

MINUTES OF THE MEETING OF CALNE WITHOUT PARISH COUNCIL
HELD AT LANSDOWNE HALL, DERRY HILL
TUESDAY 16th May 2023

CALNE WITHOUT COUNCILLOR ATTENDANCE

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

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

Wiltshire Council Unitary Councillor (Calne South) Sam Pearce-Kearney did not attend.
Wiltshire Council Unitary Councillor (Calne Rural) Ashley O'Neill sent his attended.

192/23 Annual Meeting: Election of Chairman

To elect a Chairman.

Cllr Rees opened the meeting as existing chair. He indicated that he wished to stand down as Chairman of the Council.

There was a discussion about who might like to take on the position of Chairman of the council. The Clerk read an email from Cllr Barnes outlining his position on the matter.

It was proposed that Cllr Barnes take the position of Chairman of Calne Without Parish Council.

It was unanimously resolved in his absence to elect Cllr John Barnes as Chairman of the Parish Council

193/23 Annual Meeting: Election of Vice Chairman

To elect a Vice Chairman.

There was a discussion about the vice chair position.

It was proposed that Cllr Doug Price was nominated for the position of Vice Chair of the Council.

It was unanimously resolved to elect Cllr Doug Price to Vice Chair of CWPC and for him to chair the meeting from this point on.

194/23 Declaration of Acceptance of Office

Chairman

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

It was resolved that Cllr Barnes would sign the declaration of acceptance of office directly before the next routine meeting on Monday 12th June 2023.

195/23 Apologies

To receive apologies.

Apologies were received from Cllrs Fossa, Barnes and Campbell Rogers.

It was unanimously resolved to accept the apologies.

196/23 Public participation/ Correspondence

196.1/23 Public participation

Opportunity for members of the public to address the Committee.

Cllr O Neill, provided an update from the 'All things roads' the meeting went really well, it was very important and useful that senior officers heard what councillors and residents had to say.

196.2/23 Correspondence

For the Clerk to report any correspondence not circulated.

The Clerk did not have anything additional to report.

197/23 . 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.

No declarations made.

198/23. Chairman Announcements

Cllr Price thanked Cllr Rees for his leadership over the last couple of years.

He reported that the Coronation events, throughout the parish had gone well and had been well received. The grant contributions were well received and helped achieve good events.

199/23. 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.

It was unanimously resolved to approve the minutes from 17th April 2023 as a true and fair reflection.

200/23. Clerk Report

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

The Clerk updated the Council. The Traffic count request has been submitted for Blackland, The Highway improvement forms have been submitted to LHFIG.

All Grant requests resolved last month have now been paid.

River Marden work has taken place.

The Clerk also informed the council that about poor behaviour from a member of the public towards a family member of a councillor. A letter has been sent to the member of the public informing them that further behaviour will not be tolerated. PCSO Mark Cook has been informed.

201/23. Accounts

201.1/23 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
Calne TC	Dynamic Councillor training part 2, 4 places.	£200 prior to vat

All payments were unanimously approved.

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

All payments were noted.

201.2/23 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.

The RFO presented the report and answered questions.

It was unanimously resolved to accept the report.

201.3/23 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

It was unanimously resolved to approve the ongoing contracts.

202/23 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.

202.1/23 HR Committee,

It was unanimously resolved that Cllrs, Rees, Robbins, Barnes, Crane, Deedigan and Todd, are appointed to the HR Committee

202.2/23 Finance Committee,

It was unanimously resolved that Cllrs Rees, Robbins, Barnes, Crane, Hislop, MacInnes and Price are appointed to the Finance Committee

202.3/23 Strategic Plan Committee

It was unanimously resolved that Cllrs Rees, Barnes, Kronig, MacInnes, Price and Campbell Rogers are appointed to the Strategic Plan Committee.

202.4/23 Footpaths and Rights of Way Working Group

Membership agreed; Cllrs Robbins, Barnes, Deedigan, Hislop, MacInnes and Price.

202.5/23 Engagement and Participation Working Group

Membership agreed; Cllrs Robbins, Crane, Deedigan, Price, Todd and the Clerk.

202.6/23 Highways, Transport and Road Safety Working Group,

Membership agreed; Cllrs Rees, Robbins, Barnes, Deedigan, Kronig, MacInnes and Price.

202.7/23 Climate Emergency Working Group

Membership agreed; Cllrs Barnes, Campbell Rogers, Deedigan, Fossa, Kronig and MacInnes

202.8/23 Derry Hill Play Area Working Group

Membership agreed; Cllrs Rees, Fossa, MacInnes and Todd.

202.9/23 CGR Prep working Group

Membership agreed Cllrs Rees, Barnes, Price and the Clerk.

202.10/23 Outside Bodies

Calne Area Board – Chair to attend.

LHFIG – Cllr Rees

Calne Area Parish Forum – Chair to attend.

Calne Community Neighbourhood plan –Cllrs Robbins and Deedigan

Lower Compton Liaison Committee – Cllr Hislop/ Price

203/23 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.

It was unanimously resolved to accept the renewal quote and pay the insurance premium of £747.18

204/23 Calne Without Parish Council Internal Audit

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

Recommendation: That the Council note the report.

The Council noted the report and gave thanks to the Katherine Checchia Parish Clerk for the good work.

205/23 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.

The answers were considered and approved by full council. Cllr Price as Chairman of the meeting and the Clerk signed the statement

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.

The statement was considered and approved by full council and signed by Cllr Price as Chairman of the meeting.

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 along with the internal audit report will published with the completed notice as circulated on the Council's website and noticeboards.

Full Council noted that dates

206/23. Planning – Cllrs

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
<i>It was unanimously resolved that there were no objections to this application.</i>		
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
<i>It was unanimously resolved that there were no objections to this application.</i>		

207/23. Update from Neighbourhood Plan,

To receive an update from the council representation on the CCNP steering group. Cllr Robbins provided the council with an update to the current work. It was noted that this was a busy time and reports were beginning to be finalised and sites are being visited. Pace appears to have picked up recently.

It was noted that the Design Guide will be issued for use by the Councils once it has been formally approved by the steering group.

Chapter Summary reports will be coming to the Council for us to consider prior to approval.

208/23. 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

It was unanimously resolved to award the £200 grant to the Community Committee.

209/23. Discussion re planters request from Derry Hill and Studley Gardening Club

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

There was a discussions about the proposal there were initial concerns about flimsiness, locations and requirements for permissions from highways.

It was resolved by majority that the Council Support the idea of planters around the village but are concerned about the quality of planters being proposed

210/23. Infrastructure Levy consultation.

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

It was resolved to not respond as there was not sufficient time to give it a considered response

The meeting closed at 21.12 by Cllr Doug Price,