

Chirton & Conock Parish Council
Minutes of the Annual Meeting of the Parish Council
held at The Old School, Chirton
on Tuesday 14th May 2024 at 7.00pm

Susannah Lampard, Clerk to the Council: clerk@chirtonandconock-pc.org.uk
The public and press were invited to attend this meeting via notice boards and on Chirton PC Website <https://www.chirtonandconock-pc.org.uk>

Present: Phillippa Radford-Howes, Chair (**PRH**), Gerald Lanfear (**GL**). Christopher Chapman (**CC**). Timothy Burgess (**TB**).

Attendees: Susannah Lampard (**Clerk**)
Sharon Prance (**RFO**)

- 14 Receive apologies for absence** - Paul Mills, Vice-Chair (**PM**).
- 15 Elect Chairperson for year 2024/25.** PRH has presided at each Meeting since election in October 2021. TB asked if PRH would like continue as Chair.
PROPOSED: TB, SECONDED: GL. AGREED
- 16 Chair to sign Acceptance of Office.**
Phillippa Radford-Howes (PH) signed the Acceptance of Office, witnessed by the proper officer. We welcome Tim to this role and thank Paul Mills for his many years as Vice-Chair and we will welcome him as Councillor at the next meeting.
- 17 Elect Vice-Chair for year 2024/25.** PM although unable to attend has previous to the meeting agreed to carry on in the role as VC for another year unless anyone wishes to step forward. Tim Burgess expressed his interest in taking office and was put forward
PROPOSED: GL, SECONDED: PRH. AGREED
- 18 Vice-Chair to sign Acceptance of Office.**
Tim Burgess (TB) signed the Acceptance of Office, witnessed by the proper officer.
- 19 Receive declarations of Interests or requests for dispensation** - none were received.
- 20 Receive and approve Minutes** of Parish Council Minutes held on Tuesday 16th April 2024. Chair (PRH) received and signed the Full Minutes of last Meeting, now available to view on the PC Website.
- 21 FINANCE**
a) Resolved – Councillors approved (the previously circulated) Cash Book and Bank Reconciliation statement to 30 April 2024 for the PC accounts:.
i. PC Treasurer's account - £7,483.66
i. PC Savings account £15,812.24

b) Resolved – Councillors approved (the previously circulated) Cash Book and Bank Reconciliation statement to 30. April 2024 for the Parish Hall Account

i. Parish Hall account - £1,019.74.

c) Resolved – New Invoices

Invoice No.	Supplier	Description	Net	Vat	Total
P400	IONOS	April 24 Website+ storage	£ 18.00	£3.60	£21.60
P401	SSE	Mar 24 Electricity	£ 62.61	£3.13	£65.74
P402	Hurdcott Landscapes	April 24 Grounds maintenance	£ 60.00	£12.00	£72.00
P403	WALC/NALC	Annual Subs	£ 137.09	£27.42	£164.51
P404	Amazon	Ink - repay SL	£ 44.12	£8.83	£52.95
P405	B&Q	DIY Equipment - Noticeboards and phonebox - repay SL	£ 79.02	£15.80	£94.82
P406	Zurich Municipal Insurance	Annual Insurance	£ 194.41		£194.41
P407	Majestic Wine	Refreshments for annual meeting - repay SL	£ 54.81	£10.96	£65.77
TOTAL			£ 650.06	£81.74	£731.80

d) Resolved – EMR proposed changes as discussed in budget meeting and via email agreement.

EMR/Restricted

Maintenance

EMR	Rights of Way Fund	£500.00
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Community Assets

Restricted	World War Memorial	£62.43
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EMR	World War Memorial upkeep	£389.00
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EMR	20 MPH Signs	£3,590.38
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EMR	Gates	£350.00
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Church, Emergency & Charity Funds

EMR	Parish Emergency Fund	£1,250.00
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Village Hall Trustees & Working Group

EMR	Village Hall	£1,583.18
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Fees/Services

EMR	Election Costs	£600.00
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TOTAL		£8,324.99
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22 AGAR 2023/24

a. Resolved - Approve AGAR Section 1 – Annual Governance Statement 2023/24 with minute reference and signed by the Chair and Proper Officer

PROPOSED: PRH, SECONDED: TB

b. Resolved - Approve Section 2 Accounting Statements 2023/24

PROPOSED: PRH, SECONDED: GL

c. Resolved - Approve AGAR P3 Certificate of Exemption. Councillors approve the Exemption Certificate verifying that the Council meets the qualifying criteria and therefore is exempt from a limited assurance review by the external auditors. Year End Accounts to show

workings for figures in exemption certificate. This was signed, dated by the Chair and will be returned to the external audit

PROPOSED: GL, SECONDED: PRH

d. **Resolved** - Agreed dates of Notice of Public Rights Monday 3rd June to Friday 12th July 2024

PROPOSED: TB, SECONDED: GL

23 Annual Payments

a) **Resolved** - Annual Subscriptions due Membership to WALC & NALC Number of Electorate 315, SLCC.

Authorised by PRH. **PROPOSED : PRH, SECONDED : GL**

b) **Resolved** - Councillors Agreed Annual Insurance - Zurich £194.41, which was agreed via zoom meeting.

PROPOSED : TB, SECONDED : PRH

c) **Resolved - Annual Payments Authorisation.**

It was agreed the following regular payments would be made and included on the Annual Regular Payees Authorisation - SSE, Hurdcott and Ionos.

PROPOSED : CC, SECONDED : GL

24 **Resolved** - Approve Asset Register
Discussed PROPOSED : PRH, SECONDED : CC

25 **Resolved** - Approve and adopt Social Media policy for 2024/25 (previously circulated)
PROPOSED : CC, SECONDED : PRH

26 **Resolved** - Approve and adopt Code of Conduct for 2024/25 (previously circulated)
PROPOSED : TB, SECONDED : GL

27 **Resolved** - Approve and adopt Standing Orders for 2024/25 (previously circulated)
PROPOSED : PRH, SECONDED : CC

28 **Resolved** - Approve and adopt Complaints process 2024/25 (previously circulated)
PROPOSED : TB, SECONDED : GL

29 **Ongoing: Agree** Approve and adopt Financial Regulations for 2024/25 (previously circulated)

NALC have produced a new version. To be recirculated and **agreed at the next meeting in June 2024.**

30 **Resolved** – Approve and adopt Risk Assessment for 2024/25 (previously circulated)
PROPOSED : GL, SECONDED : TB

31 Resolved - Approve and adopt Charitable Giving policy 2023/24 (previously circulated)
PROPOSED : GL, SECONDED : PRH

32 Resolved – Approve and adopt Data Privacy policy 2024/25 (previously circulated)
PROPOSED : PRH, SECONDED : CC

Items 24 to 28 & 30 to 32 - Resolved Policy documents were reviewed, amendments made by RFO and Clerk were circulated 'in their final form' to all Councillors before the meeting. It was agreed that the documents listed above were up to date and correct. **AGREED** and signed by Chair.

33 Actions and Items from last Meeting to be updated:

1. Flood Programme of works Conock and additional property flood protection progress. PRH reported that we await a further update from Wiltshire Council regarding the program of works being carried out on the A342 and in Conock village.
2. LHFIG (Local Highways) 20mph final speed restriction assessment – The PC were notified at The Meeting on 24th April that we now fully qualify for signage and costs are estimated to be £7,500. This figure would require the PC to contribute 40%, a sum of £3000. The PC agreed that in August 2023 a referendum was to be carried out which was voted for; the majority was in favour of going ahead with a 20mph speed restriction throughout the Parish. PRH raised this referendum result, as standing and majority agreement was reached by our elected body.
3. Parish Steward works update and ongoing. PRH reported on contractors having been out to move earth and clear ditches....
4. Dog waste Bins – it was discussed that the company idverde carried on in 2024/25 with emptying the 4 bins for the next 6 months at a cost of £288 + VAT
PROPOSED : GL, SECONDED : PRH
5. Planning Application: PL/2024/03109 & PL/2024/03709 Manor Farm, 17 the Street, Chirton SN10 3QS. Support.
6. Late Planning Applications. None

34 Confirm dates for future Full PC Meeting: Tuesday 11th June 2024

The meeting closed at 19.42

Susannah Lampard, Clerk to the Council

Agreed and Signed:..... Dated:
Phillippa Radford-Howes - Chair

SUMMARY OF ACTION POINTS from THIS MEETING & ONGOING ISSUES + UPDATE RECORD

<p>Permissive Path (South of CHIR 17) - draft Contract 10yr – PM to chase SL of WC. PC Quotes for fencing review GL/PM counted the posts ...75 stakes, 5 strainers, 3 strands barbed wire, 3 strands plain each side of 1.5m path ramp, quotes before a vote.</p> <p>CHIR17 – Designated Footpath. Update on open access of footpath – PRH follow up on WC’s intended action. Finally sleepers have been delivered May 24. Tree limb hanging over access to path at rear of 10a The Hollow. PRH reports that WC are agreeing to carrying out these works afterall.</p>	<p>LHFIG / Rights of Way Committee</p>	<p>ONGOING June Agenda awaiting quotes and further information</p>
<p>Approve and adopt Financial Regulations for 2024/25 (previously circulated) To be agreed at the Next meeting in June 2024.</p>	<p>ALL</p>	<p>ONGOING</p>
<p>Rod Bridewell – re-instructed for another year instructions to keep CHIR17 Path steps at Hollow clear</p>	<p>Clerk</p>	
<p>PRH reported VH attempted break in Ref146</p>	<p>Clerk/PRH</p>	
<p>Broadband for Parish – TB reported fibre connection by Wessex internet if enough interest registered. Clerk to circulate to email lists.</p>	<p>Clerk</p>	
<p>LHFIG Issue 10-20-9 Agenda ongoing Updated Agreed : stage 2 Chirton – request for 20 mph speed restriction signs- approved</p>	<p>Issue submitted by Chirton Parish Council on 24/11/20 Area of concern excludes A342</p>	<p>ONGOING</p>