

WORTON PARISH COUNCIL

ANNUAL COUNCIL MEETING 6 MAY 2014, 7.30PM

FIVE LANES SCHOOL, HIGH STREET, WORTON

MINUTES

Present: Councillors: R Wilshire (Chairman); Mrs S Bonfield; Mr W Francis; Mr R Goss; Mr D Johnson; Mr A Midgley; Mr Rose; Mrs C. Simpson.

Apologies: Mr K Bellamy; Mr R Gamble.

Also present: Ms J Banks (for Village Hall Committee); Mr P Baxter (Clerk).
ACTION

14/15/017 Election of Chairman

It was proposed by Cllr Francis, seconded by Cllr Bonfield and **agreed** by all that Cllr Wilshire be Chairman for the ensuing year. Cllr Wilshire signed the declaration of acceptance of office.

14/15/018 Election of Vice Chairman

It was proposed by Cllr Johnson, seconded by Cllr Bonfield and **agreed** by all that Cllr Francis be Vice Chairman for the ensuing year. Cllr Francis signed the declaration of acceptance of office.

14/15/019 Declarations of interest

There were none.

14/15/020 Minutes of the last meeting

Cllr Johnson reminded the Council of its involvement in the public consultation event staged by Good Energy in May 2013. Cllr Rose, not a member of the Council at that time, withdrew his recorded concern regarding consultation in the light of this advice. The Minutes were **agreed** by all, and signed by the Chairman.

14/15/021 Chairman's Announcements

There were none.

14/15/022 Public participation

There was none.

14/15/023 Wiltshire Councillor's report

There was none.

14/15/024 Review of Standing Orders and Financial Regulations

The Clerk reported publication of new Model Standing Orders and the implications of the changes. It was proposed by Cllr Francis, seconded by Cllr Rose and **agreed** by all that the Model would be adopted at the next meeting, subject to changes related to the recording of public participation and the retention of Members' Questions. Members of the public would in future be advised by the Chairman prior to speaking that their name and the subject of their representation would be

recorded in a public Minute.

The Clerk also presented details of new Model Financial Regulations, noting the change of the rule requiring two signatures to cheques. It was **agreed** that the new Model would be brought to the next meeting for consideration, including a process for the Responsible Financial Officer to access banking administration online, but not make transactions.

14/15/025 Review of Lead Member nominations

Lead Member nominations were confirmed as:

Cllr Johnson - Rights of way and conservation; Cllr Rose - Traffic and transport;

Cllr Francis - Recreation and leisure; Cllr Rose - Digital inclusion.

14/15/026 Review of nominations to external bodies

Nominations to external bodies were confirmed as:

Cllr Simpson to attend Marston Parish Council as observer, and to liaise with its Chairman on mutual attendance protocols; Cllr Bonfield to attend Village Hall Committee meetings pending further review in 6 months of available governance options; Cllr Wilshire to attend Aster Communities neighbourhood panel; The Clerk undertook to circulate dates of Area Board meetings for all Members to consider attending in turn.

14/15/027 Review of Council and staff of other bodies

It was agreed that the Council would retain its membership of Community First and Wiltshire Association of Local Councils, and that it would continue to support the Clerk's membership of the Society of Local Council Clerks.

14/15/028 Review of Health & Safety Policy

The Council reaffirmed its Policy Statement and the Chairman signed the statement for 2014/15.

14/15/029 Review of requests made under the Freedom of Information Act 2000 and Data Protection Act 1998

The Clerk reported there had been none during the year.

14/15/030 Review of Complaints Policy

The Council reviewed the Policy and made no changes.

14/15/031 Review of Assets Register

The Clerk outlined the changes in-year and the revised register was **agreed**.

14/15/032 Review of Insurances

The Clerk advised that renewal terms had been offered within the existing three-year long-term agreement. No changes were identified and renewal was **agreed**.

14/15/033 Internal and External audit

The Responsible Financial Officer reported that the Internal Auditor had expressed his satisfaction and had signed the annual statement. The Council reviewed its financial statements and internal governance and agreed that the Chairman should sign the statements on the annual return to the External Auditor.

14/15/034 Setting dates, times and place of ordinary meetings of the Council

The Chairman invited opinion on whether the Council should in future hold its meetings in the Village Hall, thereby encouraging more residents to see the Hall as a meeting place and be more attractive to a public audience. It was **agreed** to trial the Hall as a venue for 6 months commencing with the next meeting, subject to Hall availability.

14/15/035 Planning matters

The following decisions were **noted**:

14/03153/TCA Brookfield House, 151 High Street – fell conifer tree;

14/03421/TCA 185 High Street – tree works;

14/03320/VAR Prince Hill House, High Street – removal of planning condition.

All were approved.

14/15/036 Rights of way and conservation

Cllr Johnson reported that costs remained to be established for proposed works to the path linking Worton with Marston; that the original sites for kissing gates had been rejected by the landowner and that alternatives should be sought; and that details of neighbouring parishes management arrangements for watercourses were to be sought. Cllr Midgley noted that the two-year agreement for the diversion of a footpath near the millstream was now half-way and no proposals had been received for a permanent solution. The Clerk was asked to invite the Wiltshire Council Rights of Way Warden to attend a site meeting to progress these matters, and to pursue watercourse information from neighbouring parishes.

14/15/037 Traffic and transport

The Clerk reported on Wiltshire Council's Highways officer opinion of a proposed local project to undertake a traffic survey. It was **agreed** that the Area Board would be requested to make a metrocount survey before planned road safety improvements are made, and again afterwards.

14/15/038 Grounds maintenance

The Clerk presented the results of the recent tendering process and the Council selected its provider.

14/15/039 Grants

The Council considered a request from the Village Hall Trustees for a grant of £1,400 toward the refurbishment of the entrance porch. The Council **agreed** to the request, noting that it would in future seek an understanding with Marston Parish Council as to what ratio of joint contributions would be made should requests be received from the Hall in future.

Proposals to make a grant toward operating costs of the Hall were deferred to the next meeting.

14/15/040 Public benches

The Council chose its preferred design and supplier from a range of providers. The Clerk was asked to make arrangements for the purchase of two benches, using the Aster Communities grant income.

14/15/041 Disbursements

The following payments were authorised:

Chq:	£
645 WALC (subscription)	228.49
646 M Goddard and Sons (grass cutting)	195.00
647 NSPCC (donation – GPC)	34.13
648 P Baxter (stationery, website and travel expenses)	69.28

14/15/042 Clerk’s hours

The Council agreed to extend the Clerk’s contracted hours to 7 per week. The Chairman signed a letter of contract variation.

14/15/043 Correspondence and circulars

There were none.

14/15/044 Annual Parish Meeting

The Clerk explained the recent giving of public notice for the meeting. Cllr Johnson undertook to co-ordinate a review of achievements during the year. The Chairman, Clerk, and Cllr Johnson undertook to meet further to discuss a report to the meeting. Cllr Simpson undertook to arrange refreshments.

14/15/045 Date of next meeting

The date was confirmed as Monday 2 June, at 7.30pm in the Village Hall.

14/15/046 Items of maintenance

There were none.

14/15/047 Key messages

It was agreed that councillors would share the writing of future articles for The Bridge magazine. Cllr Simpson undertook to write the June edition, with pavement cleaning; village hall grants; change of venue for future meetings; and thanking those attending Council meetings for supporting the Council’s work as items to mention.



The meeting closed at 9.55 pm Signed..... (Chairman) 2 June 2014

