

MINUTES MAY BE UPDATED BEFORE THEY ARE APPROVED AT THE NEXT PARISH COUNCIL MEETING

MINUTES OF THE CALNE WITHOUT PARISH COUNCIL  
HELD AT THE LANSDOWNE HALL  
MONDAY 17<sup>th</sup> May 2021 7.30pm

CALNE WITHOUT COUNCILLOR ATTENDANCE

Present (P): Apologies (A): Did Not Attend (X)

Cllr John Barnes	P	Cllr Rob Hislop	P	Cllr Bruce MacInnes	P
Cllr Sarah Marshall	P	Cllr Ioan Rees	P	Cllr Keith Robbins	P
Cllr David Songhurst	P				

Wiltshire Council Unitary Councillor (Calne Rural) Ashley O'Neill also attended. Apologies were received from Wiltshire Council Unitary Councillor Sam Pearce-Kearney.

**1 Annual Meeting: Election of Chairman**

Former Chairman, Ed Jones, opened the meeting and called for nominations for Chairman.

Proposed: Cllr Keith Robbins

Seconded: Cllr David Songhurst

Agreed: That Cllr Ioan Rees be appointed Chairman of the Parish Council for the year 2021/22.

**2 Annual Meeting: Election of Vice Chairman**

The Chairman called for nominations for Vice-Chairman. Cllr Hislop declined a nomination. Cllr Robbins accepted provided that Cllrs were happy that he was likely to be out of the Country for 2 months later in the year.

Proposed: Cllr John Barnes

Seconded: Cllr David Songhurst

Agreed: That Cllr Keith Robbins be appointed Vice Chairman for the year 2021/22.

**3 Declaration of Acceptance of Office**

**3.1 Councillors**

The Clerk received, witnessed and signed the declarations of acceptance of office as a Member of Calne Without Parish Council from Cllrs Barnes, Hislop, MacInnes, Marshall, Robbins, Rees and Songhurst.

**3.2 Chairman**

Councillor Rees signed the declaration of acceptance of the position of Chairman of Calne Without Parish Council and the Clerk witnessed, signed and dated.

**4 Apologies**

Apologies from Wiltshire Councillor Sam Pearce-Kearney received.

## **5 Public participation and Correspondence**

### **5.1 Public Speaking**

A member of the public spoke to ask the Council if it would consider as part of its work for the forthcoming year the rewilding of verges and greenspaces? A number of ideas and opportunities were put forward and a paper with the details had been circulated electronically to Councillors prior to the meeting. Cllrs welcomed the idea and indicated they would like to take this forward when they are able to.

### **5.2 Correspondence**

None.

## **6 Declarations of Interest**

None.

## **7 Chairman Announcements**

The Chairman invited the Councillors to introduce themselves to the public present at the meeting.

## **8 Minutes**

Cllr Barnes questioned whether the 11pm on item 5 the Licence for the Pewsham should refer specifically to outside live music. Councillors agreed that the minute as written reflected the decision taken.

Agreed: That the Council approve the Minutes of the meeting held on 4<sup>th</sup> 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 Honorary Freeman**

Cllr Barnes asked if it was possible to name the Honorary Freeman. The Clerk confirmed that the recipients were now aware of the honours, and it was appropriate to name them as Brian Vines, Nigel Cole and Lord Lansdowne. The Council is having the scrolls prepared and an event to present them will be arranged as soon as they are complete and the Covid restrictions allow.

## **10 Accounts**

### **10.1 Payments**

The Clerk presented the payments for approval.

Proposed: Cllr Songhurst

Seconded: Cllr Hislop

Agreed unanimously: 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
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## 10.2 Balance and Expenditure

The Clerk advised the Council that a payment of Community Infrastructure Levy Funds had been made to the Council in error and £19,818.36 had been returned to Wiltshire Council. However, the mistake had also uncovered a payment that should have been made to Calne Without that had gone to Calne Town Council and £39,217.97 for 18/12108/REM is now due to be received.

Proposed: Cllr Songhurst

Seconded: Cllr Hislop

Agreed unanimously: That the Council approves the balance and expenditure for the period ending 30<sup>th</sup> April 2021.

## 10.3 Approve list of contracts

The Clerk presented the list of ongoing contacts for the Council to reapprove.

Proposed: Cllr Robbins

Seconded: Cllr Songhurst

Agreed unanimously: That the following ongoing contracts are approved:

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

The Council considered appointment to Council Committees, Working Groups and Outside Bodies. Due to the number of vacancies on the Council appointment were made only to those that may require to meet in the next three months.

### Human Resources Committee

Proposed: Cllr Marshall

Seconded: Cllr MacInnes

Agreed: That Cllrs Barnes, Hislop, Robbins, Rees and Songhurst be appointed to the Human Resources Committee.

### Finance Committee

All 7 Councillors agreed to sit on the Finance Committee with the proviso that this will be revisited when more councillors are co-opted.

Note: Following a later decision under item 13 Cllr Barnes by virtue of being Acting Financial Officer (RFO) will not have a voting role on this Committee but will attend in his capacity as Acting RFO.

#### Footpaths and Rights of Way Working Group

Membership agreed as Cllrs Songhurst, Robbins, Hislop, Barnes, MacInnes and Marshall

#### Road Safety Feasibility Study Group

Membership agreed as Cllrs Marshall, Rees and Barnes

#### Area Board

Proposed: Cllr Songhurst

Seconded: Cllr Barnes

Agreed That the Chairman will attend on behalf of the Council but that all Councillors are welcome to attend.

#### Calne Community Area Transport Group (CATG)

Proposed: Cllr Songhurst

Seconded: Cllr Hislop

Agreed That Cllr Rees represent the Council on CATG.

#### Calne Community Neighbourhood Plan Steering Group

Proposed: Cllr Rees

Seconded: Cllr Songhurst

Agreed That Cllrs Marshall and Robbins represent the Council and the third place be left vacant until further Councillors are co-opted.

#### Lower Compton Liaison Committee (Hills)

Proposed: Cllr Rees

Seconded: Cllr Songhurst

Agreed that Cllr Hislop attend the Lower Compton Liaison Committee.

#### Climate Change Working Group

Propose: Cllr Robbins

Seconded: Cllr Marshall

Membership agreed as Cllrs Barnes Songhurst and MacInnes.

Membership of all other working group to be deferred until the Council has co-opted more Councillors.

### **12 Insurance 2021/22**

The Clerk had circulated papers for the insurance renewal prior to the meeting.

Proposed: Cllr MacInnes

Seconded: Cllr Hislop

Agreed unanimously: 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)**

Report had been circulated. Cllr Barnes offered to take on the role of Acting RFO so that the Council need only appoint a locum Clerk.

#### **13.1 Recruitment of Clerk**

Councillors discussed the appointment of a locum clerk and questions were answered by the locum regarding his cost and availability.

Proposed: Cllr Songhurst

Seconded: Cllr MacInnes

Agreed: That the locum Clerk be appointed on the terms laid out in the supporting document to this agenda item.

#### **13.2 Acting Responsible Financial Officer**

Proposed: Cllr Rees

Seconded: Cllr Songhurst

Agreed: That Cllr John Barnes be appointed to the unpaid role of Acting Responsible Financial Officer.

#### **13.3 Overtime approval for outgoing Clerk**

Proposed: Cllr Songhurst

Seconded: Cllr Robbins

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

#### **13.4 IT support during handover between Councils**

Councillors thanked Jim Cook for his offer to assist with any difficulties with the website in the changeover of the Councils recognising that this required the retention of his Parish Council email address and website login.

Proposed: Cllr Songhurst

Seconded: Cllr MacInnes

Agreed That the Council agree to allow Jim Cook to retain access to Council email and website accounts until 17<sup>th</sup> June 2021 in order to provide advice if required.

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

Councillors discussed the advertisement of the co-option vacancies, the application form and the information to be provided to applicants. It was decided to give until the 20<sup>th</sup> of June 2021 for applicants to apply. An advert to be placed in the Gazette and Herald, on the website, noticeboards and the Villages magazine and Derry Hill InSPIRE.

Proposed: Cllr MacInnes

Seconded: Cllr Barnes

Agreed unanimously:

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 with the removal of the section on hobbies and the addition of the indication of the Ward(s) for which they wish to be considered) and return it to the Chairman and/or Clerk for circulation to all Councillors
3. That the closing date for application be set as the 20<sup>th</sup> of June 2021 with a Parish Council meeting being held to co-opt in late June/early July.

#### 15 Planning

20/10343/FUL Change of use of amenity land into residential garden, move existing fence to new boundary. 35 Studley Gardens Studley SN11 9FR

Cllr Robbins raised the application at 35 Studley Gardens which has been approved despite the Council's repeated objection and his disappointment that the efforts put into the original design of the development had been undermined so quickly.

Cllr Ashley O'Neill indicated that without detailed design guides it is difficult for Wiltshire Council to resist such applications.

Meeting closed at 9.25pm.

DRAFT