

## **Calne Without Parish Council**

You are hereby summoned to attend a meeting of Calne Without Parish Council  
Virtual Meeting on Zoom  
**on Monday 9<sup>th</sup> November 2020. At 7.30 pm**



Clerk to the Council, 3<sup>rd</sup> November 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 6<sup>th</sup> November 2020.

Zoom Details:

Join Zoom Meeting

<https://zoom.us/j/99630177234?pwd=RVRBNDZ3M2p2bm1HdzVEVVpjN3E1dz09>

Meeting ID: 996 3017 7234

Passcode: 581704

Dial by your location

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## **Agenda**

### **1 Apologies for Absence**

### **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**

## 5 Minutes

**Recommendation:** That the Council approve the Minutes of the meeting held on 12<sup>th</sup> October 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 Pewsham Ward Co-option

Adverts placed in Villages Magazine and Derry Hill Inspire

### 6.2 Planning White Paper

Clerk has submitted the Council's comments.

### 6.3 Studley Crossroads Bus shelter

Clerk has sent the location agreed by West wad Councillors to Crest and Wiltshire Council.

### 6.4 Traffic Survey Request Old Derry Hill

Clerk has submitted the request to Wiltshire Council.

### 6.5 River Marden Project

Payment to be made, see payments.

## 7 Accounts - Clerk

### 7.1 Cheques/Internet payments

**Recommendation:**

That the following payments be approved:

Sarah Glen	Clerks Salary October 2020 plus 6hours OT	£713.68
Idverde	Bin emptying 01/10/20 to 31/10/20	£108.00
Sarah Glen	Repayment of Zoom subscription 28/10/20 to 28/11/20	£14.39
Bristol and Avon Rivers Trust	Grant of £5000 approved 12 <sup>th</sup> October 2020	£5000.00
Oakford IS	Temporary Website hosting	£12.90
Wiltshire Association of Local Councils	Councillor training	£240.00

### 7.2 Balance and expenditure

**Recommendation:** That the balance and expenditure statement for the period ending 31<sup>st</sup> October 2020 be approved.

## 8 Planning

8.1 To consider a response if required to planning applications currently out to consultation. List circulated.

### 8.2 Neighbourhood Plan

Report circulated.

**Recommendations:**

- 1. That the Parish Council accept and adopt the revised Terms of Reference for the Calne Area Neighbourhood Plan Steering Group**

2. **The Council should consider its representation on the Steering Group.**
3. **That the Parish Council consider and approve a budget allocation for 2021/22 of £2000 for the Neighbourhood Plan**

### 8.3 A4 Road Closure for Ash Die back Clearance

Report circulated.

**Recommendation: That the Clerk and Cllr Malpas draft a letter from the Chairman to Cllr Wayman to cover the points identified in the report.**

## 9 Finance Committee and Grant Requests – Cllr Cook

The draft minutes of the Finance Committee meeting on 28<sup>th</sup> October 2020 have been circulated.

### 9.1 Grant Request Derry Hill and Studley Heartbeat

Report circulated.

#### Recommendations

1. **That the Council consider the grant request for £350 to fund the maintenance required for the defibrillators operated by the Derry Hill and Studley Heartbeat Group.**
2. **That the Committee budget for ongoing maintenance liabilities for the phone box on Church Road in the 2021/22 budget and ask the Council to enter into a Hosting Agreement with DH&SH.**

Budget	Sun Edison Community facilities
Power	1972 Act s 137

### 9.2 Grant request Derry Hill and Studley Inspire Magazine

Report circulated.

**Recommendation: That the Parish Council award a grant of £160.00 to the Derry Hill and Studley Inspire Magazine and thank those involved in its production for continuing to provide an excellent service to the community particularly through these difficult times.**

Budget	Public participation and advertising
Power	Local Government 1972 Act s142

### 9.3 Credit card and Savings Accounts

#### 9.3.1 Savings Account

**That the Finance Committee recommend to the Council that it stops the application process for the Skipton Building Society Account and moves to apply for an Business Instant savings account with the Bath Building Society, signatories to be Cllrs Richard French, James Cook and Alan Malpas with the Clerk, Sarah Glen as the administrator. The account to require 2 signatories to approve payments.**

#### 9.3.2 Credit Card

Following work on the credit card application the Council needs to confirm the following request and the change to the Financial regulations as detailed in the report.

#### Recommendations:

1. **That the Council confirms it approves an application for a Lloyds Bank credit card at an annual cost of £32, with a credit limit of £1000 in the name of the Clerk, Sarah Glen. Cllrs Richard French and Keith Robbins to sign the application form.**
2. **That the Council approves an amendment to its Financial Regulations to include new paragraphs 6.16 and 8.1 and 8.2 as detailed in the report.**

#### 9.4 Budget for 2021/22

Report circulated.

##### Recommendations:

1. That the Council consider and agree the detailed principles on which it wishes to draft the budget for 2021/22. This will include:
  - New budget headings and commitments
  - Increases above £100 on existing budget headings,
  - Project Categories and the projects that it would like to see progressed in 21/22
2. That the Finance Committee be asked to take the Council's decisions on the above and prepare a Budget and Precept request for 2021/22 for consideration at the Council meeting on 14<sup>th</sup> December 2020.

### 10 Project Proposals – Updates – Cllr Malpas

#### 10.1 Derry Hill Playground Project

Verbal update from Cllr Malpas.

Recommendation: That the Parish Council approve the spending of up to £100 on the production and distribution of the survey approved as part of the project proposal to gauge the support for development of a playground at Petty Acre, Derry Hill.

Budget

#### 10.2 Vehicle Activated Speed Signs

Verbal update from Cllr Malpas.

### 11 Engagement and Participation Working Group – Cllr Rees

To consider and approve the advertising for the May '21 elections.

**Recommendation: That the following table of advertising be approved:**

Phase 1		
Encourage people to Register to Vote	Poster on Noticeboards (A4 size) and items in the Parish Magazines	Posters to go up in December and articles for the December/January editions of the magazines (copy date 10 <sup>th</sup> to 15 <sup>th</sup> November)
Phase 2		
Encourage people to stand as a candidate, particularly those currently underrepresented on the Council.	Leaflets dropped in new housing area to encourage new residents to take part (Studley Gardens and Cherhill View) Articles in Parish Magazines Posters similar to the one being used for co-option to be displayed on Council Noticeboards.	February and March editions (copy dates 10 <sup>th</sup> Jan early Feb)

	Information packs to explain the rules and the process for standing for election. Links on website to Wiltshire Council information.	
Phase 3		
Remind people to vote/register if you haven't already, get a postal vote if you need one.	Get out the message that residents' involvement is valuable Article in Magazines Links to Wiltshire Council information.	April editions (copy due early March)

## **12 Footpaths Working Group – Cllr Songhurst**

Report circulated. Verbal report from Cllr Songhurst.

## **13 Co-option for Pewsham Ward Vacancy – Cllr Cook, Robbins, Rees**

Cllrs to note the information circulated that will be given to applicants and is posted on the Council's website.

## **14 Other Matters**

Councillors to raise matters not requiring a decision.

## **15 Confidential Session - Chairman**

Recommendation: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

## **16 Community Facilities**

To consider a matter relating to provision of services.

Date of next meeting 14<sup>th</sup> December 2020