

MINUTES OF THE MEETING OF CALNE WITHOUT PARISH COUNCIL  
HELD AT LANSDOWNE HALL, DERRY HILL  
MONDAY 13<sup>th</sup> September 2021

CALNE WITHOUT COUNCILLOR ATTENDANCE

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

Ioan Rees (Chair)	P	Keith Robbins	P	John Barnes	P
Lucy Campbell Rogers	A	Pauline Crane	P	Sue Deedigan	P
Charlotte Fossa	P	Rob Hislop	P	Jurgen Kronig	A
Bruce MacInnes	P	Sarah Marshall	P	David Songhurst	P
Doug Price	P				

Wiltshire Council Unitary Councillor (Calne South) Sam Pearce-Kearney attended  
Wiltshire Council Unitary Councillor (Calne Rural) Ashley O'Neill attended

**1 Apologies**

Cllr Kronig was absent from the meeting, his apologies were noted and agreed.

Cllr Campbell Rogers was absent from the meeting, her apologies were noted and agreed

**2 Public participation**

2.1 There were no members of the public who wished to address the committee.

2.2 There was no correspondence to be circulated

**3. Declaration of Interest**

There were no interests declared.

**4. Chairman Announcements**

The chairman had no announcements to make.

**5. To Approve the Minutes of the following meetings held on 5<sup>th</sup> July 2021, 12<sup>th</sup> July 2021 and 22<sup>nd</sup> July 2021**

It was unanimously agree to approve the minute of the meeting held on 5<sup>th</sup> July 2021 as a true record of the meeting.

It was unanimously agreed to approve the minutes of the meeting held on 12<sup>th</sup> July 2021 as a true record of the meeting.

It was unanimously agreed to approve the minutes of the meeting held on 22<sup>nd</sup> July as a trued record of the meeting.

**6. Response to Previous Actions – Clerk**

There were no outstanding actions noted in the previous month minutes

**7. Accounts**

7.1 To approve the following payments

SLCC Enterprises Ltd	Payment of locum for training & mentoring for July.	£135.00
AA Signs	Road Closure Signs for Remembrance Sunday	£632.40
G Fowler	Notice board maintenance	£340.00

**The payments were unanimously approved**

To note the following payments

Katherine Checchia	Salary June & July 2021 plus 12 hours of overtime for June & July	£801.42
SLCC	SLCC Training Manuals	£174.90
SLCC	Membership 2021/22	£208.00
Katherine Checchia (Sainsburys)	Expenses for purchase of anti-bacteriological sprays & wipes for public meetings	£9.00
Idverde	Bin emptying 01/07/2021 - 31/07/2021	£108.00
Jim Cook (Barn2 Media Ltd)	Reimbursement of annual plug-in licence for document library	£94.80
Clearwater	2 hours of marketing support & Q2 website maintenance	£240.00
PKF Littlejohn	External audit fees for AGAR Return	£240.00
The Villages Magazine	Subscription for monthly full page column	£200.00
Katherine Checchia	Salary August 2021 plus 6.75 hours of overtime for August.	£581.91
Idverde	Bin emptying 01/08/2021 - 31/08/2021	£108.00

**The payments were unanimously approved**

**7.2 Balance and Expenditure**

Acting RFO Cllr Barnes, went through the balance and expenditure tables. There was a brief discussion on the use of CIL money for future projects.

**The balance and expenditure report was approved for the period ending 31<sup>st</sup> August 2021**

**8. Planning**

8.1 There were no comment relating to the planning list circulated.

8.2 Cllr O Neil updated the committee on the planning process for the Forest Gate Planning Application. It was advised that the application is very likely to be taken to planning committee, but a revised planning application was expected before this happened.

The council then discussed if they would like to send a representative to the Planning Committee when the case reached that point.

**It was unanimously approved to that Cllr John Barnes would represent Calne Without Parish Council when the Forest Gate Solar Farm planning application came before Planning Committee.**

#### **9. Standing Orders, Financial Regulations, Code of Conduct and Risk Schedule**

To review the above documents.

The Cllrs had a discussion regarding the Standing orders and how they are being followed during meetings.

There was a feeling that many of the newer councillors wanted to understand Standing Orders prior to reviewing them. It was agreed to use the training session on 14<sup>th</sup> September 2021 to improve understanding.

**It was unanimously approved to defer review of standing orders, financial regulations and Code of Conduct until the next Council meeting.**

**It was unanimously approved to Refer The Risk Schedule to the Finance committee for consideration of items relating to banking and management of other items with financial implications.**

#### **10. Membership of working groups and Meeting Representatives.**

The Cllrs discussed the committees and working groups that they wished to work on.

##### HR Committee

Membership proposed; Cllrs, Rees, Robbins, Campbell Rogers, Deedigan and Songhurst

**The membership of the HR committee was unanimously approved**

##### Finance Committee

Membership Proposed; Cllrs, Rees, Barnes, Crane, Hislop, Macinnes, Marshall and Price,

**The membership of the Finance Committee was unanimously approved**

##### Planters working Group

It was discussed that the aims and objectives of the planter workings group sits well with some of the potential traffic calming measures in the Road Safety Feasibility Group, so there was no need for an additional working group.

##### Footpaths and Rights of Way Working Group

Membership proposed; Cllrs Robbins, Barnes, Deedigan, Hislop, Macinnes, Marshall and Songhurst.

**The membership of the Footpaths and Right of Ways working group was unanimously approved.**

##### Engagement and Participation working Group

It was agreed that this working group and the IT Strategy and Communications working group would merge.

Membership proposed; Cllrs Robbins, Campbell Rogers, Deedigan, Price, Songhurst and the Clerk to the parish Council.

**The Membership of the Engagement and Participation working group was unanimously approved.**

#### Road Safety Feasibility Group

Membership proposed; Cllrs Rees, Robbins, Barnes, Deedigan, Marshall and Price,

**The membership of the Road Safety Feasibility group was unanimously approved.**

#### Climate Emergency Working Group

Membership proposed; Cllrs Rees, Barnes, Campbell Rogers, Deedigan, Fossa, Macinnes and Songhurst,

**The membership of the Climate Emergency Working Group was unanimously approved.**

#### Calne Area Board

It was noted that as Chairman Cllr Rees would attend.

#### Calne Area Transport Group (CATG)

It was proposed that Cllrs Rees would attend CATG.

**It was unanimously approved.**

#### Calne Area Parish Forum

It was proposed that Cllrs Rees would attend with Cllr Deedigan as a substitute.

**It was unanimously approved.**

#### Calne Community Neighbourhood Plan

It was proposed that Cllrs Robbins, Deedigan and Marshall would represent CWPC.

**It was unanimously approved.**

#### Lower Compton Liaison Committee

It was proposed that the three East Ward councillors would share the responsibility for attending with Cllr Hislop as lead councillor.

**It was unanimously approved**

#### Transport Strategy Group

It was proposed that Cllrs Rees and Macinnes would represent CWPC.

**It was unanimously approved.**

## **11. Training Policy**

To consider the proposed new training policy.

The Councillors discussed the need for training and how to find appropriate training courses.

**Action; Clerk to send info on where to find training**

**The proposed new training policy was unanimously approved.**

## **12. To Consider the recommendations for Approval from the Calne Community Neighbourhood Streeting Group**

12.1 That as Qualifying Body the review of the Neighbourhood Plan continue and approval given to the Steering Group to move forward and provide regular updates.
<b>The Recommendation was unanimously approved</b>
12.2 That Place Studio be employed for Phase 2 of the review of the Neighbourhood Plan.
<b>The Recommendation was unanimously approved</b>
12.3 An application to Locality for grant funding of the works in phase 2 £5170 plus the £400 for the CSE workshop in the financial year 21/22 (part of the £10,000 general funding available to the group, a further £8,000 funding available if are introducing design codes) to be held by the Town Council
<b>The Recommendation was unanimously approved</b>
12.4 Approval for applications for the following free technical support packages for the production of local design codes. housing needs assessment
<b>The Recommendation was unanimously approved</b>
12.5 That Calne Without Parish Council make available the £2,000 allocated 21/22 budget and put forward a budget of £2,000 per annum for each of the next 3 years.
<b>The Recommendation was unanimously approved</b>
12.6 That Calne Town Council confirm a budget of £8,000 for the remainder of the financial year and for each of the next three years.
<b>The Recommendation was unanimously approved</b>
12.7 To consider how the group will receive administrative support

There was an agreement between the councillors that the most successful neighbourhood plans had a paid administrator supporting the work. There were no specific suggestions put forward to how this support might be provided.

**The recommendation that administrative support would be paid for was unanimously approved.**

### **13. Bart Report**

The Councillors discussed the report and the proposed next steps of setting up a meeting with stakeholders to move the project and its recommendations forward.

**It was unanimously agreed to support the next steps in this project**

### **14. Request to Provide a Rubbish Bin for the Layby on the A4.**

The councillors discussed the issue of rubbish in the layby on the A4 and the boundary issues with Cherhill Parish Council and the solutions.

It was proposed that the Council would discuss with Cherhill Parish Council regarding covering ongoing costs, and Calne without Parish Council would be happy to install the bin but would assess over a period of time if the provision of the bin was having a positive effect and reducing the rubbish in this layby.

**It was unanimously agreed to support this proposal**

### **15. Request for a Dog Waste Bin for Norley Lane**

The councillors discussed the need for a dog waste bin on Norley Lane, Studley and discussed possible locations for it.

**It was unanimously agreed to install a Dog waste Bin on Norley Lane, Studley exact location to be confirmed**

### **16. Request for Council to buy Lateral Flow Test Recycling boxes.**

The council discussed the possibility of buying recycling boxes for lateral flow tests. It was noted that there were limitations with providing these boxes as they are cardboard and there is no where that these boxes could be stored in the dry and still be accessed by the public.

There were also concern with the bio hazard risks related to this type of recycling.

It was noted that the Climate change Working group was already looking into ways to recycle types of plastic and this could come into those investigations.

It was proposed to refer this request to the Climate Emergency working group to discuss hard to recycle plastics.

**It was unanimously agreed to support the proposal to refer this to the Climate Emergency Working Group**

**17. Other Matters.**

Cllr Robbins reminded everyone that it was the Derry Hill and Studley Fete on Saturday 18<sup>th</sup> September and the Parish Council has a stand that needs manning.

Cllr Songhurst informed the council that he has two further candidates for co-option to the Middle ward, a discussion followed that agreed to promote the Middle ward vacancies further to try and get a few candidates to consider.

Cllr Deedigan informed the council about an upcoming Eco Fair and proposed that she represent Calne Without Parish Council at the event.

Cllr Hislop said that he would attempt to get a representative of BART to the fete.

The meeting closed at 9.39pm