

MINUTES OF THE MEETING OF CALNE WITHOUT PARISH COUNCIL
HELD AT LANSDOWNE HALL, DERRY HILL
MONDAY 11 OCTOBER 2021

CALNE WITHOUT COUNCILLOR ATTENDANCE

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

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

Wiltshire Council Unitary Councillor (Calne South) Sam Pearce-Kearney sent his apologies.
Wiltshire Council Unitary Councillor (Calne Rural) Ashley O'Neill Attended.

1 Apologies

To receive apologies.

Cllr Rees was absent from the meeting, his apologies were noted and agreed. Cllr Robbins chaired the meeting in his absence.

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

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

It was noted that since the summons to the meeting were issued Cllr Marshall had resigned from Calne Without Parish Council.

2 Public participation/ Correspondence

2.1 Public participation

Opportunity for members of the public to address the Committee.

2.2 Correspondence

For the Clerk to report any correspondence not circulated.

There was not correspondence or members of the public who wished to speak.

3. 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.

There were no declaration of interests declared.

4. Chairman Announcements

Cllr Robbins took the opportunity to thank all the Cllrs who helped out at the Derry Hill and Studley Fete.

He stated that it is difficult to determine if it was a success, but it got our name out there and gave people a chance to ask questions.

It was noted that this public engagement should be something that we should try and promote in other wards of Calne Without.

5. Minutes

Recommendation: That the Committee approve the Minutes of the meeting held on 13th September 2021 as a true and fair reflection of the motions agreed by the Committee and the discussion that took place and that these be signed by the Chairman as such.

It was unanimously agreed to accept the minutes as a true and fair reflection of the meeting.

6. Response to Previous Actions – Clerk

There were no actions noted in the previous month's minutes.

The clerk advised that a link to training courses was circulated and any further communication regarding training would be circulated as received.

7. Accounts

7.1 Payments

Recommendation that the following payments be approved:

Wiltshire Association of Local Councils	Councillor training 14th September 2021	£240.00
HMRC	NIC and Income Tax Q2 Jul-Sep 2021	£578.02
Katherine Checchia (Amazon)	Expenses for purchase of printer paper and envelopes	£26.00

The payments were unanimously approved

In addition, it is recommended that the following additional payments be approved, as mandated by the motion on Climate Emergency, passed at the Council Meeting of 12th April 2021:

CPRE Wiltshire	Annual Membership	£36.00
Wiltshire Climate Alliance	Donation	£50.00
Sustainable Calne	Donation	£50.00
Wiltshire Wildlife Trust	Annual Membership	£36.00
Wiltshire & Swindon Ramblers	Annual Membership	£36.60
Friends of the Earth North Wiltshire	Donation	£50.00

Cllr Songhurst summarised what each of the groups do in the local area and the support they would be able to give the Parish Council.

The Cllrs discussed the payments listed above. There was a feeling that the Parish council should support the groups whose resources we use.

Cllrs would like information from the Climate emergency working group to summarise how the donations had helped the groups and the work with the Parish Council.

The payments were unanimously approved.

To note the following payments made:

Oakford IS	SSL Certificate 11Sep21 to 10Sep22	£60.00
Katherine Checchia	Salary September 2021 plus 9.5 hours of overtime across August/September	£607.22
Simon Day & Co	Payroll Services 01Jul21 - 30Sep21	£36.00
Idverde	Bin emptying 01/09/2021 - 30/09/2021	£135.00

The payments were noted

7.2 Balance and Expenditure

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

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

The accounts were unanimously approved

8. Upgrade to IT provision

8.1 To consider upgrading for all users an upgrade to the first tier of the Microsoft Business licencing (Microsoft 365 Business Basic). To ensure all users have access to the whole suite of Ms Office features. The increase will take a license cost from £34.92 ex vat to £45.60.

Recommendation; that the Council approve the upgrade to the Microsoft Licenses

The clerk outlined the need for the uplift to the individual Microsoft licences to ensure the working groups can make full use of the functionality as requested.

The proposal was unanimously approved.

8.2 To consider the quote from Oakford to provide a training session on MS365 to ensure the councillors are utilising the suite to it's full potential

Recommendation that the council approves the £150 quote for a training session.

The clerk outlined that a training course would be advised to ensure that all councillors knew how to use the additional capabilities of the suite of Microsoft Office. There was some discussion regarding Cllrs being able to do training to each other to reduce training cost, but

it was felt that training from a professional was the most appropriate start point and more experienced Cllrs could then advise where required.

The proposal for formal training was unanimously approved.

9. Finance Committee Report

To consider the action points below from the Finance Committee meeting of 4th October 2021.

<p>1. That the Council approves the following schedule for developing and approving the Council Budget for 2021/22:</p> <ul style="list-style-type: none">a. Following further development, the Finance Committee will meet to review and approve a Draft Budget for presentation to the Council.b. The Draft Budget will be presented to the Council for consideration at the Full Council Meeting on 8th November.c. Following further revision, the final Budget for 2021/22 will be presented for approval to the Full Council Meeting on 13th December.d. Following approval of Council, the Budget will be submitted to Wiltshire Council for the calculation of the Precept.
<p>2. That the Council approves the following principles that will be used to develop the Operational Element of the Budget, to be funded from Precept:</p> <ul style="list-style-type: none">a. Target will be to set a budget requiring zero increase in Precept.b. Ensure that all provisions can be substantiated and no unsupportable contingency is applied for.c. The budget will be able to demonstrate value-for-money.d. Expenditure to be funded through CIL reserves, if permissible, in preference to Precept.
<p>3. That the Council approves the need to develop a Strategic Plan, aligned to the Neighbourhood Plan planning horizon, and a detailed Four Year Plan for capital schemes, to ensure that the CIL Reserves (currently at £230k) are utilised to best effect, and resolves to establish a Strategic Planning Committee to develop this Plan, based on the principles that the Four-Year Plan should:</p> <ul style="list-style-type: none">a. Be informed by public consultation.b. Provide real and lasting benefit to residents.c. Provide a line of sight between the source of the CIL funding and the infrastructure provided, either by benefiting the communities impacted, or by mitigating the impacts caused by the development.
<p>4. That the Council notes that the Finance Committee has reviewed the Finance Committee Terms of Reference, Risk Register and Financial Regulations and will be tabling revised versions at the November Council Meeting.</p>
<p>5. That the Council notes that the Finance Committee has been in breach of its Terms of Reference by not meeting in the previous quarter. This has been due to prioritisation on maintaining organisation continuity.</p>

*Proposals 1,2, and 3 were unanimously approved,
Points 4 and 5 were noted.*

Further to point 3 above volunteers for the strategic committee were requested.
Cllr MacInnes had already volunteered prior to the meeting,
The following Cllrs also volunteered,
Cllrs, Price, Campbell Rogers, Hislop, Crane, Kronig, Barnes

The proposed membership of the new Committee was unanimously agreed

10. Election of new Member onto the Finance Committee

Nominations to be elected onto the Finance committee

Action; The council select and appoint a new member to the finance committee

Following the resignation of Cllr Marshall from the Finance committee there was a space on the committee to be filled.

Cllr Campbell Rogers was nominated to join the Finance Committee

The nomination was unanimously supported.

11. Planning –Cllrs

To consider the planning applications currently out for consultation. List Circulated.

PL/2021/08840 It was noted that Cllr Rees had commented on the potential for neighbours to be overlooked. Cllr Robbins stated that he had been to site and did not feel that there would be an issue.

There were no further comments on the applications this month and no comments to submit to the planning authority.

12. Climate Emergency Working Group – Terms of Reference

To consider the terms of reference of the Climate Emergency working group

Recommendation that the council review and approve the Terms of Reference

**It was noted that there the aims of the Working group should be slightly amended to bring in line with Wiltshire Councils stated aims and objectives.
Additionally there was a typo to be corrected.**

The Terms of reference were accepted with the proposed amendments

13. Draft Response to the Wiltshire Councils Climate Strategy Public Consultation

To review the response drafted by the Climate Emergency working group.

Recommendation that the council agree the response to be submitted to the consultation.

The Climate Emergency working group summarised that their response aimed to discuss anything that they felt was overlooked and helped to strengthen the document.

Response to discuss anything they feel overlooked and may help to strengthen the documents, it was agreed that although the response was long it was all good feedback for Wiltshire Council.

The proposed response was unanimously agreed

Action; Cllr Deedigan to advise Clerk of who should be cc'd into the response.

14. Standing Orders and Code Of Conduct

Documents circulated for review

Recommendation 1: To consider and approve the following documents as drafted:

1. Standing Orders
2. Code of Conduct

The code of conduct was reviewed and unanimously approved.

Cllrs discussed points raised relating to the standing orders and agreed a small number of amendments.

The standing orders were unanimously approved subject to the amendments discussed

15. Request for Speed surveys

To review the requests for speed surveys in three locations.

Sandy Lane,

Stockley

A4 Calstone via Theobalds Green

Recommendation that the council agree to request for speed surveys being submitted in the three locations.

The three proposed sites were discussed, it was noted that Sandy Lane and Stockley had been surveyed in 2019 but had been very close to the upper threshold so would be worth submitting again.

It was noted that Calstone had never been surveyed.

It was agreed unanimously to submit survey requests for all three sites,

16. Grant Request from Heartbeat

Request circulated.

Recommendation to Consider and approve the request for grant assistance

The request for grant funding was noted, there was a further discussion regarding Defibrillator provision throughout the Parish. It was noted that there had been a discussion around whether to provide the money as requested or purchase equipment to provide to the Heartbeat Group.

The Clerk noted that there were plans to draft a policy to help support all defibrillators in the parish and the council would be updated as work progressed on this. Clerk provided an update on future plans,

It was agreed unanimously to approve the grant request for £350,

17. Middle Ward Co-Option

To provide an update on the Co-option of the two vacant seats on Middle Ward.

The Clerk informed the Council that requests for Co-option would be heard during the November meeting and that a drive for potential applicants should be implemented immediately. Leaflets were provided to those Councillors who volunteered to leaflet drop houses in the Middle Ward.

18. Community Governance Review – For info

To provide a short update on the current position of the review.

There was a discussion on the recently launched community governance review in relation to the proposal to create a new 'Derry Hill and Studley Parish Council' and the implications for the rest of Calne Without Parish Council.

It was noted that volunteers were requested to take part in an initial informal meeting, it was suggested one councillor from each ward would attend whilst ensuring the councillors at the meeting are representative of both side of the discussion.

Action; One Cllr from each ward to volunteer for initial informal online meetings.

19. Update on Eco Fest

Cllr Deedigan updated the meeting on the upcoming Eco- fest and had three requests

1. Can the posters be put on the notice boards,
2. who can help on the day? John, and Jill Saturday 6th November, CWPC stand, Lucy, Keith,
3. Can all Cllrs please add an email tag onto their signature until the event. (to be provided by Cllr Deedigan)

20. Update on BART project

There is a meeting on 25th October at 7.30 in the Lansdowne Hall with an update from BART relating to the River Marden Project. Landowners, other parish councils, the general community have all been invited. All Cllrs are welcome to attend to get an update on the project.

21. Other Matters

For Councillors to raise issues not requiring a decision.

Cllr Hislop reminded everyone to let him know if there is anything that they need the Parish Steward to do.

Cllr Robbins raised the comments made by Sarah Marshall in relation to the road feasibility study and discussed if the 'Not suitable for HGV' sign could be renewed. Cllr O'Neill noted that the sign was in poor condition and offered to raise the matter during an upcoming meeting with Highways.

Cllr Fossa volunteered to take the vacant place on the Road Safety Feasibility Group left by the resignation of Cllr Marshall.

The meeting closed at 9.43