

Calne Without Parish Council

To Councillors ,Rees, Robbins, Hislop, Barnes, MacInnes, Campbell Rogers, Crane, Fosse, Kronig, Price, Deedigan and Todd

You are hereby summoned to attend a meeting of Calne Without Parish Council, at Lansdowne Hall, Petty Lane, Derry Hill on Tuesday 16th May 2023 at 7.30pm



Katherine Checchia
Clerk to the Council 9th May 2023

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 Chairman

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

4 Apologies

To receive apologies.

5 Public participation/ Correspondence

5.1 Public participation

Opportunity for members of the public to address the Committee.

5.2 Correspondence

For the Clerk to report any correspondence not 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 Committee approve the [Minutes](#) of the meeting held on April 17th 2023 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.

9. Clerk Report

For the clerk to update on actions noted in the previous month's minutes.

10. Accounts

10.1 Payments

Recommendation that the following payments be approved:

Auditing Solutions Ltd	Internal audit	£258.00 inc vat
Scribe	Yearly subscription	£345.60 inc vat
Walc	Nalc/ Walc annual susbscription	£1069.12 inc vat
Oakford	0365 License and web hosting	£1349.33 (invoice being queried and will be reduced to approx £965.76
Clearwater	Website support	£120

And any other payments received since the issue of the agenda.

To note the following payments made:

Idverde	Bin Emptying	£258.60
Amazon	Stationary – report covers	£27.28 inc vat
Tesco	Refreshments for roadshow	£2.80
Staff Costs	Standard hours plus 8 hours overtime and pension payments	£1279.82
Dox direct	Printing for parish meeting	£28.97 inc vat

10.2 Balance and Expenditure

To consider and approve the [balance and expenditure](#) for the period ending 30th April 2023

Recommendation: That the Council approves the balance and expenditure for the period ending 30th April 2023.

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	£45 per quarter
Idverde	Servicing of the Council's 11 bins	£2118 plus vat spread over 12 equal payment
Greg Fowler	Noticeboard maintenance	£85 per Board (6 Noticeboards)
Oakford IS	IT support – PAYG	£1000 retainer paid for period Jan 23 to Jan 24
Clearwater	Website support	£25 plus VAT per month for half an hour support

Clerks Salary (Inc NI, pension and tax payments)	As per employment contract	As per employment contract
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11. Representation on Committees Working Groups and Outside Bodies

To appoint Councillors to the Finance Committee, Strategic Plan Committee Human Resources Committee, working groups and as representatives on outside bodies. [Current List circulated](#), All committee membership will be required to be appointed.

12. Insurance 2022/23

To consider the consider the renewal quote received for the Council's insurance for 2023/24 due for renewal on 1st June 2023. Documents circulated.

Recommendation; That the council consider the renewal quote of £747.18 for insurance and confirm payment of the premium.

13. Calne Without Parish Council Internal Audit

To receive the [report](#) from the Internal Auditor.

Recommendation: That the Council note the report.

14. Annual Governance and Accounting Report (AGAR) 2022/23

The Clerk has circulated the AGAR [papers section three report](#) and [report](#).

- a. Section 1 Annual Governance Statement

Recommendation: To consider and approve the answers to the AGAR Section 1 Annual Governance Statement 2022/2023 and its signing by the Chairman and Clerk.

- b. Section 2 Accounting Statement 2022/23

Recommendation: To consider and approve the AGAR Section 2 Accounting Statement 2022/23 and its signing by the Chairman.

- c. Making provision for the Exercise of Public Rights

To note that the dates for the exercise of public rights has been set to be from Monday 5th June 2023 to 14th July 2023 and the AGAR documents approved in items 14(a) and 14(b) along with the internal audit report will published with the completed notice as circulated on the Council's website and noticeboards.

15. Planning – Cllrs

15.1 To consider the planning applications currently out for consultation. List below.

PL/2023/02711	MILE ELM FARM, MILE ELM, CALNE, SN11 0PX	Proposed cattle shed with lean to plus two covered areas for cattle. https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AZBvV
PL/2023/03329	1 Atcherley Road, Calne, SN11 8QJ	Removal of existing conservatory and single storey side building and replacement with single storey

		extension to the rear and two storey extension with single storey extension to the side. Other internal alterations. https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AaUky
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16. Update from Neighbourhood Plan,

To receive an update from the council representation on the CCNP steering group.

17. Small grant funding request.

To consider the [small funding request](#) from Derry Hill and Studley Community committee.

Budget; Community Facilities

Power; Local Government Act 1972 s137

18. Discussion re planters request from Derry Hill and Studley Gardening Club

To consider the [request](#) from Derry Hill and Studley Gardening Club.

19. Infrastructure Levy consultation.

To consider if the Council wish to make a response to the attached [consultation](#) or feed into the response from NALC.