

## Calne Without Parish Council

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

You are hereby summoned to attend a meeting of Calne Without Parish Council, at Lansdowne Hall, Petty Lane, Derry Hill on 13<sup>th</sup> May 2024 at 7.30pm



Katherine Checchia  
Clerk to the Council 7<sup>th</sup> May 2024

### 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 8<sup>th</sup> April 2024 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	Internal audit	£270 inc vat
Ico payment	Data	£35 (direct debit)
WALC	Walc & Nalc subscription	£1105.88 inc vat
Scribe	Accountancy package	414.72 (inc vat)
Clearwater	Website support	£120 (inc vat)

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

### 10.2 Balance and Expenditure

To consider and approve the [balance and expenditure](#) for the period ending 30<sup>th</sup> April 2024 Report circulated.

**Recommendation: That the Council approves the balance and expenditure for the period ending 30<sup>th</sup> April 2024.**

10.3 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 14 bins	£2372 plus vat spread over 12 equal payment (197.68/month)
Greg Fowler	Noticeboard maintenance	£85 per Board (6 Noticeboards)
Oakford IS	IT support – PAYG	£1000 retainer paid for period Jan 24 to Jan 25
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

### 10.4 Update to quote for new noticeboard

To ratify the increased quote for a new noticeboard in Calstone.

Works will cost £1100, £950 pre approved.

**Recommendation; To approve the increased quote of £1100 for the provision of a noticeboard in Calstone.**

**Power; Local Government Act 1972, S142**

**Budget; Public Participation, Exhibits, Events, Advertising and Communication /  
Community Infrastructure Levy**

### **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 2024/25**

To consider the renewal quote received for the Council's insurance for 2024/24 due for renewal on 1<sup>st</sup> June 2024. Documents circulated.

**Recommendation; That the council consider the renewal quote of £755.21 for insurance and confirm payment of the premium.**

### **13. Calne Without Parish Council Internal Audit**

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

**Recommendation: That the Council note the report.**

13.2 Audit feedback

- Amend SO18 to meet £15000 tendering limit.
- Weekly documented checks on goalposts
- To report the minutes of the committees to the next full council meeting.

### **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 2023/2024 and its signing by the Chairman and Clerk.**

b. Section 2 Accounting Statement 2023/24

**Recommendation: To consider and approve the AGAR Section 2 Accounting Statement 2023/24 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 3rd June 2024 to 12th July 2024 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.

<b>PL/2024/03673 PL/2024/03854 (listed building consent)</b>  <b>THE PEWSHAM, PEWSHAM, CHIPPENHAM, SN15 3RU</b>	Replacement of existing conservatory and link with new orangery and link. Minor alterations to create staff WC.	<a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005Y8xx">https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005Y8xx</a>  <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005hBVB">https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005hBVB</a>
<b>PL/2024/03692</b>  <b>The Droock, Studley Corner, Studley, Calne, SN11 9NJ</b>	Proposed first floor extension to create additional first floor bedrooms, side and front extensions & internal alterations. Ancillary accommodation to garage first floor.	<a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005Yu3K">https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005Yu3K</a>
<b>PL/2024/04029</b>  <b>136 Lansdowne Crescent, Derry Hill, Calne, SN11 9NU</b>	Rear ground floor extension and replacement of existing flat roof	<a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005qSBp">https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005qSBp</a>
<b>PL/2024/04032</b>  <b>THE OLD CHAPEL, SANDY LANE, CHIPPENHAM, SN15 2PZ</b>	Notification of proposed works to trees in a conservation area Yew tree - 2 metre Crown Reduction.	<a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005qSGf">https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005qSGf</a>

## 16. Update from Neighbourhood Plan,

To consider the attached [report](#) and links to proposed amendments to the [draft plan](#).

**Recommendation 1:** That the Council approves the proposed post-consultation amendments [CCNP2 policies amendments](#) and [CCNP2 paragraph amendments](#) to the Draft Calne Community Neighbourhood Plan 2 for submission to Wiltshire Council in accordance with Regulation 15 of The Neighbourhood Planning (General) Regulations 2012 and to confirm approval for the [design guide](#)

**Recommendation 2:** That the Council delegates to the Clerk, in discussion with the Chairman, the power to approve any further changes to the text of the Plan required, subsequent to this meeting and having regard to the comments of the other Qualifying body. Subject to other members being kept informed.

**Recommendation 3;** that the council note the basic conditions statement, modification statement and consultation statement to be signed off after May 13<sup>th</sup> 2024.

## **17. Information from Strategic Plan**

17.1 To approve and for the chair to sign the [minutes](#) from the Strategic Plan Committee meeting Monday 29<sup>th</sup> April 2024.

17.2 BART Large grant request

To consider the [grant request](#), [proposal](#) and [further information](#) received by the strategic plan committee and their recommendations.

**Recommendation;** to Fund BART up to £1500 which we assume will be match funded by the Wiltshire heritage and nature grant for Landowner engagement and scoping work for the works required in priority area 1, up to June 2025.

Further to this scoping work BART must present detailed proposal of works proposed following the landowner engagement in person or there will be no further investment.

**Budget; Environment and Aesthetics**

**Power; Local Government Act 1972 s137 (from CIL money)**

## **18. Sockets for Deployment of SIDS – approval of Parish Council Contribution**

To approve the Parish Council contribution towards the installation by Wiltshire Council of five ground anchored sockets to support the deployment of the Council's Speed Indicator Devices using removable poles, as requested in accordance with the Council's decision of 9<sup>th</sup> October 2023. The contribution will be 30% of an estimated cost of £1,800 or £540.

**Recommendation:** that the Council approves a estimated contribution of £540 towards the installation of five ground anchored sockets to support the deployment of the Council's Speed Indicator Devices.

**Budget: Road Safety Budget (to be funded from CIL Reserve)**

**Power: Road Traffic Regulations Act 1984 S72**

## **19. Initial budget request from the engagement working group**

Request £200 for initial work required for the engagement and messaging of the CGR changes.

**Budget; Public Participation**

**Power; Local Government Act 1972 S144**

## **20. Small Grant Application from Derry Hill and Studley Fete Committee,**

To consider the [small grant application](#) request from the Derry Hill and Studley Village Fete committee.

**Budget; Community Facilities (to be funded from CIL Reserve)**

**Power; Local Government Act 1972 s144**

## **21. Date and Time of next meeting**

Monday 10<sup>th</sup> June 2024