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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

# All Parish Council Meetings are open to the Public and Press

**Tuesday 28th of February 2023**

# To All Members of Maiden Bradley with Yarnfield Parish Council

Dear Councillor,

You are summoned to a meeting of Maiden Bradley with Yarnfield Parish Council, at Maiden Bradley Village Hall on **Tuesday 28th February 2023 at 7.00pm.** The meeting will consider the items set out below.

If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting email [clerk@maidenbradley-pc.gov.uk](mailto:clerk@maidenbradley-pc.gov.uk)

or phone 07540611906. The Clerk will then guide you with the process the meeting will take and assist you with any GDPR requirements you might have.

Council is asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status, and any disability; Crime and Disorder, Health and Safety and Human Rights).

Before the meeting there will be a public session to enable the people of Maiden Bradley to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted under the openness of local Government Regulations 2014 (England Only). A person may not orally report or comment about a meeting as it takes place if he is present during the meeting of a parish council or its committees but otherwise may:

Film, photograph or make an audio recording of a meeting.

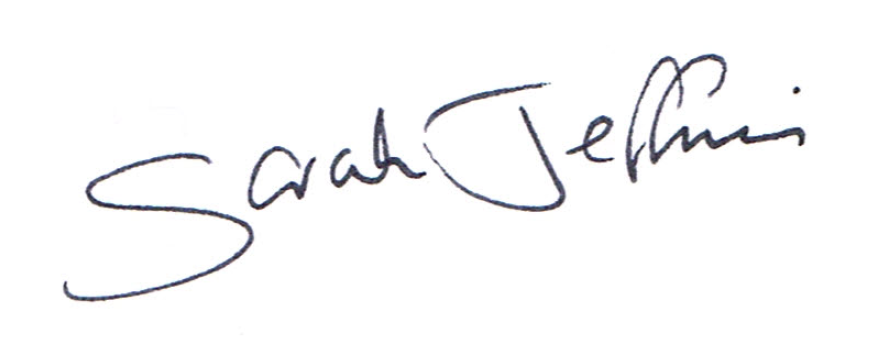
Use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later.

Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

However, anyone wishing to do so must speak to the Clerk prior to the meeting as there is policy and General Data Protection Regulations 2018 which must be followed.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (07540 611906) or 01985 213436 email address ([clerk@maidenbradley-pc.gov.uk](mailto:clerk@maidenbradley-pc.gov.uk) ) at least 24 hours before the meeting so that every effort may be made to provide access.

Sarah Jeffries PSLCC



Parish Clerk

Wednesday 22nd February 2023

# 7.00pm Public Question Time

This section (at the Chairman’s discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

# Unitary Councillor Bill Parks will give a report, if required.

**Agenda**

# 1. 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.

# 2. Dispensations

Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.

# 3. 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).

# 4. 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.

Council is asked to discuss excluding the Press and public for any item listed on the below Agenda. The Clerk advises Council that the Press and Public will need to be excluded regarding the Clerks appraisal on the agenda.

# 5. To receive and sign the minutes of the meetings held on Tuesday 10th January 2023 and Tuesday 24th February 2023 Staffing Committees minutes (Previously circulated) LGA 1972 Sch 12 para 41(1)

# 6. Chairman’s announcements

# 7. Planning

## Application No: PL/2023/01052

**Application Type: Householder planning permission**

**Proposal: New wall to Eastern boundary of site**

**Site Address: The Old Vicarage, Church Street, Maiden Bradley, Warminster, BA12 7HN**

Council is asked to discuss the above planning application and inform the Clerk of its comment.

**Application No: PL/2023/01058**

**Application Type: Listed building consent (Alt/Ext)**

**Proposal: New wall to Eastern boundary of site**

**Site Address: The Old Vicarage, Church Street, Maiden Bradley, Warminster, BA12 7HN**

Council is asked to discuss the above planning application and inform the Clerk of its comment.

**PL/2023/01118 - Proposed Works to Trees in a Conservation Area**

**Address: 34 Church Street, Maiden Bradley, Warminster, BA12 7HW**

**Proposal: Ginkgo tree 20ft in middle of garden is multi stem at risk of splitting this tree is**

**currently within 2m of an overhead mains electricity line. Remove**.

Council is asked to discuss the above planning application and inform the Clerk of its comment.

**(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)**

# 8. Planning Decisions

Council is asked to note there were no decisions to report from Wiltshire Council.

# 9. Parish Steward

Council is asked to discuss a list for the next Parish Steward visit.

(The Parish Steward can only complete works listed below)

• Hand clearing and cutting of growth from drainage grips and drain gully covers.

• Hand clearing of blocked drainage gullies, culverts, pipes and pit3

• Clearing storm debris from the roads and footways

• Clearing collision debris, clinical waste etc.

• Pedestrian barriers repairs, preparation, and painting

• Cleaning, re-installation and straightening of small road signs, street nameplates and bollards.

• Installation of small road signs, verge marker posts and supplied street nameplates

• Removal of limited graffiti from road signs, bollards, and street nameplates

• Hand cutting of grass and vegetation in visibility areas

• Hand treatment of weeds in rural areas

• Removal of Ragwort and other noxious weeds

• Clearance of encroaching growth and soils from footways

• Repair of minor surface defects in roads and on footways

# 10. Traffic Calming and Speeding Traffic - Action Plan Transport & Traffic

# Speed Indicator Device

Council is asked to hear a report from Councillor Simon Wager regarding the SIDs.

# Community Speed Watch Volunteers

Council is asked to hear a report from Councillor Simon Wager on the CSW teams’ meeting that took place on the 14th of December 2022, and their plans to move forward.

# 11. Recreational Area Health & Safety

Council is asked to note the monthly Health & Safety check report actioned on the play equipment by Councillor Simon Wager. If required, Council is asked to discuss any action required following any issues highlighted from the report.

# 12. Bus Stop

Council is asked to discuss the below issues highlighted on the recent health and safety check.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **To be inspected** | **Condition** | | | | **Action if required** |
|  |  | | | |  |
|  | **Good** | | | **Poor** |  |
| **Floor** |  | | | **\*** | Has been Swept out |
| **Seats** | **\*** | | |  | OK |
| **Walls** | **\*** | | |  | OK |
| **Notice Boards** |  | | | **\*** | Need Cleaning Plastic glass not clear |
| **Timetable Boards** |  | | |  | Defunct |
| **Exterior** |  | | |  | Rear needs painting 2023 |
| **Parking Area** |  | | | **\*** | Flower box under notice board needs replanting |
| **Litter Bin** | **\*** | | |  | Hedging now cut back |
| **Fencing** | **\*** | | | **\*** | Needs replacing in the 2023 Urgently |
| **Other** | **\*** | | |  | Shrubs been cut back |
| **Lighting** |  | | |  |  |
| **Parish Notice Board** | **\*** | | |  | Replaced Looks Good. |
|  |  | | | **\*** | Arranged with Supplier to ease doors to free them |
| **Comments** | |  |  |  |  | |  |  |
| **All in general Order However as said before it Needs a Parish Council working party to clear down for the spring** | | | | | | | |  |

# 13. Knapp Railings

Council is asked to discuss the repair of Knapp railings by the Bus Stop. They have been damaged by a vehicle. On further investigation it has been identified that the railings have rotted out all and need replacement.

# 14. BT Phone Box

Council is asked to discuss the repainting of the Telephone Box. The paint was sought, and a volunteer agreed to paint it, (minute number 21/317) sadly the volunteer has not been able to act. Council is asked to discuss moving forward with the work still required.

# 15. Church Railings

Council is asked to discuss the below request that came from a meeting facilitated by the Parish Council between PCC and Wiltshire Council rea Highways Engineer regarding a requested alteration to the church railings that are owned by Wiltshire Council.

I am awaiting written confirmation from the parish council that the village is happy for that section of railing to be removed.

Council is asked to approve the research to cost the hiring of a traffic light system for the volunteer work required. It has been agreed that the paint is supplied by Wiltshire Council as per previous arrangements regarding the maintenance of the railings.

I have checked with our conservation team and there would be no issue with the railings being painted black.

# 16. Village Hall – Action Plan Local Economy and Tourism

Council is asked to hear a report from Councillor Susanna Brigden on the recent update of the constitution, and the activities/actions by the Memorial Hall Committee.

# 17. Coronation

Council is asked to discuss if it wishes to plan a community event for the Coronation. The National Association of local Councils has published the below information. The Parish Council has put aside a budget of £1,000.00 for the Celebrations within the budget.

The National Association of Local Councils (NALC) held an informal National Assembly on 17 January 2023 to discuss the upcoming Coronation of His Majesty the King. The meeting was open to local (parish and town) councils and was well attended, with roughly 100 people joining the discussion.

The Coronation of His Majesty the King will take place on 6 May 2023, and 8 May 2023 has been declared a bank holiday. Pageant Master Bruno Peek introduced the session by setting out the crucial role local councils have in making national celebrations, like the Coronation, work on the ground. He also thanked councils for supporting last year's Platinum Jubilee events. He stated it was unlikely that there would be a lighting of the beacons for the Coronation, although Buckingham Palace has officially confirmed nothing. He also indicated that it was his understanding that Buckingham Palace would be issuing guidance over the next few weeks. Still, there is no official timetable for when guidance will be issued.

The two outcomes from the meeting (watch the meeting) were, firstly, for NALC to request information from Buckingham Palace to support local councils’ planning for activity over the Coronation weekend. And secondly, to summarise the advice and experiences that might help local councils in planning for activities.

Don’t wait for official information to start planning – Attendees from local councils at the meeting expressed a desire for more information about the day's timings and other related national activities. But we do not know when this information will become available, and there is a range of decisions and discussions that local councils can undertake to make sure they are prepared.

Discuss at a council meeting – If you have not already discussed at a council meeting about activities over the coronation weekend, then schedule that as soon as possible. You may wish to consider the following:

•Which day to organise celebrations – some councils were planning screenings on the day of the Coronation, others were looking at family-focused activities on the bank holiday Monday, and others were looking at various celebrations across the whole weekend.

•What sorts of activities to organise – examples from local councils in the meeting included a live screening of the Coronation, putting up bunting or other decorations, picnics in the park, street parties, seed bombs for young people to plant, and much more.

•What budget is to be put aside?

•Roles and responsibilities – who will be responsible for planning and activities, and which committee (or full council) will oversee the activity?

Engage early with other local groups – You may have volunteers who support local events, youth groups, and schools you would like to participate in celebrations. You may wish to think about targeting local grants towards Coronation-related activities. All these things take time, and early communication will help you work with partners and local people more effectively.

Managing resources and capacity – While you should be considering what budget the council can put towards activities over the coronation weekend, the council must also consider the capacity of staff and volunteers to deliver on those plans, particularly councils that may also have elections in the same week.

# Insurance Advice received re Events set out for the Coronation.

Council is asked to note the below information provided by the Insurance Company.

With King Charles III’s Coronation set to take place on Saturday 6th May, and a one-off bank holiday announced for Monday 8th May, we know that Local Councils will be key to bringing our local communities together to celebrate.

With this in mind, we wanted to help and have produced a risk assessment template to support local councils plan safe events in their community. Please click the below link to access the Kings Coronation Risk Assessment.

<https://www.bhibcouncils.co.uk/wp-content/uploads/2023/01/BHIB-Council-Coronation-Risk-Assessment.pdf>

# 18. Parish Council Equipment

Council is asked to hear a report back from Councillor Tyler Barrass regarding his approach to the estate on the storage of the Parish Councils equipment currently stored by Councillor Simon Wager.

# 19. Litter Pick

Council is asked to approve the poster designed by Councillor Susanna Brigden and the printing of the required number of posters, number to be printed to be suggested by Councillor Milena Stancomb.

Councillor Melina Stancomb has confirmed the below arrangements have been put in place:

**Date:** Saturday 1st April.

**Theme:** Fancy Dress/Silly Hat competition? As April Fool’s Day

**Starting Venue:** Maiden Bradley Memorial Hall - Booked

**Timings:** 1.00pm -3.00pm

It has been arranged that volunteers drop collected rubbish at the Village Hall car park in the first space on the left of car park.

Council is asked to note that it hasn’t been arranged for the litter to be collected from the Village Hall Car Park, in previous years a parishioner has disposed of the litter collected.

# 20. Defibrillator

Council is asked to hear a report from Councillor Susanna Brigden confirming she has actioned the Defibrillator checks to the Council. She has provided a copy of notification of the report this month to the Clerk.

# 21. Defibrillator Training

Council is asked to hear Councillor Susanna Brigden report on the arrangements she has put in place for the defibrillator training.

# 22. Review the Parish Plan Actions and designate Councillors to each section.

Council is asked to discuss the updated draft and resolved setting of each Councillor to lead on specific areas of the plan. See attached Action Plan.

# 23. Register of Interests update.

Councillors are asked to confirm that they have checked and updated where necessary their register of interests on the Wiltshire Council website before this meeting. Councillors are asked to confirm at this meeting that they have taken this action. This is a legal requirement under Localism Act 2011.

# 24. Policy updating

Council is asked to note that at the May meeting the Parish Council Policies will require approval. The Clerk would like Council to inform her if there are any it wishes to specifically review before the May meeting. Council is asked to note that each policy also still requires the Clerk to improve their format to an accessible online version. See below list:

**Operations**

Asset Register

Risk Assessments

Complaints Procedure

Document Management Policy or Record Keeping 13/214

Equal Opportunities 13/161

Emergency Planning

Lone and Isolated Working Policy, 14/231

Community Engagement Statement of Intent 13/187

Petitions 14/078

Procedure for public sessions

Procedure for Co-option of Councillors

Workstation Equipment and Area Check

PAT Testing Equipment

Guide to Meetings

**Finance**

Financial Regulations

Financial and Risk Assessment

General Revenue Reserves Policy

Grant Awarding Policies and Procedures

Internal Controls Audit and Review

Purchasing Procurement Policies (see Standing Orders)

Paper & Electronic Communications Retention and Disposal Policy

**Communications**

Publicity Protocol

Remote Meetings Protocol (April 2020)

Freedom of Information, Publication Scheme)

Data Protection

Information and Communications Technology IT Email, Internet, and Phone Policy

Filming, Photographing, & social media Policy

**People**

Officer Member Protocol

Bullying and Harassment or dignity at work policy 13/161

Child Protection and Vulnerable Adults 14/078

Disciplinary & Grievance Policy 14/294

Staff and Councillor Training and Development Policy

Health & Safety Policy 14/049

Co-option Questionnaire

Staffing Committee Terms of Reference

# 25. Accessible Image of the Council

Council is asked to discuss the draft logos below, sought by Councillor Susanna Brigden to represent the Parish Council.

The artist has replied to Councillor Susanna Brigden with the below:

I have just spent some time putting some initial designs together for the Maiden Bradley parish council logo. I have included the Kestrel and also the crossroads, I did try with some of the houses etc in too, but it was over complicated! I also used the same font 'Minion Pro' that was used on the map for consistency. Let me know what you think, and we can continue to develop it from here.

I've spent just over an hour working on this so far. The Clerk will report on the quotation to date at the meeting.



# 26. Parish Plan Action Plan update

Council is asked to discuss and approve the draft update.

# 27. Parish Representatives and Working Group Project Leaders.

Council is asked to discuss re-assigning the below vacant Parish Representatives and Project leaders.

**Asset and Health & Safety Maintenance Checks – Councillor Simon Wager**

To monitor and assess the assets on a regular basis and report back to Council.

* Bus Stop
* Benches
* Recreational Area

**Defibrillator Checks - Councillor Susanna Brigden.**

To check the unit and report online.

**Community Emergency Volunteer - Councillor Simon Wager**

To be the designated contact should an incident take plan in the Community. They will be required to update the Community Emergency Plan as and when necessary.

**Highways Representative - Councillor Sebastian Seymour**

To liaise with the Highways Community Co-ordinator (Parish Steward Contact)

**Community Action Tasking Group, Community Speed Watch and Highways Coordinator -**

**Councillor Simon Wager.**

* To attend the CATG meetings as the Parish Councils Representative
* To oversee the Community Speed Watch Teams
* To oversee the positioning and implementation of the two Speed Indicator Devices

**Rights of Way Representative – Councillor Ann-Marie Halligan**

To work with the Wiltshire Rights of Way Officer to assess and improve rights of way and permissive paths in MB. Hold a wider meeting with the responsible landowners/farmers and interested parishioners to discuss how to improve footpaths including signage, maintenance, stiles/gates, and permissive paths. Support community efforts to establish a footpath maintenance group, with training from Wiltshire Rights of Way. Continue to monitor and address maintenance and access to footpaths and respect for the Countryside Way.

**Tree Warden - Parishioner Peter Oliver**

**Village Hall Representative - Councillor Susanna Brigden**

To sit on the Village Hall Committee as the Councils Representative from the Community. This requirement is set in the Village Hall Constitution.

**Recreation Ground - Councillor Esther Swan.**

Establish a volunteer group to consider how to improve use and facilities at the existing recreation ground.

**Neighbourhood Watch Representative - Parishioner Dereck Stevens**

To work with the Rural Policing Team and attend Neighbourhood Tasking Group meetings.

**Grant Awarding Co-ordinator – to be assigned.**

To liaise with groups and clubs when applications are sought, and sign post them to other grants available.

**Parish Representative – to work with the plan and volunteers – to be reassigned.**

* Publish a list of the events and activities people have suggested.
* Invite volunteers to organise the listed events, via a Volunteer Meeting in the hall, as well as putting a poster in the Newsletter and the Noticeboard and approaching people who have expressed an interest.
* Establish a volunteer group, coordinated by a Councillor, but populated by volunteers.

**Rural Tourism Parish Plan – to be reassigned.**

Parish Action Plan - Support efforts to include more visible/physical information in the village about monthly events and activities in the village, local footpaths, attractions, and local history (e.g., Noticeboard, Facebook, Newsletter online)

**Conservation - Councillor Esther Swan**

Parish Action Plan- Invite the Wiltshire Council Conservation Officer and/or AONB expert to give a talk on planning in a conservation area/AONB. Support community efforts to provide public information (event, print, online) about the vernacular architectural style of the village and local historical features. Investigate options to maintain and highlight local historical features.

**Carbon Footprint Parish Action Plan – Councillor Esther Swan**

Support community efforts to invite a relevant expert to give a talk on climate change and the environment. Seek advice from relevant expert authorities in local government on what other similar communities are doing to reduce their carbon footprint. Investigate options regarding permissions for solar panels and wind turbines.

**Under 18s Parish Action Plan - Councillor Esther Swan.**

Support efforts by young people in the village to liaise with the parish council and village hall regarding their ideas, activities, and events for the village (e.g., via a volunteer youth council, an organised group or ad-hoc form of communication as they suggest)

**28. Arnold Baker on Local Council Administration – law book (Minute number 21/326)**

Council is asked to approve the payment of £82.49 the shared cost of the law book so that it can retain ownership of the whole book. See income invoice 10.

# 29. Maiden Bradley Parish Council Internal Audit

Council is asked to discuss the below. The Clerk has a contact sheet which does have a list of Internal auditors who cover Wiltshire. Council is advised it will need to seek quotes to appoint a new Auditor but needs to be aware that the Internal audit has to be actioned within the legal time frames.

Thank you for your email of the 26th of January, advising us of your resignation.  I have advised Anne, that with regret I shall not be available to undertake the Maiden Bradley Parish Council audit moving forward and understand that Anne will be writing to you in your position as Clerk to formally advise you that Auditing Solutions Ltd will not be able to undertake audit services for the council.

Due to the proximity to the financial year end, you Members would be well advised to seek an alternative Internal Auditor as soon as is practicably possible.

With kind regards, Claire Lingard Consultant Auditor

# **30. Approval and signing of Parish Accounts for the month of January 2023** Internal Audit Accounts & Audit Regulations 2003 reg 2

Council asked to approve the accounts for January 2023. The Clerk reports that the Unity Trust Bank balance as of the 31st of January 2023 was £29,971.49.

# **31. Payments** LGA 1972 s150 (5)

To review and approve the items of expenditure listed below:

Halcyon Grounds Maintenance 1615 February Open Spaces Act 1906 ss 9 and 10 £301.75

Halcyon Grounds Maintenance 1616 March Open Spaces Act 1906 ss 9 and 10 £301.75

LexisNexis Arnold Baker on Local Council Administration LGA 1972 s111 £164.99

# Invoices Retrospectively

Wages February 2023 LGA 1972 s111 £550.29

Wages March 2023 LGA 1972 s111 £550.29

HMRC Cumbermauld LGA 1972 s111 £125.20

Travelling Clerk February 2023 LGA 1972 s111 £7.74

Heat, Light & Phone etc. February & March 2023 LGA 1972 s111£32.00

Halcyon Grounds Maintenance 1605 January Open Spaces Act 1906 ss 9 and 10 £301.75

Society of local Council Clerks Job Vacancy advertisement LGA 1972 s111 £310.80

Cloudy IT Dec 2022 LGA 1972 s111 £40.15

Cloudy IT Jan 2023 LGA 1972 s111 £80.29

Cloudy IT Feb 2023 LGA 1972 s111 £80.29

Reimbursement B & M Black plastic storage box LGA 1972 s111 £15.00

Wiltshire Council LHFIG contribution High Street Maiden Bradley

Highway Act 1980, s.274A £1,750.00

COEVAL Solar Installation re SID Highway Act 1980, s.274A £1,650.00

## Corpo**rate Card Direct Debit**

IONUS Website 01.11.22 – 01.12.22 LGA 1972 s111 £18.00

Unity Trust Multi Card monthly fee LGA 1972 s111 £3.00

Amazon Market Place SID Rechargeable Batteries LGA 1972 s111 £32.38

# Receipts:

HMRC VAT Reclaim £1,097.26

Chitterne Parish Council SLCC Conference Contribution £111.66

**Account Balance** £25,003.77

**Payments above** £768.49

**Corporate card** £ (Already included in the above figure)

**Receipts** £ (Already included in the above figure)

**Total Balance** £24,235.28

# 32. Online Payments

Council is asked to resolve which two Councillors will action the online payments above and any payments required moving forward before the new Clerk is appointed.

## Banking

Council is asked to approve Councillor Sebastian Seymour being appointed as the Responsible Finance Officer and Administrator of the Unity Trust Bank account until the new Clerk/Responsible Finance Officer is appointed.

Council is asked to approve Councillor Tyler Barrass being added as a signatory.

Council is asked to sign the Unity Trust Account Management for mandate to remove the present Clerk, add Councillor Tyler Barrass and make Councillor Sebastian Seymour the Administrator.

Council is also asked to sign the corporate charge card mandate to remove the Clerk and change it to Councillor Sebastian Seymour until the new Clerk is appointed.

# 33. Clerk’s Report

## Forces March

Council is asked to note that the Forces March had requested to use the recreational area and provided the required documentation to the Clerk, sadly they have had to withdraw the request as military support was not available due to the current world climate issues. They hope to run the event next year.

# Modernisation of the Councils IT Systems

Council is asked to note that the Clerk has been in touch with Cloudy IT, and they are looking into the website Domain name change with IONUS to [www.maidenbradley.gov.uk](http://www.maidenbradley.gov.uk) .

# Facebook Pages

Council is asked to discuss whom she should make the administrator of the pages until the new Clerk is in situ. The Councillor will need to be a Facebook member to take on the role. It is a simple process, see below.

Add admin to Facebook group page - How to Make Someone an Admin on a Facebook Page.

Click Groups in the left menu. If you don't see Groups, click See More.

Select your group.

Click Members from the menu on the left.

Click the three-dot menu icon next to the person you want to make an admin.

Select Make admin.

Click Send Invite.

That person will receive a notification; you'll either get an alert when they respond, or your admin list will update.

The administrator will then need to then make the new Clerk the administrator, when in post.

# IT Equipment Files and Stationery

Council is asked to discuss whom the Clerk actions the handover of equipment, Files and stationery until the new Clerk is in position. (The Clerk will bring this equipment to this meeting so that the laptop is the only item to handover on the 10th of March 2023). Council is asked to discuss which Councillor will be acting Clerk until a locum Clerk or new Clerk is in post. The Clerk would like to clarify to whom and at what time she should bring the laptop over to Maiden Bradley on the 10th of March 2023.

# Village Hall Keys

Council is asked to note that the Clerk has contacted the Village Hall Committee to ask who she should give the Hall keys too as these are the Halls property not the Parish Councils. The Secretary has asked that the Clerk give the keys to Councillor Simon Wager, to hand back to a Village Hall Committee member following this meeting.

# 34. Correspondence received

# Police Report

Council is asked to note the below crime report received, giving the last three months reported crimes just for Maiden Bradley. There is also the information regarding the marking or personal property. The Clerk recommends that this information is placed in the Parish News.

PSW:1

Public Safety:1

Vehicle Offences:1

## Policing News

•Wiltshire Police being work with Selecta DNA to help people who has been victims of Burglary.

Who are SelectaDNA?

SelectaDNA is a property marking company who provide a home kit sufficient to mark at least 50 items with an invisible DNA liquid which is visible under UV (similar to SmartWater)

The 2 main differences are that SmartWater will fluoresce Yellow whereas SelectaDNA glows Blue under UV Light.

SelectaDNA has the additional benefit of containing tiny data-tags which can be read under a microscope as well as Secure Asset Registration database, which Police have access to, which allows us to identify the owner of the property.

<https://www.selectadna.co.uk/?gclid=EAIaIQobChMIypP7t97f_AIVB-vtCh2pgQIFEAAYASAAEgIixPD_BwE>

Yours sincerely PCSO Leigh Holcombe 9548

# Information Request Wiltshire Council Flood Team

Council is asked to note the below request from the flood team and inform the Clerk if there are any residents that have reported flood issues.

I am contacting you all due to the groundwater flood warnings that we have received, and our concerns that many of you may be affected by this.

Many thanks to those of you that are emailing us with pictures and information about any groundwater in your area, please continue to do so, the information increases our knowledge of what is happening to the water beneath and will help improve the flood warnings you receive for your community. We really do appreciate everything you send us.

May I also take this opportunity to ask that not only do you let us know about any instances of groundwater emergence but also if any properties are flooded or are using pumps which generally indicates they are experiencing some inundation, and any incapacities within foul systems, such as slow draining from toilets or baths etc.

Names and addresses of properties, photographs and as much detail as you can, please have our assurance that we do not share this anyone excepting the EA. It’s really important that we receive this information as, it will help with identifying and may be used to obtain grants towards future schemes.

Can I also take this opportunity to remind those of you with flood plans, please, please, update your flood/emergency plans and in particular contact details. As it is important for us to be able to contact you in a weather emergency. We cannot contact you if our information is out of date - no contacts - no warning and informing, there may be a delay in receiving help!

If you haven’t got a flood or emergency plan you should make one – the heavy rainfall and the rising groundwater has not only already caused flooding but is also a potential threat to many more communities.

We can’t stop groundwater flooding should it occur, but having a plan will enable your community and the households to take steps to reduce the impact should it occur.

If you need any assistance with a plan please contact me, either updating or making one, we are here to help. Kind regards Renate Malton Flood Resilience Officer

# Wiltshire Association of Local Councils - Procurement Thresholds

Council is asked to note the below update on procurement.

The £25,000 threshold increased to £30,000 from 21 December 2022 (SI 2022/1390)

Public contracts, with an estimated value (including VAT, from 1 January 2022): over £213,477 (previously 189,330 ex VAT) for goods or services, or over £5,336,937 (previously £4,733,252 ex VAT) for public works (construction), must comply with the full requirements of the Public Contracts Regulations 2015. These include specific tendering methods and timescales, as well as a requirement to advertise on both the Contracts Finder website and Find-a-Tender (the UK e-notification service).

Where a contract will run for several years, it is the total (not annual) value that matters.

Where the estimated total value (including VAT) is below these thresholds, but exceeds £30,000 (after 21 December 2022), a council is required to advertise the opportunity on Contracts Finder if they publish an open invitation to quote/tender. If they are inviting specific firms and not opening up to wider competition, they don’t have to advertise the opportunity on Contracts Finder (Public Contracts Regulations 2015, Reg. 110(5)(b)).

However, a council must comply with its own Standing Orders and Financial Regulations and if those regulations require an open invitation and a formal tender process, the council should follow them. Tendering processes ensure fair competition, achieve value for money and avoid anti-competitive behaviour. They protect the council and taxpayers.

If a council simply chooses specific firms to invite, it must avoid allowing non-commercial considerations (defined in Part 2 of the Local Government Act 1988) to influence its decisions. If a council invites some suppliers and not others, it should record its reasons.

If the council genuinely believed the value would be under £30,000 but the tenders came in above that, the Regulations do not require it to go back and start again.

Regardless of whether the opportunity was advertised, Regulation 112 requires a council to publish the award of a contract over £25,000 prior to 21 December 2022, or £30,000 thereafter, on Contracts Finder within a reasonable timescale. There is no specified timescale for parishes, but we suggest within 3 months.

# CPRE Wiltshire And Ccm Technologies Best Kept Village Competition 2023

Council is asked to note the below communication received. Council had indicated to the Clerk last year that it wished to enter for this year. (Minute number 21/318)

See separate email containing the below:

1. Entry Form

2. Entry Guidelines

3. Top Tips

4. Example of a Village Map

5. Blank Marking Sheet

6. BKVC 2023 poster, for your amendment as necessary, and then for display

Dear Parish Councillors,

I am writing to invite your village to enter the 2023 CPRE Wiltshire & CCm Technologies Best Kept Village Competition.

This annual competition is designed to foster pride in our beautiful Wiltshire countryside and its unique patchwork quilt of villages and is open to every village in Wiltshire. It also incorporates many of the valuable proposals made by Wiltshire Council, BKVC judges and past participating villages over the years. Please note that entry to and preparation for the Competition does not necessarily involve a large amount of work and is quite easy if the workload is shared amongst several people and groups.

As usual, the County winners for the previous two years are not eligible for entry to the main competition but will shortly be invited to enter the Laurence Kitching Winner of Winners Competition. They were:

2022 Large – Whiteparish Medium – Hindon Small – Rushall

2021 Large – Ramsbury Medium – Urchfont Small – Castle Eaton

The three main categories in The Best Kept Village Competition are:

Large villages with a population of 1,001 to 3,500

Medium villages with a population of 301 to 1,000

Small villages and hamlets with a population of 300 or less

Any village with an official population slightly greater than 3500 which has been a recent entrant into the BKVC should contact the CPRE Wiltshire Project Officer to discuss a possible entry. For example, their population might come within the 3,500 limits by excluding a large estate that has been built within the parish boundary but which is in many respects a separate conurbation and not an integral part of the original village.

Thanks to the generosity of our sponsors there are numerous valuable prizes. The many possible rewards include:

Best Kept Large, Medium and Small Village: £200 cash prize (plus CPRE standard, CCm Technologies and Wiltshire Council plaques and CPRE certificate)

Runner Up Large, Medium and Small Village: £100 cash prize (plus CPRE certificate)

Third Place Large, Medium and Small Village: £60 cash prize (plus CPRE certificate)

Fourth Place Large, Medium and Small Village: £30 cash prize (plus CPRE certificate)

Best Newcomer Village: £150 cash prize (plus CPRE certificate and Best Newcomer shield) awarded to a village that has not entered in the past 5 years.

Merit Certificate: £150 cash prize (plus CPRE certificate) awarded to a village showing consistent outstanding effort in their preparation.

Once again, this year we will not automatically be offering short seminars for newcomers or those villages which would like more information on BKVC 2023. This is due to the very low attendance at these seminars in recent years. Instead, we have added additional information to the Guidelines (which have been further enhanced this year) and Top Tips included in this invitation pack. However, if you would like to receive such a briefing or if you simply wish to clarify any points, please contact the CPRE Wiltshire office by email or telephone. We will be happy to arrange briefings for one or more villages if there is sufficient demand.

We look forward to receiving your entry form for the Best Kept Village Competition. As in the past there is no charge to enter. Entries can be sent either by post or electronically but please ensure that all documents sent by e-mail will print out clearly.

The closing date for entering the competition is Friday 21st April 2023.

Yours sincerely, Anne Henshaw Branch Chairman

# 35. Meetings/Invites for Councillors to consider attending

Councillors are asked if they could inform the Clerk, should they wish to attend or if they wish the Clerk to attend on their behalf, any meetings listed below:

## Wiltshire Council Climate Team

Council is asked to discuss whom will attend the below Climate information and support meetings as the Parish Councils representative:

Action Planning Workshops for Town & Parish Councils

Town & Parish Councils can help stimulate grassroots action, set a leadership example, and provide a focal point for practical local action – and hundreds of councils have passed declarations of a Climate Emergency, signalling their determination to do exactly this. Wiltshire Council values the importance of Town and parish councils and their role in climate action and therefore is organizing a Climate Action Planning Workshop on 27th March 2023, 10am – 4pm. This workshop will provide a good grounding on the context, drivers, facts and figures related to climate change from global to local levels.

A follow up event is also planned on 17th May 2023, 3-5pm, for the participants who will attend the main workshop or have already attended main workshop that was previously run in November 2021. This will provide them the opportunity to share progress, learn from each other’s experiences and discuss ongoing support.

## Webinar on Electric Vehicle Charging Infrastructure

In March 2023 Wiltshire Council and Energy Saving Trust will hold a webinar to support local councils in exploring how to provide electric vehicle charging points. More details to follow so please look out for an invitation.

# WALC Special Meeting on Wednesday 18 January 2023.

Council is asked to hear Councillor Milena Stancomb report on her attendance at the Wiltshire Association of Local Councils Special Meeting on Wednesday 18 January 2023.

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

No hard copy Booklets, Brochures, and leaflets had been received.

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

Clerks Resignation

FW: CPRE Wiltshire And Ccm Technologies Best Kept Village Competition 2023

FW: Flooding [#73588079]

FW: Wiltshire's Police and Crime Panel confirm new Chief Constable [#73779910]

FW: POST OFFICE, CHURCH STREET, MAIDEN BRADLEY, WARMINSTER, BA12 7HW : Consultation - PL/2023/00274

FW: Special Meeting 18th January 2023

FW: Parish and Town Councils Guidance on CIL 2023

NALC Chief Executive's Bulletin

FW: Information request

FW: 🚺 International Women's Day

FW: Quarterly Performance Newsletter for distribution

FW: 👤 Chief Executive's Bulletin

FW: Training / Networking Calendar

FW: 📆 Nalc Events

Names and Addresses of Councillors Copy 2023

FW: Rural Patrol [#75965770]

FW: 📰 NALC NEWSLETTER

FW: Special Meeting Update

FW: 📆 NALC EVENTS

Updating Wiltshire Council Website

FW: Briefing Note 23-01-Use of council-owned land for environmental mitigation

FW: Action Required - Change of Email address Maiden Bradley Parish Council

FW: Local Crime Updates [#81059394]

FW: 📰 NALC NEWSLETTER

FW: 📆 NALC EVENTS

FW: Sealed Traffic Regulation Orders

FW: 👤 CHIEF EXECUTIVE'S BULLETIN

FW: Surviving Winter Grant £200 scheme still open from Age UK Wiltshire

FW: 📆 NALC EVENTS

FW: We invite you to Neighbourhood Watch Free Crime Prevention Webinars [#78076692]

FW: 📰 NALC NEWSLETTER

FW: Police and Crime Commissioner and Chief Constable address misconduct and vetting standards in policing [#81418187]

FW: Special Meeting Minutes 18 Jan 23

FW: URGENT Royal Garden Party Applications

FW: Training/Information Sharing Evening

CPRE Wiltshire FW: It's snowdrop season!

FW: 📆 NALC Events

FW: 👤 Chief Executive's Bulletin

FW: Melksham custody refurbishment works

FW: CPRE WILTSHIRE AND CCm TECHNOLOGIES BEST KEPT VILLAGE COMPETITION 2023

# 36. Parish Clerks Delegated Powers

The Clerk will give Council details of any matters dealt with under her delegated powers since the last meeting of Council. LGA 1972 s101

## Planning

**Application No: PL/2023/00274**

**Application Type: Full planning permission**

**Proposal: Remove existing flat roof to front entrance extension and replace with new pitch roof including new entrance oak frame. Change render walls to entrance to horizontal timber cladding. Change of use of first floor to a work studio and WC. Install conservation type roof lights.**

**Site Address: Post Office, Church Street, Maiden Bradley, Warminster, BA12 7HW**

**Decision:** Supported.

# **37. Notice of items to be taken into consideration at the next meeting.**

Councillors are asked to highlight any further items.

Year End Budget Report

Internal Auditor Appointment

Year End

The Pensions Regulator

Finger Posts - updated Quotes to be sought.

Walks leaflet - updated Quotes to be sought, Councillors Susanna Brigden & Ester Swan

May Parish meeting

Annual Parish Council meeting

Nominations for Chairman and Vice Chairman

New Clerks contract to be actioned before or on the first day of work.

New Clerks Annual Health & Safety at work report to be actioned.

Pat testing of the Parish Councils equipment

Recreational Area Quotes sought for repainting equipment.

SID keys

Hippo Springer Caps

Second Knapp Bench Seat - 50% Contribution to be paid to the Village Hall Committee when a copy of the receipt is received.

Knapp Parish Council Bench Seat quotations sought for its replacement.

April Link Scheme Donation to be paid.

April Community Garden grant to be paid.

If Councillors 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 30th of March 2023 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.

# 38. Items for Parish Newsletter & Notice Boards

Councillors are asked to inform the Clerk which items it wishes her to highlight in the parish news from the meetings minutes.

# 39. Date of the next meeting

The Council is asked to note that **Tuesday 11th April 2023** at 7.00pm is the date of the next meeting. All are welcome to attend.

Council is asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status, and any disability); Crime and Disorder, Health and Safety and Human Rights. Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (07540 611906) or 01985 213436 email ([clerk@maidenbradley-pc.gov.uk](mailto:clerk@maidenbradley-pc.gov.uk) ) at least 24 hours before the meeting so that every effort may be made to provide access.