# 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 13th April 2021 at 7.00pm.

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

**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.

No public were present. Unitary Councillor Fleur De Rhe Philipe had sent a message with her apologies. The Chairman announced it was sad she was unable to be with us on what would have been her last meetings but that the Councils best wishes were with her at this time.

**20/230 Acceptance of apologies for absence**

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

**Resolved:** none given, all present.

**20/231 Dispensations**

**Resolved:** noted none requested.

**20/232 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.

**20/233 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:** not required for any item on the Agenda.

**20/234 Chairman’s announcements**

**Resolved**: noted Councillor Angus Neish’s comment that this was sadly the last full meeting he would be chairing before he retired as a Councillor, that he has been 12 years on the Council thoroughly enjoying his time on it, he felt that it was time for someone else to take the reins to speak.

**20/235 To receive and sign the minutes of the meeting held on 9th March 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.

**20/236 Resignation of Councillor**

**Resolved**: noted that the Clerk had informed Wiltshire Council Elections Team that Ian Ferguson had resigned, the Elections Team replied with the below. Council noted that as the time limit for the elections is next month Council was unable to Co-opt in the time frame available.

With effect from 11 March 2021 (publication of the Notice of Election date), we have ceased producing the Notices of Vacancy. However, the wording for vacancies which occur during the six months lead up to full council elections, is that the Parish Council ‘may’ fill the seat by co-option.

**20/237 Planning - (Please note in planning matters the Council acts as the consultee of the Principal Authority. The Principal Authority being the deciding body)**

**Resolved**: noted that at the time of producing this Agenda no planning applications had been received for comment.

**Planning Decisions**

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

**Application Ref: 21/01382/LBC**

**Application for Listed Building Consent**

**Proposal: - Proposed internal works**

**At: 28-29Church Street, Maiden Bradley, BA12 7HW**

**Decision:** Approved with Conditions

**Application Ref: 21/01643/FUL**

**Application for Full Planning**

**Proposal: - Replace existing garage with new garage with office above.**

**At: 95 Frome Road, Maiden Bradley, BA12 7JA**

**Decisions:** Target date for decision Tuesday 13th April 202. Noted the decision had not been uploaded to the Website at the time of this meeting

**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**

**Decision:** Tuesday 9 March 2021 (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**

**Update from the Planning Officer:** There have been several consultee responses regards this application which raise some issues, and these have been passed to the applicant. They are considering how these consultations can be incorporated into the scheme and/or whether some adjustments need to be made to the scheme. At the current time, I am therefore awaiting a response from the applicant about how they wish to proceed and therefore the application process is ongoing. The time frame of the application is therefore currently in the applicant’s hands and I would suggest that a decision may not be issued until early April if not later depending on how they wish to proceed.

**Charleston Homes**

**Resolved**: noted retrospectively the communications received from Charleston Homes to seek the Parish Council’s informal, without-prejudice opinion about development of the whole site, although still with just 10 new homes, and the reply sent in regard to it.

Reply sent to Charleston Homes see below:

**Email Re: Former Sydenhams Yard, Maiden Bradley - Potential Alternative Development of 10 New Homes.**

The comments, without prejudice, are as follows.

1. Incorporation of the adjacent “employment” site while retaining the same number of proposed dwellings would appear to be advantageous in that the potential total traffic generation might be reduced for the two sites. However, this might be partially offset by apparently larger fully detached dwellings with increased occupancy and car usage.

2. Reference to “historic pattern of courtyard development in the village” is largely inaccurate and the examples shown on the attached plans (coach yard, pub forecourt, shop approach, land adjacent to Chapel and Old Dower House yard) certainly do not represent residential courtyards. Interestingly, the most obvious (single?) example of a courtyard is not included (The Square).

Neither is it accurate to describe, as on the proposals, a residential vehicular access as a “courtyard” simply because it is paved as a “shared surface”.

3. I note that the previous “urban open plan” front gardens have been at least partially reduced, possibly as a result of comments made by the Wiltshire Urban Design officer, and this is an improvement in keeping with village character, although use of large, detached dwellings is not so.

4. Following our open Parish meeting regarding the project I see that a significant number of parishioners submitted representations to Wiltshire Council regarding traffic concerns.

In view of the above but as the Parish Council previously expressed conditional support for the project, we should perhaps repeat that support with reference to the same seven number conditions but also with reference to the above matters and a requirement that approval of Wiltshire Council is obtained with regard to appearance and design of the new layout.

**20/238 Parish Steward**

**Resolved**: Councillor Alexandra Channer to liaise with Councillor Sebastian Seymour re preparations for the Best Kept Village Competition. Items such as cleaning Church Street, the pavements, clearing the traffic calming of leaves, sorting the traffic calming sign in Back Lane, (it has gone rotten at the bottom). It was also noted that spraying had been requested for the next visit and that there were now good communications in place with the Steward.

**Standing orders put down for Bill Parks to speak.**

Bill Parks informed Council that he will seek the doubling up with the Parish Steward Scheme 17th May 2021 onwards, he will come back to the Council if he is able to arrange this.

**Standing Orders were reinstated.**

**20/239 Traffic Calming and Speeding Traffic - Action Plan Transport & Traffic**

**Highways and** **Community Action Traffic Group update**

**Resolved**: Councillor Simon Wager updated Council regarding his motion below, he had not had any feedback on the metro count to date. The Wiltshire Council Officer has been on annual leave, so there was still the metro count update to come. The white gates in Frome road were all approved, as this is a separate project to High Street and Back Lane

Council approved the below motion to request a count. Proposed Councillor Ray Kenzie Seconded Councillor Angus Neish.

**Approve request for Traffic Survey Request (Metro Count) on the Rank**

**Background Information:** Complaint from residents on the Rank about excessive speeding and traffic volume.

**Background Documents:** Parishioner Question Time 09.03.21

Contrary to statements made about Community Speed Watch neglecting the Rank, I offer the following information. When the Community Speed Watch was being set up again in Maiden Bradley The Rank was included in the areas to be looked at.

A full inspection was carried out by Mr Rodger Fooks the then Community Speed Watch Officer for our area. Mr Fooks found that there was inadequate length of unobstructed road; it has to be a minimum of 60 metres clear. Also, the points that were proposed did not meet the Health & Safety Executive standards required for the operative’s requirements for safe refuge.

Again, when the police Health & Safety Executive Officers came to carry out the inspection and compose the Health & Safety Executive requirements. they were taken to the Rank hoping they would agree. However, this was not the case they said again that it did not fit Health & Safety Executive requirements.

Further both Mr Fooks and the police officers concluded that by the nature of the road conditions speeding was very unlikely to occur. Subsequently no further action was taken regarding the Rank.

Further, May last year, a request came in from a parishioner regarding excessive speeding and drug dealing on the Rank. This was passed directly to the police who responded right away and visited the said parishioners. Following a conversation sometime later it was made clear that there was no evidence of speeding or drug dealing taking place on the Rank. As this was direct activity between the parishioners and the police no further action or request was made by parish council. Other than this one comment by residents of The Rank has these matters been raised by any other residents to Parish Council since Community Speed Watch re started now nearly three years back.

The governing factor in this is the Metro Count results which will when known, quantify the Rank with regards to speeding and the request for a 20mph speed limit. Therefore, the Parish Council has not neglected the Rank in any way at all. Nor have there been any requests until now for speed limited and Community Speed Watch activity.

**Costs:** Not known at this stage as we are asking for approval to proceed.

**Recommendation:** “to resolve and approve a request for Traffic Survey Request (Metro Count) on the Rank.

**Community Speed Watch.**

**Resolved**: noted Councillor Simon Wager report on the group’s recent activities. There had been 4 sessions where large numbers of lorries and vehicles had come through so had all been productive sessions, there is a list of speed watch sessions set to the middle of June, the Group would welcome more volunteers on the Team.

**20/240 The Rank Consultation**

**Resolved**: that Councillor Simon Wager draft a letter with the parameters of the detail sought from the parishioners, when approved, the Clerk will send out the consultation with a stamped and addressed envelope for ease of return to the Council. This action is known to statistically increase the percentage of reply in consultations.

**20/241 Weight Watchers**

**Resolved**: noted the below correspondence sent by Maiden Bradley Weightwatchers to Councillor Philip Whitehead in response to his last letter to the Parish Council. The Council agreed to resolve the below motion.

**Motion Put Forward**

To underline the Parish Councils support for the concerns and proposal outlined by Maiden Bradley Weightwatchers in their recent letter to Councillor Philip Whitehead, and to send a note explaining this to Councillor Philip Whitehead.

Suggested text:

Dear Councillor Whitehead,

Maiden Bradley and Yarnfield Parish Council has received a copy of the letter from MB Weightwatchers sent to Councillor Philip Whitehead on 20 March 2021.

The Parish Council fully supports the concerns outlined in the letter and the proposal put forward.

Regards

**Copy of Correspondence**

Thank you for your letter to Maiden Bradley Parish Council of 20th December 2020, Ref: PW/PT/PW20123.

In your letter, you noted that you supported the argument to mitigate the impacts of HGV traffic through

Maiden Bradley and beyond, and you also noted that revoking the weight limit on the B3089 (the slip road

from the A350 traffic lights to the A303 at Willoughby Hedge) is a legitimate option for consideration.

However, you concluded that you were unable to support our request to temporarily revoke the weight

limit along the B3089, because in your view, it would “exchange one safety concern for another” and “it

would also have the potential to dilute the case for a more permanent solution at the A350/303 junction.”

**Delay of the A350/303 junction**

According to a response we received from Highways England on 12 February 2021, the A350/303 junction

is not currently funded in the UK Government’s 5-year Road Period (2020-2025).

It remains one of 32 Pipeline schemes that may or may not “be included as schemes committed for

delivery” in the next Road Investment Strategy for the next 5-year period (2025-2030), and this depends on

whether Highways England proposes it for delivery at the end of this year.

Given reported delays to work at Stonehenge, even in the very best scenario, work on the junction – if

funded - will not start before 2030.

This is approximately 20 years after Wiltshire Council’s 2011 decision to adopt an environmental weight

limit, but defer implementation. At that time, the member for Warminster had argued:

“The Highways Agency are unlikely to find sufficient priority for the A350/A303 improvement for

some considerable time; the more modest - and affordable - modifications to the A303/A3089

junction could permit the weight restrictions to be implemented in the near future.”

This prediction has proven accurate.

**Our request**

We believe that temporarily revoking the weight limit on the B3089 at Willoughby Hedge is the most

reasonable and effective option currently available to Wiltshire Council, enabling it to meet its 2011

commitment to impose a weight limit on the B3092.

• The B3089 slip road contains no housing from the A350 traffic light to the A303 exit.

• The B3089 exit would improve safety for HGVs travelling west, given the only other alternative at

present is turning right across the A303 traffic.

• Opening up the B3089 exit would direct HGV traffic onto strategic routes which are better

equipped to cope with heavy traffic impacts.

• HGVs using strategic routes are likely to have lower carbon emissions given the ability to maintain a

constant speed, without the braking and stopping/starting required to navigate narrow roads and

traffic calming in Maiden Bradley.

**The impacts of non-action**

Not taking action leaves our community exposed to repeated severe environmental, safety and social

impacts from HGV traffic, and in particular from the quarry companies that use the B3092 as their primary

communication route.

The table summarises the impacts on villagers, identified in the 2019 parish consultation survey for us

Development Plan. A total 83% of all survey respondents expressed concern about HGV traffic – the

highest response rate for any question in the consultation.

NEGATIVE IMPACTS OF HGV TRAFFIC

**Physical safety and mental health**

• The B3092 in our village is not wide enough to accommodate large lorries. Pavements are very narrow, between

100cm and 190 cm from building to kerbside. This makes it both intimidating and risky for pedestrians when

lorries pass by - especially children walking to catch the school bus during rush hour, and elderly residents.

• Lorries and vehicles frequently mount the pavement to avoid oncoming traffic, putting pedestrians at risk. We

worry that it is only a matter of time before a resident is injured.

• In the last 6 months, three lorries have driven off the road and into hedges on entering and exiting the village,

demonstrating that the B3092 is not suitable for HGV traffic. These incidents caused damage to property and

disruption to other road users; but thankfully no casualties so far.

• Residents report feelings of anxiety and sleeplessness from vibration, noise, and night-time convoys. These

adverse impacts on mental health are cumulative as there is no respite from the HGV traffic.

**Environmental harm**

• Residents are exposed to air pollution from diesel fumes as well as noise pollution due to the proximity and

volume of passing trucks.

• Windows, walls, and floors of buildings on Church Street shake and reverberate as lorries pass by and this

includes impacts on 19 listed buildings and monuments.

• Heavy HGV traffic undermines efforts to conserve and protect the Maiden Bradley local environment within the

Cranborne Chase Area of Outstanding Natural Beauty.

• HGV traffic makes bicycling on the B3092 unsafe, thus limiting our ability to reduce our carbon footprint and

cycle to Frome and Mere.

**Physical damage to property**

• There are numerous cases of villagers whose property, such as parked cars and walls, have been damaged as

cars and lorries navigate the narrow road to pass one another.

• House infrastructure such as plaster and pointing cracks and disintegrates due to the constant vibration of heavy

traffic.

• Road, water, and sewage infrastructure requires constant refurbishment due to heavy traffic

• Our local taxes for the parish precept have to fund measures to upgrade our infrastructure (such as manholes

and drainage) and traffic measures (such as traffic calming) to manage the heavy traffic

**Harm to the social fabric and sustainability of our village**

• The size of the lorries passing through and the volume, including convoys, in the day and night, turns the road

into a barrier that splits our community in two.

• Families are less likely to make their homes in a village where children are exposed to the risk of lorry traffic, as

they walk to and from the school bus, and the recreation ground.

• Isolation and loneliness are less easy to combat as it is impossible to have a conversation with your neighbour

outside your door at rush hour.

• The heavy presence of lorries on the B3092 impedes residents’ access to local services, such as our village hall,

run by community volunteers, which hosts a shop and weekly doctor’s surgery, as well as other parish and leisure events.

• Vulnerable members of our community are impacted most severely. The leisure of children and elderly residents is restricted because walking on the pavement and crossing the road is dangerous.

**Conclusion**

For ten years, our community has patiently respected the decision of Wiltshire Council to defer implementation of the B3092 weight limit in the expectation of a more permanent solution. But there is no prospect of such a solution in sight. It is not fair to expect yet another generation in our village to bear the burden of the region’s HGV traffic.

We therefore ask you to reconsider your decision and to initiate the process to temporarily revoke the weight limit on the B3089 slip road thus enabling HGVs to use this junction to connect to the A303, and then to impose the B3092 deferred weight limit

**20/242 Neighbourhood Plan**

**Resolved**: Council resolved not to proceed with preparation of a Neighbourhood Plan following Councillor Ray Kenzie’s report below: that at the present time as requirements regarding planning and development are adequately covered by relevant parts of the Wiltshire Council Local Plan for rural areas together with our location in an AONB and the provisions afforded by the Maiden Bradley Conservation Area, and that community requirements are better served by concentration of efforts on the recently adopted Parish Plan.

The Clerk did advise Council that the majority of CIL money from any future developments would go to Wiltshire Council without a Neighbourhood Plan, whereas if a Neighbourhood Plan is in place 25% of the CIL would be given to the Parish Council.

**Background Information:**

Full information regarding Neighbourhood planning can be found on the Wiltshire Council website at www.Wiltshire.gov.uk/Planning and building control/Neighbourhood planning.

A Neighbourhood Plan is intended to relate to development (i.e.., planning applications) as distinct from a Parish Plan (prepared for Maiden Bradley in 2019) relating to the overall aims and objectives of the community. A Neighbourhood Plan is also intended to be complimentary to the Wiltshire Council Local Plan/Core Strategy but cannot be more restrictive or prevent development.

Preparation of a Neighbourhood Plan is **not** mandatory and can only be instigated by a qualifying body (the Parish Council) who, in view of requirements for costs, effort and resources, should first **carefully consider if the procedure** is appropriate to the community with regard to such matters as locality, size and need.

The various stages of The Neighbourhood Plan process are briefly as follows:

1. Parish Council consider need and initiate process if appropriate.
2. Establish Steering Group (including community representatives).
3. Steering group develop objectives, priorities, and vision.
4. Steering Group select most appropriate approach.
5. Steering Group define the neighbourhood area.
6. Parish Council submit application to Wiltshire Council.
7. Wiltshire Council determine the neighbourhood area.
8. Steering Group develop draft plan.
9. Steering Group carry out six-week period of consultation.

10). Parish Council submit plan to Wiltshire Council.

11). Wiltshire Council carry out six-week consultation.

12.) Independent Examination.

13.) Community referendum.

14.) Wiltshire Council “make” the plan.

The matter has been discussed with an officer in the Wiltshire Council Spatial Planning Department who did not wish to influence the decision of the Parish Council but agreed that preparation of Neighbourhood Plans is generally more appropriate to towns and large villages rather than small rural villages.

Possible alternatives to preparation of a Neighbourhood Plan include a Village Design Statement, which is currently covered by Conservation Area status, or a Neighbourhood Development Order which applies to development of particular sites or projects and could possibly have been applied to the Sydenhams site, although this is now within the planning system and has been supported by the Parish Council so may not be relevant.

**Costs:** Not known, although it is understood that grants may be available to meet some costs.

**Recommendation:** That Council resolve not to proceed with preparation of a Neighbourhood Plan at the present time as requirements regarding planning and development are adequately covered by relevant parts of the Wiltshire Council Local Plan for rural areas together with our location in an AONB and the provisions afforded by the Maiden Bradley Conservation Area, and that community requirements are better served by concentration of efforts on the recently adopted Parish Plan.

**20/243 Bus Stop**

**Resolved**: noted that no issues had been identified on the Health & Safety Check report actioned on the Bus Stop this month following Councillor Simon Wagers inspection of the Bus Stop/Knapp area.

**20/244 Bus Stop Noticeboard Refurbishment**

**Resolved**: that 3 quotations be sought for the replacement of the hard wood-stained frame and the cork backing of the noticeboard sections. A maintenance programme for every three years would be put in place and budgeted for within the next Budget. The Clerk would liaise with Councillor Simon Wager who had obtained a couple of quotations to get an idea of the costs involved.

**20/245 Annual Parish meeting (Meeting of the Electors)**

**Resolved**: that the reports from the below groups be published following the May meeting.

* Parish News Editor
* Parochial Church Council Representative
* Neighbourhood Watch Representative
* Chairman Mere Link Scheme
* Village Hall Secretary

**20/246 Recreational Area - Health & Safety & ROSPA**

**Resolved**: Councillor Simon Wager reported that there were no issues with the monthly Health & Safety checks actioned on the equipment. There are a few moles outside the recreational area.

**20/247 Maiden Bradley** **Memorial Hall – Action Plan Local Economy and Tourism**

**Resolved**: noted the report from Councillor Susanna Brigden, new chairs had been delivered to the Hall and the old chairs had been given to another Community Group. The work on the toilets was now completed. It was expected that face to face meetings will occur at the end of May.

The Memorial Hall AGM will take place on the 30th of June 2021, contract cleaners will go in to clean before the opening. A produce show is planned for in August and the Memorial Hall Committee had arranged to work with Bradley Hare on events, so that they are not in competition with each other.

**20/248 Defibrillator**

**Resolved**: noted that the monthly Defibrillator checks have been actioned by Councillor Simon Wager, the report had been sent to the Clerk, so a copy of the email report has been filed.

**20/249 Action Plan/Parish Plan**

**Best Kept Village Competition**

**Resolved**: discussed the Best Kept Competition entry was discussed, a map showing agreed locations for the Best Kept Village Judges to cover, special features of the village to be added were agreed and approved. Councillor Sebastian Seymour agreed that the Estate would fix or remove the fence at the footpath entrance by the recreation ground. Council approved Bill Parks trying to arrange for two Parish Stewards for a day to assist with a tidy around the parish.

**Village Interpretation Board**

**Resolved**: the recommended quotation proposed by Alexandra Channer was agreed. It was requested that an additional capping board be placed along the top to save it from weather exposure. It was noted that this additional extra cost might not be within the quotations. Council approved under delegated financial powers for the Clerk for approve any additional cost to action the capping if required.

As the Budget for equipment was compromised by the total cost of the project, it was agreed to move additional credit from the remaining year-end to the equipment budget for this year to cover the deficit.

**Size, Site, and position**

**Resolved**: retrospectively approved the size of the Interpretation board discussed with The Bradley Hare Management during a site visit, that the village interpretation board will be 100cm x 71 cm, this is between A0 and A1.

Council also noted retrospectively that The Bradley Hare Management have confirmed where the village interpretation board can be placed on the pub premises. To the left-hand side of the Milk Station. The Clerk has filed a copy of this correspondence approving the site so that the Parish Council has a written agreement for its placement.

**20/250 Elections May 2021**

**Resolved**: agreed the provision of emergency powers to be set in place, in the interim, should the Council find itself in a position of being inquorate. Council resolved to delegate to the Clerk the power to authorise routine payments approved within the budget set until the Council has its first meeting of the civic year. This would then provide the Council with the means to keep to its employer responsibilities and maintain it required day to day payments in this instance.

Council noted the below Elections information.

**Election Dates**

• 27th April 2021 – Publication of Notice of Poll

• 6th May 2021 – Day of Poll

 All Councillors stand down on 10th May (4 days after polling day) and the new council takes office on the same day. Within 14 days of the new council taking office, the annual meeting of the council must be held. The first business of this meeting is the appointment of Chairman. The Clerk will need to provide the May Agenda to all of the nomination candidates to ensure that the legislative requirements for the first meeting of the Council are in place. By 7th June. All new councillors must have completed their registration of Disclosable Pecuniary Interests as well.

**20/251 Prepare New Councillor Packs**

**Resolved**: approved the below list: with the addition of information on the Clerk/Responsible Finance Officers role, the Chairmans role and Councillor’s role.

Good Councillor booklet

Good Employer Booklet

The Good Councillors Guide to Finance & Transparency

The Good Councillor’s Guide to Transport Planning

The Good Councillor’s Guide to Community Business

The Good Councillor’s Guide to Neighbourhood Planning

The Good Councillor’s Guide to Cyber Security

Standing Orders

Financial Orders

Officer Member Protocol

Communications Policy

Code of Conduct

Dates of meetings

Local Government Association Intimidation guide

Social Media Guide

National Association of Local Councils Legal Topic notes 1, 5, 80 and 81 with caveat they need to understand the content of these legal topic notes

www.planninghelp.org.uk An 8-step guide on its web pages How to comment on planning applications

**20/252 Wiltshire Association of Local Councils Subscription.**

**Resolved**: approved the continuing subscription to the Wiltshire Association of Local Councils. WALC provides legal and employment advice to the Council. It provides legislative updates through the National Association of Local Councils. The subscription is based on how many electors are within the Parish Maiden Bradleys Subscription is therefore £139.99.

**20/253 Book New Councillor Training Session**

**Resolved**: approved the Clerk seeking quotations the provision of a Councillor Training session following the elections. The Clerk would seek the costs for virtual training for the new Council and bring it to the May meeting. Council noted that the Council policy states all Councillors will undergo training as part of their role.

**20/254 Protocol Policy on remote meetings.**

**Resolved**: approved the Chairman’s proposal to put forward a motion to make an alteration to the wording to 3.0 Preparation of meetings on the Protocol Policy below and attached. This protocol was approved Tuesday 12th July 2020 minute number 19/429 and was now outside of the 6 month Standing Orders Regulations.

The protocol in place was approved by Council when it moved to virtual meetings and are the rules by which the Clerk must work. The below recommended change will enable the Clerk to send out the Zoom meeting ID number and passcode to the Parish News Team outside of the legislative time frame under the Local Government Act 1972 S243 to which the protocol refers. Council is asked to approve that the meeting ID and passcode remains constant for each meeting unless, in the event of a security breach, the Clerk will change the passcode.

**3.0. Preparation for Meetings**

**3.1.** The meeting will be advertised on the Council’s website and all members and officers due to attend will be issued with a notice and agenda by email. This will be within the usual timeframe for meeting notices.

To

**3.0 Preparation for Meetings**

**3.1.** The meeting will be advertised on the Council’s website and all members and officers due to attend will be issued with a notice and agenda by email. The Zoom link will be published outside of the Local Government Act 1972 S243 time frame for meeting notices, to enable it to be used for publicity purposes in other outside publications.

Council instructed the Clerk to ask in the Parish News if any parishioners had issues with reading the minutes and Agenda on the noticeboard to contact the Council.

**20/255 Internal Audit, Year End Accounts**

**Resolved**: noted that the Internal Auditor has indicated that it will be a virtual audit as last years. Council noted the below actions required:

I will review the Council’s website during the audit, examining the minutes of the Council and its committees for the year to the 31st of March 2021 indicated: please ensure that any minutes that have been taken prior to that date, but have not yet been published are provided to me as electronic documents. I have noted that, at a few councils, documents such as the Standing Orders and Financial Regulations posted on the website do not appear to be the latest adopted copies: in such cases, please ensure that the latest adopted documents are published on the Council's website by the agreed date of the Internal Audit.

Please ensure that I receive the cashbooks as soon as possible after the year end closedown and all other documentation requested at least 48 hours before the agreed audit date.

**Governance papers:**

* Standing Orders.
* Financial Regulations.
* Risk Register(s) – please remember that The Practitioner’s Guide” requires that these be adopted at least once annually.
* Insurance schedule for 2020-21.
* Investment Policy / Strategy;

**Financial documents:**

* Cashbooks from the date of the Interim Internal Audit to the 31st of March 2021 (if using Rialtas software a backed-up copy of the year-end detail):  Where other accounts packages are used, the equivalent of the year’s cashbooks. Please forward this ASAP so that I am able to undertake the Invoice selection process and advise you of which Invoices I require to be scanned and forwarded to me as the concluding part of the Annual Sample.
* **Bank statements**on **all accounts** including detail of recorded transactions on the 31st of March 2021.
* **Bank reconciliations**as of the 31st of March 2021: these should ideally be being reviewed and signed off periodically during the year (the NALC model Financial Regulations para 2.2 refers).
* **Purchase invoices:**scanned copies of the selected invoice sample which I will provide as above.
* **Budget report** as of 31st March 2021.
* **Assets register**as of 31st March 2021.
* **Investments:**where any “investments / deposit accounts” are in existence, copies of the relevant bank books showing transactions in the year and the balances as of 31st March 2021.
* **Loans:** wherethe Council has any PWLB or other loans in place, copies of repayment demand during the yearand year-end balance statements: where the Council has issued loans to local bodies, detail of any outstanding loan repayment due to the Council as of 31st March 2021.
* **AGAR for FY 2020-21**

**20/256 Insurance**

**Resolved**: approved the Clerk seeking three quotations in preparation for the renewal of the Insurance provision as the Council’s long-term agreement expires on 31st May 2021. Council instructed the Clerk to seek a yearly option and a longer 3 yearly option as in previous years.

**20/257 Approval and signing of Parish Accounts for the month of** **March 2021 Internal Audit Accounts & Audit Regulations 2003 reg 2**

**Resolved**: approved the accounts for March 2021. Council noted that the Unity Trust Bank balance as of the 31st of March 2021 was £19,232.77.

**20/258 Payments LGA 1972 s150 (5)**

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

**Payments**

Wages April 2021 LGA 1972 s111 £450.86

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

Postage Reimbursement LGA 1972 s111 £2.52

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

1 & 1 Website 01.04.20- 01.05.21 LGA 1972 s111£18.00

Zoom Monthly Subscription Reimbursement LGA 1972 s111 £14.39

Wiltshire Association of Local Councils Subscription LGA 1972 s111 £139.99

Parish News (approved within the budget 2021) LGA 1972 s111 £400.00

Rapide System Supplies Stationary (approved within the budget 2021 required for Audit) LGA 1972 s111 £124.56

Unity Trust Bank Service Charge LGA 1972 s111 £18.00

**Retrospectively**

Credit made to Horningsham Parish Council as duplicate Invoice was actioned.

NALC Why Representation in Councils Matters Webinar LGA 1972 s111 £16.22.

South West SLCC ConferenceLGA 1972 s111 £54.00

(Cost Shared with Horningsham)

**Receipts: To note receipt of income**

Horningsham Parish Council shared South West SLCC Conference £22.50.

**Account Balance** £19250.77.

Payments above £934.72

Receipts £0.00 (included in Account balance)

**Total Balance** £18,316.05

**Online Payments**

**Resolved**: Councillor Simon Wager and Councillor Ray Kenzie will action the online payments for this month. Council noted the Clerks advice that new Councillors would need to be added to the bank account and retiring Councillors removed. The Clerk would prepare the paperwork and an Agenda item to take this action.

**20/259 Clerk’s Report**

**Adobe**

**Resolved**: noted that the Clerk is finding increasingly that she is unable to open and convert to word documentation PDFs for the Website Accessibility. The Parish Council does not subscribe to the Adobe package and this is a business tool it requires. Council instructed the Clerk to seek costs.

**Clerks Holiday**

**Resolved**: noted that the Clerk spoke to the Staffing Committee Chairman on Tuesday 30th March and cancelled her holiday 29th March to 2nd April due to the volume of contact re the Elections and the Internal Audit requirements. Council approved the Clerk taking this time on the 24th of May 2021 to the 28th of May 2021.

**Nominations for Chair and Vice Chair for the May meeting.**

**Resolved**: noted that Councillors needed to email the Clerk their nominations for Chairman and Vice Chairman before the next meeting so the Clerk is aware of whom may wish to be considered by Council as the potential Chair.

**Community Emergency Plan**

**Resolved**: noted that on the 10th of May 2021 when Councillors are stood down, there will not be in place until the 11th of May 2021 a Co-ordinator for the day of the 10th of until the evening of the 11th of May 2021. Approved that delegation to the Clerk in such an emergency is put in place to cover up to the meeting at 700pm on the 11th of May 2021.

**Society of Local Council Clerks One-Day Essential Training for Clerks South West 24th March 2021**

**Resolved**: noted that the Clerk has a selection of reading to action following the sessions and a few new practices to start.

**Wiltshire Association of Local Councils Best Practice Webinar Management for Councils Training**

**Resolved**: noted that the Clerk had attended the Best Practice Webinar Management for Councils at 11.00am on the 25th of March 2021. It was an extremely informative session; the Clerk has some alterations to make.

**Virtual Meetings - Covid 19 Regulations**

**Resolved**: having noted the below information, agreed to await the judgement on the 21st of April 2021 and instructed the Clerk to continue to plan the May meeting as a virtual meeting to meet the Health and Safety requirements of meetings during this Covid-19 Pandemic.

Council has a duty of care for its employees and that of the public during the pandemic. ADSO/LLG joint briefing paper on this topic, make the basic point as that online or hybrid meetings may well be lawful under the 1960 and 1972 acts if the Courts interpreted words such as 'present' and 'attendance' and 'place' as having validity when they occur in a virtual/online meeting. But there is no UK law that expressly prohibits or forbids online meetings after 6th May. The Clerk therefore recommends that the Council waits for the Court judgement on this wording to be held at the end of April before it makes a decision.

WALC has put forward the below information.

The situation as of Friday 26th March 2021 and the impact on Annual Parish/Town Meetings and the Annual Meeting of the Council.

In accordance with section 14 of Schedule 12 of the Local Government Act 1972, “the parish (town) meeting of a parish must assemble annually on some day between 1st March and 1st June”. This is the annual meeting of electors and not a council meeting. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 removed the requirement to hold this meeting during the extent of the regulations (to 7th May 2021) however they could be held remotely if desired/needed.

Up to 7th May this year, the Annual Parish/Town Meeting may still be held remotely.

The Annual Meeting of the Council, in accordance with section 7 of the same schedule (12) of the same Act must be held, for those council that do not have elections – on any day in May, so councils that do not have elections this year may hold the meeting remotely before 7th May.

For those councils that do have elections in May, in accordance with the law, the Annual Meeting of the Council must be held within 14 days of the Council taking office (this is outlined in legislation for local councils and contrary to the 21 days mentioned in the Government guidance). The Council takes office four days after the election (which takes place on 6th May). Therefore, the new council takes office on 10th May. This means that the Annual Meeting of the Council must be held between 10th and 24th May in accordance with the law. This applies to all councils that have elections this year, regardless of whether or not the election is contested.

Government guidance at <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings> and which was updated yesterday, advises that Councils holding annual meetings which have to be held physically should consider doing so from 17th May. This ties in with advice from ACRE which is advising that Village Halls remain closed until 17th May.  For councils meeting physically, Government is advising that the principles in its guidance on safer working places should be followed. This is at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

The Government guidance that came out yesterday says, “Ultimately it is for local authorities to carry out their own risk assessments and follow the working safely guidance to ensure physical meetings take place safely, but the government will work with sector representative bodies to ensure that local authorities understand the guidance and are aware of the full range of options available to them.” A risk assessment for returning to physical meetings is required, there is guidance at  <https://www.nalc.gov.uk/our-work/coronavirus-page#preparing-for-the-possible-return-of-face-to-face-meetings> along with template risk assessments and points to consider.

Yesterday’s guidance also says, “Continuing to provide remote access to the public. Local authorities have legal obligations to ensure that members of the public have access to most of their meetings. For physical meetings, the government would actively encourage local authorities to continue to provide remote access until at least 21 June, at which point it is anticipated that all restrictions on indoor gatherings will have been lifted in line with the Roadmap. However, it is for individual local authorities to satisfy themselves that they have met the requirements for public access.”

I would recommend reading and familiarising yourself with the new guidance but please also bear in mind that all of the above is dependent on the steps of the roadmap being implemented in accordance with the four tests put in place by Government. They are:

* the vaccine deployment programme continues successfully
* evidence shows vaccines are sufficiently effective in reducing hospitalisations and deaths in those vaccinated
* infection rates do not risk a surge in hospitalisations which would put unsustainable pressure on the NHS
* their assessment of the risks is not fundamentally changed by new Variants of Concern

So, it is subject to change and should this happen, I will communicate the information to councils as soon as I can.

NALC is currently considering the new guidance and some practical advice will be sent out.

In addition, there is currently a case being considered by the High Court relating to the continuation of remote meetings - <https://www.lawyersinlocalgovernment.org.uk/news_articles/llg-adso-obtain-permmison-to-move-forward-with-the-court-declaration-on-virtual-meeting-provision-before-6th-may-2021?fbclid=IwAR1EwBSbjB80ScNUqClfZQnTnbm8adSM2jEYYZJQNs81Q4mkUVpmygifPNg>

And, a 12 week [call for evidence](https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence) has also been launched about how remote meetings have been used to inform any potential future legislation regarding their use beyond the coronavirus pandemic. NALC is working on the response to this.

Council noted the below information form the Clerk having discussed the situation with the SLCC Legal Advisor:

* on 6th May 2021, the current flexibilities regulations expire; and
* from 7th May we will revert to the provisions in the extant legislation, being the Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972

You must bear in mind that neither the 1960 nor 1972 acts prohibit virtual meetings as the internet had not even been invented when these laws were written.  And neither of these laws, specifically state that a meeting has to held in a single physical space at which all participants and any attending members of the public must be together.

**20/260 HMRC**

**Resolved**: noted that the Clerk had actioned the year end HMRC update and actioned a P60 for 2020.

**20/261 Correspondence received**

**The Queen’s Platinum Jubilee Beacons**

**Resolved**: to support the Queen’s Platinum Jubilee Beacons and arrange an event in the Community. It was agreed that the event could take place behind Councillor Angus Neish property, he was happy to build a bonfire and provide parking for the event. It was agreed that Councillor Angus Neish, Councillor Simon Wager and Councillor Sebastian Seymour make the other arrangements when pack received form the Pageant Master Bruno Peek LVO OBE OPR. The Pageant Master has indicated that when he receives confirmation of the date from Buckingham Palace and the ‘green light’ to start distributing the official Guide to Taking Part, he will send it to the Parish Council.

**The Forces March 2022**

**Resolved**: approved the date requested, Saturday 30th April. The Clerk was instructed to contact Danny Greeno Chief Executive Officer. The Veterans Charity to say it was approved.

**Wiltshire Search & Rescue**

**Resolved**: agreed unanimously that it was a valuable service and that £100.00 be granted to the Wiltshire Search & Rescue. The Clerk was instructed to upload the payment to be actioned by Councillor Simon Wager and Councillor Ray Kenzie later.

**20/262 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 March**

Two Released Under Investigation After Suspected Hare Coursing and Failing to Stop for Police 02/03/2021

Neighbourhood Alert Our News Newsletter - March Edition

RSN Rural Funding Digest - March 2021 Edition

Wiltshire COVID-19 Public update - Live!

Wiltshire Council Town and Parish Council Elections Update

Notification of Frome Town Council's Planning Committee Meeting

Welcome to Wessex Community Action's Newsletter - 4th March 2021

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

Frome Town Clerk's Update

Latest news and events from Warminster Our Community Matters for 03/05/2021

Civic update - 5th March 2021

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

NALC Chief Executive's Bulletin

Neighbourhood Alert 1st To 7th March 2021 08/03/2021

The Rural Bulletin - 9 March 2021

NALC Breaking News

Information Commissioner's Office NEW: Read our guidance for political campaigning

Neighbourhood Alert Have Your Say Dog Theft Survey 09/03/2021

Calor Gas Applications are now open!

Neighbourhood Alert Dog Theft Survey 10/03/2021

Wiltshire Council Census 2021

Remain Vigilant of Scam Messages as NHS Begins Sending Text Alerts for Covid-19 Vaccine 11/03/2021

NALC Chief Executive's Bulletin

Notification of a meeting of Frome Town Council 17 March 2021

Wessex Community Action Newsflash - Covid Winter Grants Scheme - Apply Now

Democratic and Member Services Briefing Note 21-04 - Pre-Election

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

CPRE Green Belt under pressure and coal mine blocked

Latest news and events from Warminster Our Community Matters for 03/12/2021

The Rural Bulletin - 16 March 2021

NALC Online Events

Frome Town Clerk's Update

Appeal to Dog Owners as Lambing Season Approaches 17/03/2021

You are invited to watch the Wiltshire Life Awards 2021

NALC Online Events

New Project - Hospital Liaison and Support Team

NALC Chief Executive's Bulletin

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

Civic update - 19th March 2021

Wiltshire Council Latest news and events from Warminster Our Community Matters for 03/19/2021

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

Roadworks Alert from one. Network

Election Papers Booking System - deadline 8th April 2021

Neighbourhood Alert 15th - 21st March 2021 - Mere 22/03/2021

Neighbourhood Alert Worried About Getting Hacked? 22/03/2021

Former Sydenhams Yard, Maiden Bradley - Potential Alternative Develop

The Rural Bulletin - 23 March 2021

Wiltshire Council New planning ICT system

NALC Online Events

Wiltshire Council Book today to submit your nomination paper - please do not attend without an appointment

NALC Online Events

Wiltshire Council COVID-19 One year on - Thank you video for community groups and volunteers.

Electoral Register

Frome's response to Govt unitary consultation and getting together

Neighbourhood Alert Bought Any Motorbike Parts Recently? 25/03/2021

NALC Online Events

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

Notification of Frome Town Council's Planning Committee Meeting

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

Welcome to Wessex Community Action's Newsletter - 25th March 2021

Latest news and events from Warminster Our Community Matters for 03/26/2021

Census Information to send to 2nd home / holiday let property owners

Frome's response to Govt unitary consultation and getting together

NALC Chief Executive's Bulletin

Neighbourhood Alert 22nd To 28th March - Warminster 30/03/2021

Former Sydenhams Yard, Maiden Bradley - Potential Alternative Development of 10 New Homes

NALC Online Events

Keep Britain Tidy It is time to engage your communities in the Great British Spring Clean

NALC Online Events

Wiltshire Council New planning system is now live

Roadworks Alert from one. Network 30.03.21

The Rural Bulletin - 30 March 2021

Frome Town Clerk's Update

Roadworks Alert from one. Network 31.03.21

NALC Online Events

Calor Rural Community Fund – 3 weeks to go until applications close

Neighbourhood Watch Launches Protect Your Car Campaign 31/03/2021

NALC Chief Executive's Bulletin

Farm and Horse Watch Newsletter 01/04/2021

Frome Annual Town Meeting 7 April 2021

Read the latest insights from Came & Company Local Council Insurance

Wiltshire Council Latest news and updates for Town and Parish Councils on COVID-19 and more

Parish meeting re the unitary debate

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

Cranborne Chase this Spring - how you can join in

NALC Online Events

Neighbourhood Alert 29th March - 4th April 2021 06/04/2021

SSEN Resilient communities’ fund

Latest news and events from Warminster Our Community Matters for 04/02/2021

**20/264 Parish Clerks Delegated Powers** LGA 1972 s101

**Resolved**: noted one used.

**20/265 Notice of items to be taken into consideration at the next meeting in May 2021.**

**Resolved**: approved the below list:

Election of Chairman and Vice Chairman

Review Standing Orders and Financial Regulations

Review of delegation arrangements to committees, sub-committees, employees, and other local authorities.

Review of the terms of references for committees if required

Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.

Review of representation on or work with external bodies and arrangements for reporting back.

Council’s period of eligibility to exercise the power of General Competence expires the day before the annual meeting, to review and make arrangements to reaffirm eligibility.

Review of the Council’s and/or employees’ memberships of other bodies.

Review the Council’s complaints procedure

Review the Council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

Review the Council’s policy for dealing with the press/media

Review the Council’s Filming, Photographing, & Social Media Policy

Review the Council’s Complaints Procedure

Review the Council’s Equal Opportunities

Review the Council’s Lone and Isolated Working Policy

Review the Council’s Community Engagement Statement of Intent

Review the Council’s Petitions Policy

Review the Council’s Procedure for public sessions

Review the Council’s Grant Awarding Policies and Procedures

Review the Council’s Information and Communications Technology IT Email, Internet, and Phone Policy

Review the Council’s Bullying and Harassment or dignity at work policy

Review the Council’s Child Protection and Vulnerable Adults

Review the Council’s Staff and Councillor Training and Development Policy

Budget Report

Certify the Accounting Statements- Annual Year End Accounts

Consider the Annual Internal Audit Report

Approve Annual Governance Statement

Approve Accounting Statement

Publish the Audit on the Website

Approve the dates for the Public to exercise their rights

1st draft of the interpretation board

Noted that if Councillors wish motions to be included on the next Agenda, they needed to be sent to the Clerk before the 22nd of April 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.

**20/266 Items for Parish Newsletter & Notice Boards**

**Resolved**: Best kept Village Competition information, additional litter picks and poster advertising, Community Speed Watch Report, white gates position, time, and process it will take place.

## **20/267 Date of the next meeting**

**Resolved:** that **Tuesday 11th May 2021 at 7.00pm** is the date and time of the next meeting. All are welcome to attend**.**

**Meeting ended at 8.10pm Signed……………………………………….**

