

Calne Without Parish Council

To Councillors Barnes, Hislop, MacInnes, Marshall, Rees, Robbins and Songhurst
You are hereby summoned to attend a meeting of Calne Without Parish Council at the Main Hall, Lansdowne Hall, Derry Hill on 17th May 2021 at 7.30pm



Sarah Glen
Clerk to the Council 11th May 2021

Covid-19 Arrangements for Attendance

The Council's priority is the safety of the public, Councillors and staff that attend this meeting therefore that capacity for the number of members of the public will be significantly reduced. At this meeting no more than 20 members of the public will be able to attend the meeting in person. Priority will be given to those that wish to speak they must contact the Clerk before 12noon on Friday 14th May 2021 to register. Please consider whether you would prefer to send comments to Councillors or ask a question in writing instead of attending the meeting. Members of the public are asked to contact the Clerk before the meeting if they wish to attend to check capacity so as not to have a wasted journey.

clerk@calnewwithout-pc.gov.uk

If attending, please wear a mask and use the hand sanitiser provided on entry. Please do not move the seats provided. Please wear warm clothing as the doors and windows will be open to increase ventilation. Please do not congregate in the car park or communal spaces within the hall. Public please do not arrive at the hall before 7.20pm and please do not linger in the communal areas. There will not be paper copies of the agenda available, please bring your own or download the documents from the Council website.

Risk Assessments for the Lansdowne Hall and the Parish Council meeting are available on the respective websites, please contact the Clerk if you have trouble finding them.

Agenda

1 Annual Meeting: Election of Chairman

To elect a Chairman.

2 Annual Meeting: Election of Vice Chairman

To elect a Vice Chairman.

3 Declaration of Acceptance of Office

3.1 Councillors

To receive signed Declaration of the Acceptance of Office of Councillor from those elected.

3.2 Chairman

To receive the signed Declaration of Acceptance of office from the Chairman.

4 Apologies

To receive apologies.

5 Public participation and Correspondence

5.1 Public Speaking

Opportunity for members of the public to address the Committee.

5.2 Correspondence

To receive any correspondence not previously circulated.

6 Declarations of Interest

Declarations from Councillors of any disclosable pecuniary interest (Standing Orders 13b) or other interest (Standing Orders 13c) in respect of matters being considered by the Council.

7 Chairman Announcements

8 Minutes

Recommendation: That the Council approve the Minutes of the meeting held on 4th May 2021 as a true and fair reflection of the motions agreed by the Council and the discussions that took place and that these be signed by the Chairman as such.

9 Responses to Actions

9.1 Licence Application: The Pewsham (Formerly the Lysley) Pewsham Calne

The Clerk has finalised the letter in objection to the licence in consultation with Pewsham Ward Councillors and submitted it to Wiltshire Council.

9.2 Recruitment of new Clerk

The adverts have been placed and details are available on the website. Closing date 21st May 2021.

9.3 Honorary Freeman

The Chairman has written to the recipients of the title of Honorary Freeman to advise them of the Council's decision to bestow the honour. The Scrolls are being created and the Councillors will be able to consider the timing of an event to present them in the middle of May. Contact details for the former Councillors for invitations are held by the Clerk.

10 Accounts

10.1 Payments

Recommendation:

That the following payments be approved:

Idverde	Bin emptying 1/4/21 to 30/4/21	£108.00
Auditing Solutions	Internal Audit 2020/21	£216.00
Clearwater	Website support Q1 2021	£120.00
Sarah Glen	Salary April 2021 plus 8 hours overtime for March	£756.52

Sarah Glen	Repayment for Zoom 28/04/2021- 27/05/2021	£14.39
------------	--	--------

10.2 Balance and Expenditure

To consider and approve the balance and expenditure for the period ending 30th April 2021. Report circulated.

Recommendation: That the Council approves the balance and expenditure for the period ending 30th April 2021.

10.3 Approve list of contracts

The Council has ongoing contracts under which payments can be approved and paid outside meetings and reported to the next available Council meeting for noting. In accordance with the Council's Financial Regulations these contract payments are approved each year.

Recommendation: To approve the following ongoing contracts:

Supplier	Good /services	Contract price
Simon Day& Co	Payroll and HMRC reporting of same	£36 per quarter
Idverde	Servicing of the Council's 9 bins	£2.50 ex VAT per bin per week, invoiced monthly.
Greg Fowler	Noticeboard maintenance	£85 per Board (4 Noticeboards)
Oakford IS	IT support	£2764.80 paid for period 18/1/201 to 17/1/22
Clearwater	Website support	£25 plus VAT per month for half an hour support

11 Representation on Committees Working Groups and Outside Bodies

To appoint Councillors to the Finance Committee, Human Resources Committee, working groups and as representatives on outside bodies. List circulated, those starred will be required to be appointed.

12 Insurance 2021/22

To consider the quote supplied by Came and Co for the Council's insurance for 2021/22 due for renewal on 1st June 2021. Documents circulated.

Recommendation: That the Council accept the quote for insurance as part of the Council's long-term deal and approve the payment of Council's renewal premium as £730.14, including insurance premium tax (IPT) plus the Administration fee of £50.00, giving a total annual premium of £780.14.

13 Clerk/ Responsible Financial Officer (RFO)

13.1 Recruitment of Clerk

The current Clerk leaves the Council on 21st May 2021. Council to consider the appointment of either a locum Clerk or a Councillor to act as unpaid acting Clerk and/or RFO until such

time as a permanent replacement can be recruited. Report with terms for a Locum Clerk's employment circulated.

Recommendation: That the Council consider its arrangements for covering the Clerk until a permanent replacement can be recruited and either names and appoints an unpaid Acting Clerk and unpaid Acting Responsible Financial Officer or appoints the Locum Clerk under the terms set out at paragraph 2 of the report.

13.2 Overtime approval for outgoing Clerk

The Clerk wishes to ask for approval of payment of a total of 12 hours overtime for April, 4 hours over that given approval without request, to cover the work of additional meetings undertaken that month.

Recommendation: That the Council consider the approval for payment of 12hours overtime for the Clerk for April 2021 to be claimed and paid with salary for May 2021.

13.3 IT support during handover between Councils

Jim Cook who represented the Pewsham Ward on the previous Council took responsibility for a lot of the Council's IT management and has offered to give some support for the first month of the new Council for emails and the website and as such would need to retain a Parish Council email address and admin rights to the emails and website. If the Council would like to avail itself of his support, it must agree to the accounts and access to website remaining for a specified period.

Recommendation: That the Council agree to allow Jim Cook to retain access to Council email and website accounts until 17th June 2021 in order to provide advice if required.

14 Co-option for West, Sandy Lane, Middle and East Wards

The Council has 8 vacancies following the May elections these are now to be filled through co-option. The Council to consider a timetable and paperwork for co-option, report circulated.

Recommendations:

1. That the Council advertises the Co-option vacancies as set out in Standing Orders for not less than 2 weeks, the advert to be in the Gazette and Herald, Derry Hill INSPIRE and Villages Parish Magazines, Website and noticeboards.
2. The Council requests candidates identify the Ward(s) for which they wish to be considered and fill in the application form (as drafted) and return it to the Chairman and/or Clerk for circulation to all Councillors.
3. That the Council consider if it wishes to indicate to candidates that in the first instance those from or that can show a clear connection and good knowledge of the ward for which they are applying are encouraged to stand for co-option. If so this to be added to the applicant information.
4. That the Council consider if it wishes to indicate that candidates able to demonstrate any particular skills or experience are to be particularly encouraged to stand for co-option. If so this information to be added to the applicant information.

15 Planning

To consider the planning applications currently out for consultation and make a response if required. List circulated.