

Calne Without Parish Council

You are hereby summoned to attend a meeting of Calne Without Parish Council
Virtual Meeting on Zoom
on Monday 14th September 2020. At 7.30 pm



Clerk to the Council, 8th September 2020

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 gives the Parish Council the power to hold its meetings by video conference.

This meeting will be held using Zoom. Members of the public are able to attend the meeting by using the log in details provided. If you wish to speak at the meeting, please contact the Clerk by 12noon on Friday 11th September 2020.

Join Zoom Meeting

<https://zoom.us/j/93202897547?pwd=ckhYT2k4ZEJqK3Q5YsrtcmlZuQjY3QT09>

Meeting ID: 932 0289 7547

Passcode: 206944

Or

Dial by your location

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AGENDA

1 Apologies for Absence - Clerk

2 Public Speaking/ Correspondence - Clerk

Opportunity for members of the public to address the council and summary of correspondence received by the council and proposed actions.

2.1 Public Speaking

2.2 Correspondence

3 Declarations of Interest - Councillors

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.

4 Chairman Announcements – Cllr Jones

5 Minutes - Clerk

Recommendation: That the Council approve the Minutes of the meeting held on 13th July 2020 as a true and fair reflection of the motions agreed by the Council and the discussions that took place and that these be signed by the Chairman as such.

6 Response to Actions from previous meeting- Clerk

6.1 Studley Dog Waste Bin

The Clerk has continued to ask Crest for a decision.

6.2 Five Year Housing Land Supply

Cllr Cook represented the Council at meetings convened by Malmesbury Town Council to present a united front from local Councils to the Wiltshire MP's regarding the effect on Neighbourhood Plans on the lack of a 5-year housing land supply. On the agreement of Councillors, the Council signed the letter to MP's but did not agree the letter to Wiltshire Council due to the time constraints.

6.3 Request for funding for footpath improvements

The Clerk responded to the resident about the request for funding for kissing gates and on receiving the maps of the gate locations has also passed this on to Calne Town Council as the majority of the gates are within Calne.

7 Accounts - Clerk

7.1 Cheques/Internet payments

Recommendation:

That the following payments be approved:

Broxap	2 benches for Tile court	£1376.40
Oakford IS	SSL certificate 11/9/20 to 10/9/21	£60.00
Sarah Glen	Repayment of Zoom subscription 28/8/2020 to 27/9/2020	£14.39
Villages Magazine	1 page for 10 editions	£150.00

That the following payments be noted:

Jim Cook	Repayment for website Post Table Pro	£94.80
Oakford IS	Temporary web hosting 25/7/20 – 24/8/20	£12.90
Idverde	Bin emptying 01/07/20 - 31/07/20	£105.00
Sarah Glen	Salary July 2020 plus 8 hours OT for June	£736.58
SLCC	CiLCA Training Qualification Fee	£350.00
Sarah Glen	Repayment of Zoom 28/7/20-27/8/20	£14.39

Sarah Glen	Salary August 2020 plus 8 hours OT July	£736.58
Oakford IS	Temporary Web hosting 25/8/20 -24/9/20	£12.90
Idverde	Bin emptying 1/8/20 - 31/8/20	£84.00

7.2 Balance and expenditure

Balance and Expenditure statement for the periods ending 31st July and the 31st August 2020 have been circulated.

Recommendation: That the balance and expenditure statements for periods ending 31st July and 31st August 2020 be approved.

8 Planning – Clerk/Councillors

To consider planning applications currently out to consultation. List circulated.

8.1 20/04017/FUL Avon Rise

To consider a response to the revised plans. Draft letter circulated.

Recommendation: That the Council approve the draft letter as its response to this application.

8.2 20/06416/FUL Stockley Hollow

To consider the application. Draft letter circulated.

Recommendation: That the Council approve the draft letter as its response to this application.

8.3 20/06684/OUT Land South of Chilvester Hill

To consider the application. Draft letter circulated.

Recommendation: That the Council approve the draft letter as its response to this application.

8.4 20/06083/FUL Proposed New Dwelling Land At 10, Fitzmaurice Close, Derry Hill, SN11 9PD

To consider the application. Draft letter circulated.

Recommendation: That the Council approve the draft letter as its response to this application.

8.5 Neighbourhood Plan Steering Group

To approve the draft terms of reference for the Steering Group as presented.

Recommendation: That the Council approves the draft terms of reference for the Neighbourhood Plan Steering Group.

8.6 Bus shelter Studley Crossroads

To consider the suggested placement of the bus shelter. Papers circulated.

9 Area Board: Requests for Highway Improvements – Councillors

To consider any requests for Highways Improvements or Traffic Surveys received for members of the public.

9.1 Studley Lane/ Studley Gardens request for double yellow lines.

Recommendation: That the Parish Council decide to support and submit the request or refuse the request and state the reasons.

9.2 Sandy Lane Traffic Count

The traffic count summary is available [here](#) . Report circulated.

Recommendation: That the Parish Council decide to support and submit the request or refuse the request and state the reasons.

10 Calne Community Area Transport Group Report – Cllr Jones

Report circulated.

10.1 Stockley Verges

Recommendation: That the Parish Council nominate 3 Councillors to take forward the Stockley verges project to add detail to the CATG request and to discuss the problem with the farms and local businesses based within the area.

10.2 Black Dog to Greenacres Way Cycle lane

Recommendation: That the Council consider its response to suggested shared use path A4 Black Dog Bridge to Greenacres Way.

11 Finance Committee – Cllr Cook

To consider the recommendations of the Finance Committee Meeting 25th August 2020. Draft Minutes of the meeting have been circulated. Papers from the Finance Meeting are available on the Parish Council website.

11.1 Bank Mandate and Financial controls/ Financial regulations Review

That the Finance Committee make the following recommendations to Parish Council:

- 1. That a Councillor Malpas be nominated to take on the role of carrying out the regular quarterly checks of the bank reconciliations unless the Council prefers a non-Committee Councillor take on the role.**
- 2. That Cllrs Cook and Malpas be added as signatories to all of the Council's bank accounts to ensure business continuity.**
- 3. That the following contract payments to Idverde (bin emptying), Simon Day & Co (payroll) Sarah Glen (Salary) HMRC (NI), be approved under section 5.6 of the Council's Financial Regulations. The Clerk to set up a system for the recording of such payments and that these should continue to be reported to the Council as paid at the next available meeting.**
- 4. That the Council reapprove the payment by direct debit to the ICO for the Council's registration as a date controller.**

11.2 Freedom of information: review of disbursements

- 5. That the Finance Committee recommend the amended Model Publications document to the Parish Council for adoption.**

11.3 Asset Management: Inspection of Goal Posts and Well House and Notice Board Maintenance

That the Finance Committee recommend to Parish Council:

6. That budget allocation be made for asset maintenance for 2020/21 through reallocation of funding from the discretionary Maintenance budget.
7. That budget allocation be made in the 2021/22 running cost budget for the ongoing maintenance of assets.
8. That the Council use RoSPA Play safety to inspect the Council goalposts as part of a combined visit with other parishes at a cost of £68.50 plus VAT.
9. That the Council consider and approve the cost of Notice Board maintenance at a cost of £85 per board per year.
10. That the Council consider the report on the Well House and approve costs of hedge cutting as appropriate.

11.4 Review of Spending April to August 2020

The Finance Committee make the following recommendations to the Parish Council:

1. That a budget of £5,000 be put in place for the remainder of 2020/21 to address Environment and Infrastructure, specifically proposals arising from the footpaths and rights of way working group. The £5,000 spend to be drawn equally from the two discretionary budget headings of Infrastructure and Community Facilities (£2,500 each).
2. That the Road Safety Feasibility Study be advanced as soon as possible through one of the following options:
 - a. Revalidation and subsequent acceptance of the only quote received, or
 - b. A refocused brief to be presented at the Council's October meeting, or
 - c. The project to be dropped and funding be reallocated elsewhere.

12 Broads Green Signs – Clerk, Cllr Baker

To consider and approve a quote for the signs at Broads Green. Report circulated.

Recommendation

1. That the Parish Council consider the above quotes and approve a supplier. The Clerk in consultation with the Chairman and Councillor Baker to finalise and place the order for the signs.
2. That the Council decide the spelling of Broads Green to be used on the signs.

Budget: Road Safety

Power: Road Traffic Regulations Act 1984 s72

13 Planters Working Group – Cllrs Baker Robbins and Oram

To consider the quotes for planters, report circulated.

Recommendation:

That the Council considers the following:

1. If the Council wants to support this project and proceed on a trial basis using the rental route or as a full commitment with purchase of planters and commitment to a long-term maintenance contract.
2. The choice of supplier as shown in the quotes above.
3. The exact number and location of the planters.

Budget: Aesthetics
Power: Local Government Act 1972 s144.

14 Project Funding Request – Cllr Malpas

To consider the request for Vehicle Activated Signs, report circulated.

Recommendation:

That Calne Without Parish Council initiate a project to examine the feasibility and cost of hiring up to 3 Vehicle Activated Speed Signs for deployment at various locations within the Parish to highlight issues associated with speeding and to collect data to inform the Road Safety Study and the Wiltshire Council Highways Authority.

Budget: Road safety
Power: Local Government and Ratings Act 1997 s30, Highways Act 1980 s274A

15 Engagement and Participation Working Group – Cllr Rees

To approve the draft terms of reference. Terms of reference circulated.

Recommendation:

That the Terms of Reference for the Engagement and Participation Working Group as drafted be approved.

16 Other Matters

For Councillors to raise matters not requiring a decision.

Date of next meeting 12th October 2020