# 9 Maiden Bradley with Yarnfield Parish Council

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

Chairman: Councillor Simon Wager Clerk Mrs. Sarah Jeffries PSLCC

# Minutes of the meeting of Maiden Bradley with Yarnfield Parish Council held on Tuesday 25th October 2022 at 7.00pm.

**Present:** Councillor’s, Simon Wager, Susanna Brigden, Sebastian Seymour, Esther Swan, and Ann-Marie Halligan.

**In attendance:** The Parish Clerk, Mrs. Sarah Jeffries PSLCC, Unitary Councillor Bill Parks. No public attended.

##

## **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.

Unitary Councillor Bill Parks reported that he was here to listen to any problems the parish may have. Please let him know if he can assist. He has nothing to report at the moment. He will look into if there is any grant funding for a village shop.

The Chairman thanked him for coming.

**22/108 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 Milena Stancomb had sent her apologies. Council resolved her reason for absence.

**22/109 Dispensations**

**Resolved:** not required.

**22/110 To receive declarations of interests Local Authorities**

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

**Resolved:** none given.

**22/111 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.

**22/112 To receive and sign the minutes of the meeting held on 12th July 2022 (Previously circulated) LGA 1972 Sch 12 para 41(1)**

**Resolved:** that they were a true record of the meetings decisions. Proposed Councillor Esther Swan Seconded Councillor Susanna Brigden.

**22/113 Chairman’s announcements**

**Resolved:** none to give.

**22/114 Co-option**

**Resolved:** Approved the use of the poster Councillor Susanna Brigden had created, it would be added to the Facebook pages, Noticeboard and the Clerk was instructed to print 100 copies A5 for Councillors to distribute. It was agreed that the timeline for applications be open ended.

**22/115 Planning**

**Application Ref PL/2022/07626 - Householder Application**

**Address: 58 The Rank, Bradley Lane, Maiden Bradley, Warminster, BA12 7JF**

**Proposal: Alterations and rear 2 storey extension.**

**Resolved:** Supported

**(Please note in planning matters the Council acts as the consultee of the Principal Authority. The Principal Authority being the deciding body. Parishioners can make their comments directly to the Principal Authority)**

**22/116 Planning Decisions**

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

**Application No: PL/2021/08100**

**Site Address: Former Sydenham’s Yard, Bradley Lane, Maiden Bradley, BA12 7JR**

**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 (resubmission of 20/10822/FUL)**

**Decision:** Approve with conditions. Noted the Officers Report with the S106 Agreement.

**Application No: PL/2022/04260**

**Application Type: Notification of proposed works to trees in a conservation area**

**Proposal: 199: Section felt southern beech leaning dangerously towards the B3092 200: Fell large, hollowing beech, whose weight presents a high risk to the B3092. Retained adjacent trees means no replanting is necessary**

**201: Thin understorey conifers and small broadleaves (marked with green paint) to enhance woodland diversity and structure. As a thinning, replanting is not appropriate**

**202: Fell large beech growing against and damaging the historic wall on Kingston Lane. Retained adjacent trees means no replanting is necessary**

**203: Cut back laurel growing on the roadside and affecting light on the road and adjacent overhead cables**

**204: Fell uncharacteristic Norway spruce that us undermining a historic wall and shading the community allotment 205: fell dense section of diseased woodland of 10 trees over footpath. Replace with flowering trees in jubilee ring; create village viewpoint on Public Footpath**

**Site Address: Bradley House, Kingston Lane, Maiden Bradley, BA12 7HL**

**Decision**: No objections to the above specified works to be carried out in accordance

with the notification and plans submitted.

The work shall be carried out and completed within a two-year period from the date

of this notice.

The applicant should note that this notice does not affect any private property rights

and therefore, does not authorise the carrying out of any work on land, or entering

land outside his/her control. If such works are required, it will be necessary for the

applicant to obtain the landowners consent before work starts.

The applicant should note that the work hereby permitted should be carried out in

accordance with good practice as set out in the BS 3998: 2010 British Standard Tree

Work - Recommendations.

The applicant should note that under the terms of the Wildlife and Countryside Act

(1981) and the Habitats Regulations (2010) it is an offence to disturb or harm any

protected species, or to damage or disturb their habitat or resting place. Please note

that this consent does not override the statutory protection afforded to any such

species. In the event that your proposals could potentially affect a protected species

you should seek the advice of a suitably qualified and experienced ecologist and

consider the need for a licence from Natural England prior to commencing works.

Please see Natural England's website for further information on protected species.

There is a legal duty of care incumbent on the customer and contractor that all

commercial waste generated as a result of the works hereby authorised is safely

contained, transported, and disposed of lawfully in line with the Environmental

Protection Act 1990 and Environmental Permitting Regulations 2016 (as well as any

other related legislation). Failing to do so can lead to individuals or organisations

being prosecuted for unlawful waste management.

# 22/117 Street Naming

Resolved: Council confirmed that the name the Old Timber Yard would be approved. For the house suggestions below there was concern that Barcroft over the road has houses names similarly to those put forward but would be happy for any other woodland names if there was an issue with Wiltshire Council Street naming Team.

Mill House, Beech House, Birchwood, Elm House, Woodside, Oaklands, Hawthorn Cottage,

Cherry Tree Cottage, Holly Cottage, and Willow Cottage.

**22/118 Parish Steward**

**Resolved:** Councillor Sebastian Seymour reported that the Steward had filled several pot holes. he had also been asked to look at cleaning the village footpaths and to straighten High Street Church Street sign which had been hit. it was agreed that he would be tasked to clear the weeds on pavements spray and scrape back the pavement near the church.

**22/119 Request from the Church to modify church railings to allow vehicular access to Portaloo**

**Resolved:** noted the below report correspondence received from the Church and the report received from Highways Engineer. The Clerk was asked to find out how much to take over the Church railings as an asset. The cost of insurance, maintenance, and replacement of railing painting costs etc.

The operative who now maintains the Portaloo in the church yard says they cannot do so without vehicular access to the portaloo as the railings are misaligned with the church gateway.

**Wiltshire Council Engineers Report following the research regarding alterations to the church railing to aid the access (further action will need to be actioned directly by the Prohocial Church Council).**

With regard to the request for alterations to allow access for a vehicle to service the portable toilets within the church grounds, this is not a straightforward case of removing the railings for the vehicle to enter the gates or bump up onto the footway.

Firstly, any access created on a classified road would be subject to planning permission and would need to be constructed according to Wiltshire Council’s specifications, which involves dropping the kerbs.

Also, as you know, anyone working on the public highway must be accredited, have the necessary insurance as well as having the Chapter 8 signing and guarding to do so. I would therefore not be able to allow members of the public to alter highway assets anyway.

I think the church may need to look at an alternative provision of toilet facilities or for emptying the current portable ones or apply for a vehicular access licence. The Portaloo has been in place for some 5 years I understand

**22/120 Traffic Calming and Speeding Traffic - Action Plan Transport & Traffic**

**White Gates Project**

**Resolved:** Councillor Simon Wager reported on the up and coming completion of the White Gates project. (The Parish Council is to be invoiced £1,750.00) as its 25% contribution to the project.

**The County of Wiltshire (C41 High Street, Maiden Bradley with Yarnfield) (20mph Speed Limit) Order 2022. The County of Wiltshire (Various Roads, Maiden Bradley with Yarnfield) (Restricted Roads) Order 2022**

**Resolved:** noted the below update.

I can confirm that the consultation has now ended. As no objections were received for the same, a report will not need to be placed before the Cabinet Member for a decision. The project will therefore be implemented as advertised in due course. Kind regards, Lianne Bartle Senior Traffic Order Technician

**Speed Indicator Device**

**Resolved:** Councillor Simon Wager reported that the new unit has been very successful . Council noted the correspondence from a parishioner regarding its success.

The Clerk was instructed to price new unit for the speed watch area by the church. The Clerk was instructed to build in the cost to the precept budget one unit for April 2023, and possibly and for 2024.

**Comments re the new SID on Frome Road.**

It would seem that the new SID is having the effect of slowing down the traffic entering the village. This is from my own observation but also from another parishioner who lives opposite it, and who has told me that they feel it is having a very positive effect.

It is very clever as it picks up one’s speed outside the 30-mph zone, shows that and then the speed on entering the 30 zone. So, it indicates to drivers very clearly, they are approaching a 30mph zone and it works!

The purpose of this message is to ask the Parish Council to consider the purchase of another identical SID at the opposite end of the village and the cost put in for next year’s precept.

Another advantage of this apparatus is that being solar powered it doesn’t need taking down and recharging on a regular basis!

**Community Speed Watch Volunteers**

**Resolved:** Councillor Simon Wager reported that the teams had hada few weeks off as there is a lot of traffic disruption in the Deverills, they will be back working from November 3rd 2022. No further volunteers have come forward.

**HGV Restrictions Wiltshire**

**Resolved:** retrospectively approved the draft letter the Weight Watchers had produced. It was noted that another meeting is planned in December 2022.

**22/121 Sydenham’s Timber Yard – New Village Shop**

**Resolved:** noted that a parishioner has made contact with the developer and is in discussions with them regarding the future rental costs following the startup peppercorn rent offered for two year. The Clerks recommendation that the s137 budget was set for the full amount for next year was agreed, this would enable the Parish Council to support any grant requests.

**22/122 Recreational Area Health & Safety**

**Resolved:** noted the reports content. Councillor Simon Wager would address the items highlighted.

**22/123 ROSPA Play Area Annual Check**

**Resolved:** noted the ROSPA Play area report. Councillor Simon Wager would take action to mitigate the highlighted risks.

**22/124 Bus Stop & Knapp**

**Resolved:** noted that the Knapp hedges have been trimmed by the Ground’s Contractor, to aid the visibility of the finger post and for traffic coming out at the crossroads. Council instructed the Clerk to look at budgeting for an increase in the number of cuts for next year’s Grounds Budget and two cuts of the Knapp hedging.

Council noted that the health and safety check sheet identified the need to paint the rear of the Bus Stop, it was agreed that the Parish Council seek volunteers for this in the New Year.

**22/125 Finger Posts**

**Resolved:** approved the Clerks recommendation that this item is moved to the precept budget discussions in December, as at present this item is not budgeted for. Council instructed the Clerk to seek quotations from the newly highlighted contractor in the New Year.

 **22/126 Village Hall – Action Plan Local Economy and Tourism**

**Resolved:** Councillor Susanna Brigden informed Council that she had nothing new to report .The main issue recently had was with the post office Councillor Susanna Brigden would obtain an update at the meeting this week.

Council discussed the below communication received from Maiden Bradley Memorial Hall Chairperson. It was agreed that two benches could be placed on the Knapp. Councillor Sebastian Seymour gave permission from the estate for another to be placed on the Knapp.

**I**t was agreed following discussions that the Parish Council to replace the one already in situ in 2023 and an additional one as a memorial to David Morse be purchased by the Village Hall, the cost of this bench be split 50/50 with the Parish Council.

The Parish Council would take ownership of the second bench, add it to the Asset Register and include it on the Councils insurance.

Please find a photograph of the bench we would like to have made in memory of David Morse. We have shown it to his wife, and she is happy with the design and the oak wood.

It will have a brass plaque on it with the following words:

      David Cambel Morse

      20 - 4 - 44 to 12 - 11 - 21

      Much loved by all his family and a good friend to all who knew him



**22/127 Jubilee Trees**

**Resolved:** Councillor Sebastian Seymour reported that the project was still work in progress, the ash trees had been removed but there were still the stumps to be ground out. A new fence will be installed and heritage fruit trees in a circle will be planted. A footpath will go through the middle of them.

The offer of a 2.5-metre-tall Oak Tree (Quercus Robur) an English oak was a lovely idea and Councillor Sebastian Seymour felt sure he could find a place the tree on the recreational area long with an Oak tree to be gifted by Councillor Susanna Brigden. The Clerk was instructed to contact the parishioners and ask them to liaise with Councillor Sebastian Seymour.

**22/128 Action Plan – The Church (support efforts to mobilise volunteers)**

**Resolved:** to place this on the next agenda for Councillor Milena Stancomb to report

**22/129 Defibrillator**

**Resolved:** Councillor Susanna Brigden reported that all was ok and that she would email the report to the Clerk. It was agreed that when the next training session took place it would be combined with the estate workers defibrillator training.

**2****2/130 Action Plan - Carbon Footprint Climate Action**

**Resolved: C**ouncillor Esther Swan informed Council she had nothing to report and asked if it could be taken off of the action plan as there was an active Climate Group in the Community. This was agreed by all.

**22/131 Rights of Way**

**Resolved:** Councillor Ann-Marie Halligan reported that the group werestill obtaining costs and agreeing what they wish to propose.

Councillor Sebastian Seymour reported that the estate and farmers were working forward with the rights of way improvements. They were seeking grant funding through the footpath officer and not the AONB. The farmers are now actioning what is in their remit along with the estate.

Councillor Ann-Marie Halligan said she would obtain an update for the next meeting from the Footpath group.

**22/132 Community Emergency Plan update**

**Resolved:** Councillor Simon Wager reported that he has updated the plan. Councillor Simon Wager would send the Clerk the updated plan to send to relevant emergency teams.

**22/133 Annual Newsletter**

**Resolved**: Councillor Susanna Brigden to provide the Clerk with a photograph for the front of the newsletter.

**22/134 Website update**

**Resolved:** noted that the Clerk has actioned the recommendations, there was now a link to the Co-option application form on the first page of the website. Councillor Susanna Brigden agreed to take another photograph of Councillor Simon Wager, for the Website. This would be emailed to the Clerk to upload.

**22/135 Accessible Image of the Council**

**Resolved:** Councillor Susanna Brigden circulated some picture examples. It was agreed that the Clerk email out the interpretation board image as the Parish Council already owned reproduction rights to it. It was agreed Councillors would bring suggestions for the next meeting.

**22/136 Freedom of Information Charges reviewed**

**Resolved:** agreedthecontent and to keep the charges for Freedom of Information copies at the present advertised rate.

**22/137 Financial Regulations update**

**Resolved:** noted that the Clerk had reviewed the Financial Regulations against the NALC Regulations and no alterations are required.

**22/138 Provision of Internal Audit Services for 2022/2023 (Internal Audit Quotations)**

**Resolved:** approved the continuing contract with Auditing Solutions for its Internal Audit requirements

**22/139 Internal Audit Check by a Councillor to be approved and a date arranged**

**Resolved:** noted that no checks have been actioned to date due to mitigating circumstances. The Clerk was instructed to another date to action the check with Councillor Sebastian Seymour. Councillor Sebastian Seymour stated he was happy to action this before the start of the next meeting. The Clerk would action a reminder before the date.

**22/140 External Audit**

**Resolved:** noted that the External Report has been received and that the Clerk had uploaded a copy of the report onto the Parish Council Website and placed a hard copy on the Notice board. Council noted the full report.

* On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), In our opinion the information in sections 1 and 2 of the AGAR is in accordance with Proper Practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
* Other matters not affecting our opinion which we draw to the attention of the Authority

None

**22/141 Second Precept Payment**

**Resolved:** noted that the Clerk had received confirmation that the second half precept payment of £13,133.71 had been paid by Wiltshire Council on the 21st of September 2022.

**22/142 Budget Preparations Council to agree its objectives for next year**

**Resolved:** instructed the Clerk to build in to the budget funding for the Coronation Celebrations, Community garden group, possible Village shop grant, the Link Scheme, support for the baby and toddler group, the purchase of 2 Speed Indicators Devices, the replacement seat, additional grass cutting, two cuts for the Knapp hedge, relevant LHFIG contributions and the cost to hire temporary traffic lights. Clerk to check if permission would be given by Wiltshire Council Highways Team to use them for the repainting of the Church railings.

**22/143 Update General Risk Assessment**

**Resolved:** approved theGeneral Risk Assessment, with no changes required.

**22/144 FSCS Annual Review**

**Resolved:** noted that the Clerk had confirmed with Unity Trust Bank that it is eligible for FSCS Protection as the Council annual budget is under £428,901.

**22/145 External Audit**

**Resolved:** approved the Clerks recommendation that it remains opted into the central procurement and appointment scheme for its External Audit, as per the below.

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period all smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This is communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within 8 weeks of this communication but no later than 28 October 2022; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

• an opted-out authority regardless of size (including exempt authorities) MUST appoint an appropriate external auditor.

• the appointed auditor must be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).

• an opted-out authority must convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA.

• an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise.

• an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations.

• any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by 30 November 2022 will have an external auditor appointed for it by the Secretary of State through SAAA. This will result in additional costs of £300 which will have to be met by the authority.

**Correspondence from the Internal Audit Company**

You will undoubtedly have received a letter / email from SAAA advising you of the external audit arrangements for 2022-23 and the subsequent four years.

We have received a few queries from clients as to whether or not we can advise of potential alternative providers. Should you / your Council be considering seeking an alternative provider to the SAAA appointee, I would advise that we are not in a position to offer such guidance or suggestions.

On balance and weighing up the cost of physically seeking an alternative to the SAAA appointed provider, to say nothing of the probability that other such providers will undoubtedly seek higher fees than those agreed nationally, I would suggest that the Council is probably better to stay with the appointed provider. That said, it is obviously for the Council to determine.

Kind regards S J Pollard Director

**22/146 Approval and signing of Parish Accounts for the months of** **July, August & September 2022** Internal Audit Accounts & Audit Regulations 2003 reg 2

**Resolved:** approved the accounts for July, August & September 2022. The Clerk reported that the Unity Trust Bank balance as of the 30th of September 2022 was £35,560.06.

**22/147 Payments** LGA 1972 s150 (5)

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

**Invoices**

Wages October 2022 LGA 1972 s111 £520.45

Travelling Clerk October LGA 1972 s111 £7.74

Heat Light phone etc. October LGA 1972 s111£16.00

Halcyon September 1515 Open Spaces Act 1906 ss 9 and 10 £301.75

PKF Littlejohn LLP LGA 1972 s111 £240.00

Play Safety Limited ROSPA Report Open Spaces Act 1906 ss 9 and 10 88.20

**Corporate Card**

IONUS Website 01.08.21 – 01.09.21 LGA 1972 s111 £18.00

IONUS Website 01.09.21 – 01.10.21 LGA 1972 s111 £18.00

Microsoft - Microsoft 36 LGA 1972 s111 £59.99

Unity Trust Multi Card Payment September LGA 1972 s111 £3.00

**Retrospectively**

Halcyon 1480 Knapp Hedge cutting Open Spaces Act 1906 ss 9 and 10 £90.00

Wages September 2022 LGA 1972 s111 £520.45

Travelling Clerk September LGA 1972 s111 £7.74

Heat Light phone etc. September LGA 1972 s111£16.00

Halcyon 1465 July Open Spaces Act 1906 ss 9 and 10 £301.75

Halcyon 1465 July 2022 Open Spaces Act 1906 ss 9 and 10 £8.75

Halcyon 1491 August 2022 Open Spaces Act 1906 ss 9 and 10 £301.75

Unity Trust Multi Card Payment August LGA 1972 s111 £3.00

Society Of local Council Clerks Conference LGA 1972 s111 £392.00

(Invoices actioned for shared contribution)

Rapide Office Supplies Stationary LGA 1972 s111 £44.27

**Receipts: To note receipt of income (August & September)**

Mere Link Scheme £500.00

Horningsham Parish Council IT contribution June July August £24.00

Wiltshire Council Precept Second Payment £13,133.71

**Account Balance** £35,560.06.

**Payments above** £1,174.14

**Corporate card** £98.99

**Receipts** £13,657.71

**Total Balance** £

**Online Payments**

**Resolved:** retrospectively resolved Councillor Simon Wager and Councillor Susanna Brigden actioning the payments.

**22/148 Clerk’s Report**

**Clerks Appraisal**

**Resolved:** tasked the Staffing Committee to action the Clerks Appraisal in November. They noted that they will need to bring their report back to the Council ready for the budget discussions in December 2022. The Clerk was instructed to action a draft for circulation to the Staffing Committee.

**Clerks Annual Leave**

**Resolved:** retrospectively approved the Clerk taking 18 hours’ Holiday from the 14th of September 2022 to the 23rd of September 2022. Council approved the Clerk taking 8 hours leave from the 21st of November 2022 to the 25th of November 2022.

**Modernisation of the Councils IT Systems**

**Resolved:** noted that Horningsham Parish Council had now removed its data from the Parish Council laptop. Council approved the Clerk moving forward with the data migration by CloudyIT approved by the Working group. The Clerk was instructed to now make those arrangements.

The Clerk informed Council that she was using a mac book as an incident had occurred with a glass of water and the laptop. This was covered by the Insurance cover and the Clerk would make arrangements for a replacement like for like with the original provider and then the data migration could take place. This was approved.

**Wiltshire & Swindon Archives**

**Resolved:** noted that the Clerk has deposited the hard copy minutes up to May 2021 the accession number is 4167 add 3 Date of Accession 13.09.22 and that the Clerk has signed and returned the receipt of the documentation.

**National Association of Local Councils Legal Topic notes**

**Resolved:** noted the legal topic notes below that state the workings of the Council, a Councillor and Council meetings. Both sit alongside the Parish Councils Standing Orders. Councillors are advised to read these to have a clear understanding of the processes and actions the Council can take or is regulated by under legislation. Legal Topic note 1 <https://www.nalc.gov.uk/members-area/legal/all-legal-topic-notes/690-1-councils-powers-to-discharge-their-functions-1/file>

Legal Topic note 5 <https://www.nalc.gov.uk/members-area/legal/all-legal-topic-notes/3619-05e-parish-council-meetings-england-november-2021/file>

**Complaints Policy**

**Resolved:** approved the draft Complaints Policy as is, following the recommendations of the recently updated NALC Legal Topic Note 9, published October 2022.

**Society of Local Council Clerks**

**Resolved:** noted that the SLCC Advisory Team the Clerk was part of, have all been made redundant, following a review of the service. The Clerk has not applied for the two new positions they have created instead, as she would have had to give up her parish clerk work and work 30 hours a week for the Society just as an advisor. This means that the Clerk now has 8 hours a week of working hours to replace.

(The Clerk is still contracted by the Society of Local Clerks on a separate contract to deliver new Clerk training for England and Wales).

**Chitterne Parish Council**

**Resolved:** noted that the Clerk is required to inform Council if she takes on additional work as part of her contract and that the Clerk has been offered a contract to work as Chitterne Parish Councils Clerk. This is for an additional 5 hours a week and will not impact on the work the Clerk actions for Maiden Bradley Parish Council. Council was pleased note that they have indicated that they are keen to join in sharing training costs and Conferences, three ways.

**Parkinson Partnerships LLP**

**Resolved:** noted that since the agenda was completed that the Clerk was no longer going to move forward with a contract with Parkinson Partnerships LLP.

**22/149 Correspondence received**

**Wiltshire Citizens Advice**

**Resolved:** noted the below correspondence received. Councilapproved a grant award of £50.00 to the Wiltshire Citizens advice, to be made in April 2023.

Dear Parish Councillors,

Firstly, we would like to say thank you to all of you who have supported us over the past 12 months, your contributions have been invaluable. We have continued to support the people of Wiltshire over the last year, and we predict that with the growing cost of living crisis our services will continue to be in high demand.

**Across the whole year (2021/2022) we have supported 14,192 clients with 42,431 issues, which is testament to our staff, volunteers, and supporters. We have answered nearly 12,000 emails (national and local) throughout the year, double our response last year and have answered nearly 20,000 telephone calls.**

The top 4 enquiry areas across all parishes of Wiltshire in 2021-22 are:

● Benefits (including Universal Credit) & Tax Credits

● Financial services and capability

● Debt

● Housing

All advice that is given adds up to a huge reduction in anxiety and stress and the alleviation of poverty for many people and families. Longer term, it contributes to more resilient communities, reduces isolation, and enhances the local economy.

The impact of the cost-of-living crisis is going to affect an increasing number of Wiltshire citizens, we are already seeing an increase in people needing to use Foodbanks and help with their finances. The staff and volunteers at Wiltshire Citizens Advice will be doing everything they can to give advice and support clients. We can’t help them with all these needs without additional resources ourselves, so we’re asking for your help to increase the number of staff and volunteers.

Your donation will:

✅ £50 - 2 hours of Advice

✅ £100 will train a volunteer

✅ £500 will pay for a new laptop that a new staff member or volunteer will need

Every small amount of support will make a big difference to this vital part of our work and will ensure we can maintain our level of service to your residents.

We won’t ever be able to predict when difficult life situations arise, but we can make sure we are there to help when they do. One of our clients summed up just how useful our advisers can be, telling us

**"Over the years, Citizens Advice have made the difference between life and death for me"**

Thank you for taking the time to read this letter, I hope you will consider supporting the work our team does in the community and I shall look forward to your response.

**22/150 Meetings/Invites for Councillors to consider attending**

**Resolved:** instructed the Clerk to attend as their representative at the next meeting of Warminster Area Board will be held on Thursday 10 November 2022 at 7.00pm.

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

Clerks & Councils Direct

Countryside Voices Summer 2022

Civility & Respect

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

Neighbourhood Alert July Edition of Our News is Here 04/07/2022

NALC Events

Frome Town Clerk Update

On track safety, The Elizabeth Line & The World Cup of Stations

Introducing Check, A Website 05/07/2022

Community Engagement 05/07/2022

Join us to launch our Positive Conduct campaign at our webinar – Positive Conduct equals Positive Democracy – on 7 July, 5pm - featuring Jackie Weaver

NALC Newsletter

Wiltshire Police Response to Hmicfrs Peel Report 07/07/2022

Latest news - Queen's Baton Relay visits Devizes, waste and recycling collection update, hot weather forecast this weekend and more

Positive Conduct equals Positive Democracy webinar

Home-Start South Wiltshire

All Saints Church, Church Street, Maiden Bradley, BA12 7HL: Consultation - PL/2022/05240

NALC Chief Executive's Bulletin

HGV Restrictions Wiltshire

Notification of a meeting of Frome Town Council 13 July 2022

Latest news and events from Warminster Our Community Matters for 07/08/2022

Local Impactive Community 1st To 10th July - Warminster 11/07/2022

Community Safety Charter Launched to Tackle Crimes in Public Spaces 11/07/2022

Wiltshire Council Event parking review

Community Organisers Summer Newsletter - An update from us

Next Frome Area LCN meeting 3 August 2022

CPRE Government delays decision on Cumbrian coal mine

Decarbonisation, Freight, Station Regeneration and more…

Healthwatch Wiltshire Championing what matters to you through difficult times

NALC Events

RoW document and parish council agenda item

Just days left for residents to have their say on what would make them feel safer at night in Wiltshire and Swindon

Wessex Community Action Newsletter

Barbecue Safe This Summer 14/07/2022

Next Frome Area LCN meeting 3 August 2022

Notification of Frome Town Council's Planning Committee Meeting

Use of the Playing field

Wessex Community Action Newsletter

NALC Chief Executive's Bulletin

July News from the Chase & Chalke Landscape Partnership

Civic update - Friday 15th July 2022

Keep Britain Tidy Free Resources for Parks

Briefing note 22-16 Streetscene Contract

Wiltshire Council Latest news - Stay safe in the hot weather, update from Cabinet, £2m investment in highways services and more

Latest news and events from Warminster Our Community Matters for 07/15/2022

Roadworks Alert from one. Network

WALC Hot Weather Warnings from Met Office

Local Impactive Crimes 13th To 17th July 2022 - Warminster 19/07/2022

NALC Star Council Awards 2022

Positive Conduct equals Positive Democracy webinar

The Chase & Chalke Wild Weeks Activities are Now Live!

Latest news - Highway improvements update, Melksham Community Campus opening in less than a week, Salisbury River Park progress and more

Wiltshire Council Ukraine update

Wiltshire Council Update for Town and Parish Councils

Latest news and events from Warminster Our Community Matters for 07/22/2022

Troy Planning + Design | Newsletter Summer 2022

Salisbury Neighbourhood Development Plan (Regulation 14) Public Consultation

Healthwatch Wiltshire Our July ebulletin

Local Impactive Crimes 18th To 24th July - Warminster 25/07/2022

NALC Events

More than £1.5m secured to prevent crime and improve community safety

Farm and Horse Watch Newsletter 26/07/2022

NALC Newsletter

Roadworks Alert from one. Network

Burglars Beware - Op Siege Has Been Launched 28/07/2022

Planning Application PL/2022/08100 Sydenham's Site

Use of the Playing field

Frome LCN Mapping villages report

Latest news - COVID-19 update, Melksham Community Campus opens on Monday, leisure membership offers and more

Decarbonisation, Innovation & Today’s Headlines

NALC Chief Executive's Bulletin

Wiltshire Council Update for Town and Parish Councils

Latest news and events from Warminster Our Community Matters for 07/29/2022

WALC Monthly Newsletter

NALC Events

Roadworks Alert from one. Network

TTRN C279 (part), Maiden Bradley with Yarnfield

Notification of Frome Town Council's Planning Committee Meeting

Southwestern Ambulance Service Cardiac Arrest Campaign - ‘Saving Lives Together’

NALC newsletter

Notification of a meeting of Frome Town Council 10 August 2022

For The Attention of All Councillors - New Email Address for Parish Clerk

Operation London Bridge

Cancellation of the 13th of September 2022 meeting

Communications from the Parish Council re the Death of the Monarch

October 2022 Agenda

NALC Chief Executive Bulletin

RE: Septembers Payments

Wiltshire Councils reply to Somerset Planning re Westdown Quarry Re-Consultation

FW: Frome Area LCN updates

Just for information FW: Fracking set to return to our countryside

FW: Annual General Meeting 10th October 2022

NALC Chief Executive Bulletin

Neighbourhood Watch 2021/22 Impact Report demonstrates ‘More than you think’

58 The Rank, Bradley Lane, Maiden Bradley, Warminster, BA12 7JF : Consultation - PL/2022/07626

Briefing Note 22-20 - Substantive Highways Scheme Fund Bid Application Process for Funding in 2023/24

Warm Spaces

FW: County Lines arrests

**22/151 Parish Clerks Delegated Powers** LGA 1972 s101

**Resolved:** noted the below delegated actions.

**Application No: PL/2022/05240**

**Application Type: Notification of proposed works to trees in a conservation area**

**Proposal: T1 Yew tree situated on the left of church path. Recent large stem failure. Reduce the long lateral branch towards the roadside of tree by 3 metres and reduce the long lateral branch over the steps by 3 metres.**

**Site Address: All Saints Church, Church Street, Maiden Bradley, BA12 7HL**

**Decision:** Supported.

**Recreational Area**

Council is asked to retrospectively approve the use of the recreational are aby the Frome Town Utd under twelves Football Group. A contract for the use of the recreational area was signed.

I am a coach for Frome Town Utd under 12’s and we have a little issue for approximately 6 weeks. My team will have nowhere to train. Our club is closing our pitches for maintenance, and we were looking at training on the playing fields at Maiden Bradley. I know it’s a public playing field and you could argue I shouldn’t be bothering you with this, but I just wanted to check that it is ok for us to use. Our times are Tuesdays 5pm until 6pm and Thursdays 6pm until 7pm until the middle of August.

It goes without saying we will respect and observe all notices and leave it exactly as we find it.

It was agreed by all that the football team were welcome to use it in the future.

**22/152 Notice of items to be taken into consideration at the next meeting in November.**

**Resolved:** any items moved forward from the above resolutions, along with theBudget Report, VAT Return and Walks Leaflet.

Councillors noted that if they have been approached by parishioners with an issue/item for Council to investigate, please can Councillors complete an Agenda item reporting form and send it to the Clerk within 6 clear days of the next meeting. If Councillors wish motions to be included on the next Agenda, they need to be sent to the Clerk before the 28th of October 2022 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.

**22/153 items for Parish Newsletter & Notice Boards**

**Resolved:** brief of the minutes, the Link Scheme and Community Speed Watch reports.

**2****2****/****154 Date of the next meeting**

**Resolved:** that **Tuesday 8th November 2022** at 7.00pm is the date of the next meeting. All are welcome to attend.

The meeting ended at 20.16pm.

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