enable the Clerk to book courses as they are advertised and so not miss out on a place waiting for Councils approval through an Agenda item.

How can you effectively find and encourage people to stand or be co-opted as city, town, or parish councillors? In many areas it is increasingly hard to find people who are willing to put their names forward, either at election time or to be co-opted. This interactive session delivered by Breakthrough Communications shows effective ways councils can encourage more people to come forward and explores practical ways to do just that. Thursday 4th February – 10 am – 12 noon By Zoom £30 + VAT per delegate.

**Policy updating**

**Resolved:** noted that in May the Councils Policies will need to be approved. Council did not highlight any of the specific policies for the Clerk to review on the below list. Council noted the Clerks recommendation that the Council looks forward to producing a Village Design Statement or Neighbourhood Plan in the future, it was agreed that Councillor Ray Kenzie would investigate the process. The Clerk would supply links and information to Councillor Ray Kenzie.

**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)

**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

**Clerks Holiday**

**Resolved:** approved the Clerks request to take 3 days the 29th of March to the 31st of March 2021 and 5 days holiday from the 6th of April 2021 to the 9th of April 2021. And noted that as this is the Easter period the Clerk will work on the 1st of April 2021 to allow her to send out the April 2021 Agenda according to the Legislative requirements.

**Campaign to Protect Rural England Wiltshire and the Hills Group Best Kept Village Competition 2021**

**Resolved:** Councillor Alexander Channer agreed to leadin the Best Kept Village Competition for 2021. The Clerk would send details to her from last years, for information.

CPRE Wiltshire has carefully considered whether or not the Competition should be run this year in view of the impact of the Covid-19 pandemic and we feel that it is feasible. Indeed, we hope that it will be seen by villages as a positive target for community spirit as we hopefully move out of restrictions.

The Competition is held entirely out of doors, in May/June and, for those qualifying for the second round, in July. Preparation can be carried out by individuals or by small groups working while maintaining social distancing if necessary. Judging only involves two people who again can work while maintaining social distances. The national vaccination programme is progressing well, and it seems that most of the more vulnerable people should have been vaccinated by April. We therefore believe that the risk will be low. Note that this correspondence is not the invitation to enter; that will follow later 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.

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.

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 6 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 6 years (there was no competition in 2020) and has achieved the best overall results in that period.

•We would much prefer to receive entries by email, but paper entries will be accepted.

•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 2018 and 2019.

Many of those who did well in recent BKVCs 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 26th 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 17th May to 13th 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 a Sunday in 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 later this month. In the meantime, it would be helpful if you could indicate by email, ideally within two weeks, whether your village might enter this year. This will not be taken as a commitment to do so, nor will no reply be taken as an indication that you will not enter. Yours sincerely, Mike Manson Mike Manson | Project Officer

**20/193 Correspondence received**

**Parish News**

**Resolved:** noted that the Clerk had informed the Parish News of the budget approved for the 2021/2022 Parish News and that the Clerk had received an email from the Editor thanking the Parish Council for its most welcome increase and timely support.

**20/194 Meetings and Courses for Councillors to consider attending**

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

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

No hard copies have been received at the time of producing this Agenda.

**A list of Emails received and sent to Councillors during September**

RSN Rural Funding Digest - January 2021 Edition

Wiltshire Council Join us tonight for a live COVID-19 Public Update

Swindon and Wiltshire Growth Hub: Post EU Business Support

National Association of Local Councils Chief Executive's Bulletin

Public Urged to Be Vigilant to Scam Vaccine Messages 08/01/2021 13:08:41 [358878]

Operation Elf Deemed A Success in West Wiltshire 07/01/2021 17:11:44 [358710]

Civic update - 8th January 2021

Latest news and advice for residents on COVID-19 and more

Latest news and events from Warminster Our Community Matters for 01/08/2021

Alert - Coronavirus Vaccination Scams 08/01/2021 17:50:42 [358911]

CPRE Star Count, the stay-at-home edition

Swindon and Wiltshire Growth Hub: Weekly Events Roundup

Neighbourhood Watch National Newsletter - Our News January 2021 11/01/2021 12:05:04 [359179]

Wiltshire Local Plan have your say!

The Rural Bulletin - 12 January 2020

Neighbourhood Plan 2021

National Association of Local Councils Open Letter to All Councillors

Welcome to Wessex Community Action's Newsletter

Frome Town Clerk's Update

COVID-19, Voluntary and community sector update meeting

The Wiltshire Local Plan and Gypsy and Travellers Plan consultations begin today

National Association of Local Councils Coronavirus Update

Briefing Note 21-01 Future Chippenham programme Public Consultation

Witness Appeal Following Criminal Damage 14/01/2021 12:40:40 [360032]

Census 2021 - Your questions answered - Please disseminate across your local wards

Notification of a meeting of Frome Town Council 20 January 2021

Civic movement speaks out to stop inappropriate changes to high street without planning permission

National Association of Local Councils Chief Executive's Bulletin

Voluntary and community partner update - links and contact details

Latest news and advice for residents on COVID-19 and more

Latest news and events from Warminster Our Community Matters for 01/15/2021

Building your Planning Knowledge

Urgent Call for Volunteers (Covid-19 Vaccinations)

Latest news and advice for Town and Parish councils on COVID-19 and more

Neighbourhood Alert - 17th January 2021 18/01/2021 16:02:05 [360774]

CPRE How to take part in Star Count from home

The Rural Bulletin - 19 January 2021

National Association of Local Councils Online Events

Latest news and advice for residents on COVID-19 and more

National Association of Local Councils Chief Executive's Bulletin

Civic update - 22nd January 2021

Latest news and events from Warminster Our Community Matters for 01/22/2021

Latest news and advice for Town and Parish Councils' on COVID-19 and more

Wiltshire COVID-19 Public update - Live!

22nd January 2021 Wiltshire Council Town & Parish Clerk Meeting

The Rural Bulletin - 26 January 2021

Notification of Frome Town Council's Planning Committee Meeting

National Association of Local Councils Online Events

Welcome to Wessex Community Action's Newsletter - 26th January 2021

Civic Voice strongly objects to Government consultation to relax planning permission on high streets

National Association of Local Councils Online Events

National Association of Local Councils Coronavirus Update

Rise in Reports of Coronavirus Vaccine Phishing Email Scam 27/01/2021 16:01:14 [362437]

Wiltshire COVID-19 Public update

Urgent TTRN Bradley Lane (part), Maiden Bradley 29/01/21

Latest news and events from Warminster Our Community Matters for 01/29/2021

Latest news and advice for Town and Parish Councils' on COVID-19 and more

National Association of Local Councils Chief Executive's Bulletin

Man Sentenced Following Sex Offences 29/01/2021 17:24:25 [362924]

78 Million Pounds Stolen Nationally in Clone Firm Investment Scams 29/01/2021 15:44:51 [362899]

Latest news and advice for residents on COVID-19 and more

Neighbourhood Alert 25th - 31st January 2021 - 01/02/2021 10:31:22 [363237]

Witness Appeal Following Dog Attack on Sheep 01/02/2021 12:37:46 [363273]

The Rural Bulletin - 2 February 2021

National Association of Local Councils Online Events

**20/195 Parish Clerks Delegated Powers** LGA 1972 s101

**Action Plan**

Printing of the Action Plan update to go out to all households via the Parish News. Cost £54.00. To be distributed with the next edition of the Parish News so that Covid-19 restrictions can be adhered to.

**20/196 Notice of items to be taken into consideration at the next meeting in March 2021.**

**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. Action Plan interpretation board and Brown village signage

Councillors noted that if they wished motions to be included on the next Agenda, they needed to be sent to the Clerk before the 1st of March 2021 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.

**20/197 29. Items for Parish Newsletter & Notice Boards**

**Resolved:** a brief from the minutes to be highlighted in the parish news from the meetings minutes.

## **20/198 Date of the next meeting**

**Resolved:** that **Tuesday 9th March 2021 at 7.00pm** is the date and time of the next meeting. All are welcome to attend**.**

**Meeting ended at 7.50pm Signed……………………………………….**

