# 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 10th of January 2023 at 7.00pm.

**Present:** Councillors, Simon Wager, Susanna Brigden, Ann-Marie Halligan, and Tyler Barrass.

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

# 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.

A parishioner addressed Council with a request for the use of the litter pick equipment and action a litter pick quarterly through the year. It was noted that a mattress and a cushion have been dumped that a Councillor would look into this.

# 22/222 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 Esther Swan had given her apologies. Her reason was approved. Councillor Sebastian Seymour had given his apologies due to a work commitment. His reason for absence was approved.

# 22/223 Dispensations

**Resolved:** noted none had been requested.

# 22/224 To receive declarations of interests Local Authorities

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

**Resolved:** noted none given.

# 22/225 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:** approved excluding the Press and public for the Clerks appraisal on the agenda.

# 22/226 To receive and sign the minutes of the meeting held on 13th December 2022 (Previously circulated) LGA 1972 Sch 12 para 41(1)

**Resolved:** that they were a true record of the meetings decisions: Proposed Councillor Susanna Brigden Seconded Councillor Ann-Marie Halligan.

# 22/227 Chairman’s announcements

**Resolved:** none given.

# 22/228 Co-option

**Resolved:** witnessed the new councillor, Councillor Tyler Barrass signing their Declaration of Acceptance of Office and Code of Conduct. Council noted that the Clerk has supplied him a new.gov.uk email address.

# 22/229 Planning

**Resolved:** noted that therewere no planning applications received for Council to comment on.

**(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)**

# 22/230 Planning Decisions

**Resolved:** noted there were no decisions to report from Wiltshire Council.

# 22/231 Parish Steward

**Resolved:** drainage is blocked at the junction with Kingston Lane. Council all gullies be checked and cleared if required.

# 22/232 Traffic Calming and Speeding Traffic - Action Plan Transport & Traffic

# Speed Indicator Device

**Resolved:** Councillor Simon Wager reported on the SID Engineers visit to fix the unit. There has not been enough sunlight for it to recharge as it has a high usage. It was agreed that an additional set of keys could be purchased.

Councillor Simon Wager would like Council to consider a request for an additional set of keys for the SID. (This will allow us to switch off the SID as is required one a fortnight, to allow the battery to recharge in this weather). We plan to have the SID rest periods in line with CSW activity so that there is always coverage one way or the other. Plus, sometimes both.

# Community Speed Watch Volunteers

**Resolved:** Councillor Simon Wager reported on the CSW teams’ meeting that took place on the 14th of December 2022, they are planning to operate the SIDs and the community speed watch team consecutively. This will allow the battery on the SID time to recharge.

Two new volunteers have come on board and a previous member has come back on board but two have resigned so the team is back as it was. The team are now going to set their dates and times themselves; it is hoped that they will be more active as they can take control. The train requirements have been undertaken and the equipment is back to be used.

# 22/233 Recreational Area Health & Safety

**Resolved:** noted the monthly Health & Safety check report actioned on the play equipment by Councillor Simon Wager. The equipment will require repainting in the near future.

It was noted that the football nets need taking down and dried out for the summer. Councillor Tyler Barrass will take a look with Councillor Simon Wager.

# 22/234 Village Hall – Action Plan Local Economy and Tourism

**Resolved:** Councillor Susanna Brigden said she hasn’t been to the meetings, the litter pick has been mentioned in public session and will be taken forward. The minutes have been emailed to the Clerk.

# 22/235 Parish Council Equipment

**Resolved:** Councillor Tyler Barrass will speak to Councillor Sebastian Seymour regarding areas it could be stored.

# 22/236 Litter Pick Date

**Resolved:** agreedto set the date and time of day for the yearly Litter pick as the 1st of April 2023 Councillor Susann Brigden to alter the poster from last year Councillor Milena Stancomb agreed to oversee the event. It would be set as a community event, wear a silly hat as its April fool’s day. The Clerk was asked to request that the litter was collected from the car park of the Memorial Hall. Councillor Susanna Brigden to approach the Memorial Hall Committee to ask if this would be acceptable.

# 22/237 Community Garden Grant Request

**Resolved:** approved the Grant application for £490.00 from the Community Garden Group. The Grant would be awarded out of the 2023/2024 budget when the precept has been received.

# 22/238 Defibrillator

**Resolved:** Councillor Susanna Brigden confirmed she has actioned the Defibrillator checks to the Council. She has provided a copy of notification of the report this month to the Clerk.

# 22/239 Defibrillator Training

**Resolved:** Councillor Susanna Brigden is to speak about the below at the Memorial Hall meeting and come back to the Council.

The Clerk recommends when a date is set and confirmed, that posters are printed and displayed around the community as per last years event, that the event is advertised on the Parish Councils Facebook pages and the Village Website approached to ask if they would also advertise the event.

I am pleased to say that we are now starting to roll out defibrillator training again and I’m inviting you to make contact to arrange a mutually convenient date and time. I am not sure whether you are aware, but I retired in March of this year but have continued in the role on reduced hours, until my replacement was found. I am happy to say that Paul Cosh will be starting on 3rd January 2023. He is a very experienced trainer and has been known to our department as a community first responder for many years, but I will still be around to support him in the first couple of months. We will provide you with his contact details in January.

Please let me know when you would like this training to take place (if you would prefer to suggest which month, I can come back to you with available dates). Many thanks and I look forward to hearing from you soon.

# 22/240 Rights of Way

**Resolved:** Councillor Ann-Marie Halligan reported that there had been a meeting on the rights of ways with the estate. Any actions will be funded by the Estate, and the group will keep in touch regarding the timeline for the works. The estate has a programme in place, and it was important that the farmers concerns moving forward were considered. A lot of common ground had been had.

# 22/241 Re-allocation of Parish Plan Actions.

**Resolved:** it was agreed to revisit the action plan at the next meeting. The Clerk will advise Councillor Tyler Barrass on the Action Plan. The Clerk would check and action any updates on the plan.

# 22/242 Accessible Image of the Council

**Resolved:** Councillor Susanna Brigden to contact the artist again and come back to the next meeting.

# 22/243 Quarterly Vat reclaim.

**Resolved:** noted that the Clerk had actioned a VAT Claim 01.07.22 to 31.12.22 for £1,097.26.

# 22/244 Dates for Council Meetings

**Resolved:** Councillor Ann-Marie Halligan requested that the Budget meeting be moved forward to the November meeting.The Clerk at this point advised Council that the budget meeting should not be brought forward to the November meeting as the band D formula for setting the percept and the Precept Calculator would not be available at this point. The Clerk/Responsible Finance Officer highlighted that it is not received from Wiltshire Council until mid-November, without this information Council would not be able to understand the implication on the Precept/Community. Councillor Ann-Marie Halligan insisted that the budget be viewed in November and asked that this be voted on. All agreed the Budget meeting be moved to November despite the Clerk/Responsible Finance Officers Advice. Council approved the below list of dates with the budget meeting moved forward to November 2023. The Clerk was instructed to approach the Village Hall Booking Officer to confirm the dates.

Tuesday 11th April 2023 7.00pm

Tuesday 9th May 2023 7.30pm Annual Parish Council meeting (Following on from the Annual Parish meeting)

Tuesday 13th June 2023 7.00pm

Tuesday 12th July 2023 7.00pm

There will be no meeting during the August Summer break.

Tuesday 12th September 2023 7.00pm

Tuesday 10th October 2023 7.00pm

Tuesday 14th November 2023 7.00pm (Budget meeting)

Tuesday 12th December 2023 7.00pm

Tuesday 9th January 2024 7.00pm

Tuesday 13th February 2024 7.00pm

Tuesday 24th March 2024 7.00pm

Tuesday 9th April 2024 7.00pm

Separate Planning meetings will take place as and when required.

**22/245 Clerks Appraisal**

**Resolved:** noted it still had not been actioned. The Clerk was instructed to add this item to the next meeting The Clerk was instructed to resend the appraisal to the Staffing Committee.

# **22/246 Approval and signing of Parish Accounts for the month of December 2022** Internal Audit Accounts & Audit Regulations 2003 reg 2.

**Resolved:** approved the accounts for December 2022. The Clerk reported that the Unity Trust Bank balance as of the 31st of December 2022 was £29,771.01.

# **22/247 Payments** LGA 1972 s150 (5)

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

# Invoices

Wages January 2023 LGA 1972 s111 £550.29

Travelling Clerk January 2023 LGA 1972 s111 £7.74

Heat, Light & Phone etc. January 2023 LGA 1972 s111£16.00

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

Unity Trust Bank Charges LGA 1972 s111 £18.00

## Corpo**rate Card Direct Debit**

IONUS Website 01.11.22 – 01.12.22 LGA 1972 s111 £18.00

Unity Trust Multi Card Payment December LGA 1972 s111 £3.00

# Receipts:

Chitterne Parish Council SLCC Conference Contribution LGA 1972 s111 £111.66

Horningsham Parish Council Arnold Baker shared cost LGA 1972 s111 £82.49.

**Account Balance** £29,771.01

**Payments above** £893.78

**Corporate card** £21.00 (Already included in the above figure)

**Receipts** £194.15 (Already included in the above figure)

**Total Balance** £28,877.23

# 22/248 Online Payments

**Resolved:** resolved Councillors Susanna Brigden and Councillor Sebastian Seymour to action the online payments above, the Clerk was instructed to contact Councillor Sebastian Seymour.

# 22/249 Clerk’s Report

# Modernisation of the Councils IT Systems

**Resolved:** noted that the Clerk had emailed out to all Councillors their new email addresses and passwords to log onto the new system before the Christmas break. Please could Councillors confirm via email to the Clerk that they have accessed the new email system.

# 22/250 Correspondence received.

**Wiltshire Association of Local Councils**

**Resolved:** Councillor Milena Stancomb apologised that she missed the WALC online meeting.

# 22/251 Meetings/Invites for Councillors to consider attending.

**Resolved:** Councillor Simon Wager would attend the Warminster Area Board Meeting Thursday 2nd February 2023 7.00pm at Warminster Civic Centre as the Councils Representative.

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

Clerks & Councils Direct

Clerk Magazine

Countryside Voices CPRE Autumn/Winter 2022

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

Gove gives approval to Cumbria coal mine

NALC Chief Executives Bulletin

WALC Monthly Newsletter

Contact Details for Councillors

Road Carriageway Works - Gare Hill Road, Maiden Bradley with Yarnfield, Warminster

NALC Events

UPDATE: Use Your Voice – proposed police precept increases for 2023/24

Draft Unapproved Minutes

WALC Holiday Contact details

Wiltshire and Swindon Precept survey - Digital toolkit for MPs and Councillors for sharing online.

Would you like to see more investment to increase policing in your community?

# 22/252 Parish Clerks Delegated Powers LGA 1972 s101.

**Resolved:** noted none used.

# **22/253 Notice of items to be taken into consideration at the next meeting in February.**

**Resolved:** the following items,Register of Interests update, Policy updating and the updating of the Action Plan.

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 2nd of February 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.

# 22/254 Items for Parish Newsletter & Notice Boards

**Resolved:** Litter pick, Councillor Susanna Brigden to produce the poster for publication, a brief of the minute’s decisions and a Community Speed Watch update.

# 22/255 Date of the next meeting

**Resolved:** that **Tuesday 22nd of February 2023** at 7.00pm would be the date of the next meeting. All are welcome to attend. The meeting finished at 8.25pm.

Signed…………………………………… Dated…………………………..