

Minutes of the Annual Meeting of Worton Parish Council held on Monday 9 May 2022 in Worton Village Hall at 7.30pm.

Present: Cllr Barry Devine (BD) (Chair); Cllr Suzanne Bonfield (SB); Cllr Chris Collins (CC); Cllr Robert Goss (RG); Cllr Malcolm Powell (MP); Cllr Nick Stokes (NS); Cllr Dicky Parsons (DP)

Also present: Liz Starling (Clerk); Cllr Tamara Reay (TR); 4 members of the public

Apologies: Cllr Richard Slack (RS) (Vice Chair)

15/22/23	Election of Chair: Barry Devine indicated his willingness to stand as chair; there were no other nominations. Resolved: NS proposed, CC seconded that Cllr Barry Devine be elected chair. Agreed.
16/22/23	Election of Vice-Chair: Richard Slack had previously indicated his willingness to stand for the position of vice-chair. There were no other nominations. Resolved: NS proposed, SB seconded that Cllr Richard Slack be elected vice-chair. Agreed.
17/22/23	Apologies for absence: The Chairman received apologies for absence.
18/22/23	Acceptance of Office: All councillors that were present completed their Acceptance of Office forms; these were witnessed by the Clerk.
19/22/23	Declaration of Members' Interests: There were no declarations of interest.
20/22/23	Minutes of meeting held on 4 April 2022: Resolved: It was proposed by MP, seconded by RG and agreed by all that the minutes were an accurate record. The minutes were duly signed.
22/22/23	Wiltshire Councillor's Report: TR reported that she is continuing to work on road safety issues that she and SB discussed in March. Have asked a Wiltshire Council Highways Engineer for site visit to discuss issues. Also following up with the police and John Derryman, the Wiltshire Community Speed Watch (CSW) coordinator. Wiltshire Council have launched a solar panel bulk buy scheme for residents, business and community buildings (https://bit.ly/3FuKOEI). The Community Area Transport Group (CATG) has been rebranded into Local Highway and Footway Improvement Groups (LHFIGs). Wiltshire Council are also producing a Local Cycling and Walking Infrastructure Plan (LCHIP) - more information will be coming out on this. Wiltshire Council have also designated this month as 'No Mow May'.
	The Chairman declared that the meeting was temporarily suspended to allow for an open session for 15 minutes where members of the public may make representations, answer questions and give evidence in respect of the business on the agenda. The owner of Orchard Cottage explained the reasoning behind the retrospective planning permission to be considered later in the meeting (PL/2022/02790). Lots of immediate work needed to be done to make the property habitable on moving in, hence retrospective permission required. Appreciation was also shown to the property owner for the work done on maintaining

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Date:

	the public right of way in the vicinity of his cottage. There were no further comments from the public therefore the Chairman closed the Open Session.
23/22/23	Approval and adoption of the Standing Orders for Worton Parish Council: Clerk advised there was no amendment needed to the Standing Orders. Resolved: MP proposed, DP seconded that the Standing Orders be approved and adopted for another year. Agreed.
24/22/23	Approval and adoption of the Financial Regulations for Worton Parish Council: Clerk advised there was no amendment needed to the Financial Regulations. Resolved: MP proposed, NS seconded that the Financial Regulations be approved and adopted for another year. Agreed.
25/22/23	Review and re-affirmation of Health and Safety Policy Statement: RG proposed, SB seconded that the Health and Safety Policy Statement be affirmed for another year. The chairman signed the statement.
26/22/23	Appointment of members to Work Streams and Responsibilities: a) Transport and Road Safety - RS (lead); DP; SB b) Leisure Facilities, Appearance and Environment - MP (lead); RG; NS; CC c) Planning - DP (lead); NS d) Community and Learning - BD (lead); NS; DP; Clerk e) Communications - Clerk (lead); BD f) Finance - MP (lead)
27/22/23	Community and Learning: a) Queen's Platinum Jubilee Event - The notes from the last working group meeting had been circulated prior to the meeting. David Johnson gave an update on the event which was taking place on Saturday June 4. Hoping to use the field behind the school for parking but as a fallback, the Parish Council was asked if Whatleys field could be used instead. Agreed. Two more volunteers are needed for the afternoon games event at the school.
28/22/23	Transport and Road Safety: a) Speed indicator device - No update available.
29/22/23	Leisure Facilities, Appearance and Environment: a) Improvements to WORT11/MARS9 - Still have not been informed if price has increased. TR is helping to chase the Rights of Way team on these improvements. b) Request for kissing gate in field near WORT22 - the request was for a gate in the corner of a field which is not on the definitive footpath route. Although the Parish Council has the Power to repair and maintain public footpaths and bridleways, this gate would not be on a public footpath. As it was to be put on private land, it was not advisable to fund and install a gate. This would set a precedent for other landowners. b) various other village maintenance issues were raised that had either been dealt with or will be progressed. Next Village Maintenance Working Group date is Saturday 18 June.
30/22/23	Planning: a) The Parish Council's response to the following planning applications were considered:

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	PL/2022/02790	Orchard Cottage, 147 High Street, Worton, SN10 5SE	Retrospective Planning Permission to regularise the as built form of the house and outbuilding, incorporating retrospective items relating to previous approvals that have been implemented in part and with some variations. Retrospective addition of air source heat pump unit and timber trellis screen. Retrospective minimal hard landscaping, patios etc, all as existing external as built form. Retrospective extension to rear of outbuilding, as existing external as built form. Replacement of existing defective timber cladding with proposed new timber to front, side and rear elevations of main dwelling house
	No objection		
	PL/2022/02850	Roslyn, 168 High Street, Worton, SN10 5SE	Removal of garage and single storey side extension. Creation of two storey side extension.
	No objection		
	b) The following decision was noted:		
	PL/2021/11130	Ashton House 111 High Street Worton SN10 5RU	6 x Silver Birch trees - crown reduce
	Wiltshire Council decision: No objection		
31/22/23	Communications: It was noted that some emails received from certain members of the public to both Clerk and Councillors have been less than polite and, in some cases, abrupt and intimidating. These will be monitored and if they continue, the individuals concerned would be warned that the Parish Council's Vexatious Complaints policy would be followed and the appropriate action taken.		
32/22/23	Finance: a) Resolved: MP proposed and DP seconded that the Annual Internal Audit Report 2021/2022, circulated before the meeting should be received and noted. Agreed. A letter of thanks has been written to be sent to Frank Marshall, the internal auditor. The Clerk informed the meeting that Mr Marshall has advised that he will not continue from next year and that a new internal auditor will have to be appointed which will incur a cost. She is obtaining quotes. b) Resolved: NS proposed and BD seconded that the Annual Governance Statement 2021/2022, circulated before the meeting be approved. Agreed. c) Resolved: MP proposed and SB seconded that the Accounting Statements 2021/2022, circulated before the meeting be approved. Agreed. d) Resolved: MP proposed and NS seconded that the Certificate of Exemption 2021/2022 be signed. Agreed. e) Current bank signatories are: Barry Devine - able to authorise online Richard Slack Dicky Parsons Nick Stokes Liz Starling - able to authorise online Resolved: DP proposed and SB seconded that the above signatories continue.		

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Agreed. A further online authorise was needed and it was agreed that this should be Dicky Parsons.

f) Accounts to be paid:

Resolved: Proposed by CC, seconded by RG and agreed by all that the following accounts be paid:

<i>Payable to</i>	<i>Net</i>	<i>VAT</i>	<i>Gross</i>
HMRC/E M Starling	540.01	19.39	559.40
Malcolm Powell	55.50	11.10	66.60
Wiltshire Association of Local Councils	210.40	42.08	252.48
Total	805.91	72.57	878.48

Inter account transfer:

3 May 2022	Amount:	£1,000
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33/22/23

Correspondence:

An email has been received from Wiltshire Council Planning Enforcement re allotment site on Seend Road advising that structures at the allotment are to be removed/

34/22/23

Update from Staffing Committee:

BD advised that the recruitment process had been carried out for a replacement Clerk and Responsible Finance Officer (RFO) but at this stage the interview panel were unable to fill the post. The post will be readvertised but not straight away. Liz Starling has offered to stay on as RFO for 1 hour per week to manage the accounts until a replacement Clerk/RFO can be found. She will also continue to manage the Parish Council website and Facebook page.

Resolved: BD proposed and DP seconded that Liz Starling is paid for 1 hour a week for the role of Responsible Finance Officer and website/Facebook management. LS advised that she had 13.3 hours of annual leave left to take before her leaving date of 13 May 2022. She requested 3 days leave 11-13 May (4.2 hours) which left 9 hours untaken for which holiday pay was requested. **Resolved:** BD proposed, NS seconded and all agreed that LS should be paid for 9 hours of holiday not taken.

35/22/23

Items to be considered for the agenda for the next meeting and questions to the Council:

BD reminded everyone that the Annual Parish Meeting (village meeting) takes place on Monday 40 May at 7pm in the Village Hall. Agenda items will be traffic issues and the Parish Plan.

Next agenda: SIDs update (to be requested for the Annual Parish Meeting); policies due for review; feedback from Annual Parish Meeting.

Payment of £116 from the Community Fund for Worton & Marston Gardening Club as agreed at the last meeting.

Key messages:

The Parish Council will be without a Clerk after 13 May. Councillors will be managing workload between them and will be prioritising what is essential.

Date of next meeting: Monday 6 June 2022. This will be held at 7.30pm in Worton Village Hall.

Signed:

Date: