

## Calne Without Parish Council

To Councillors Baker, Cook, French, Hislop, Jones, Kronig, Maddicks, Malpas, Oram, Rees,  
Robbins, A. Satchell, B. Satchell and Songhurst

You are hereby summoned to attend a meeting of Calne Without Parish Council, on Zoom  
on Monday 14<sup>th</sup> December 2020



Sarah Glen  
Clerk to the Council 8<sup>th</sup> December 2020

This meeting will be held in accordance with s78 of the Coronavirus Act 2020, The Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) which came into force on 04 April 2020.

The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specific period until May 2021. The 2020 Regulations apply to local council meetings, committee, and sub-committee meetings in England.

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 December 2020.

Zoom joining details:

Join Zoom Meeting

<https://zoom.us/j/99932174130?pwd=eDFobkhzS1hXQ3pyN1VHdHBtQTlzUT09>

Meeting ID: 999 3217 4130

Passcode: 583317

Dial by your location

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## Agenda

### **1 Pewsham Ward Co-option**

Council to appoint a Councillor to Calne Without Parish Council (Pewsham Ward) through co-option by majority vote.

Declaration of Acceptance to be signed by the successful candidate.

## 2 Apologies

To receive apologies

## 3 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.

3.1 Public Speaking

3.2 Correspondence

## 4 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.

## 5 Chairman Announcements

## 6 Minutes

**Recommendation: That the Council approve the Minutes of the meeting held on 9<sup>th</sup> November 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.**

## 7 Response to Actions from previous meeting – Clerk

7.1 A4 Road Closure for Ash Die back Clearance

Response from Cllr Wayman, Wiltshire Council, has been circulated.

7.2 Election Advertising

Items have been placed in the Inspire and Villages magazines to encourage residents to register to vote.

7.3 Bridlepath Diversion Calstone

Cllr Hislop spoke at the meeting and Wiltshire Council has supported the diversion of the bridleway which will now be referred to Secretary of State for a decision.

7.4 Extended Email Licences

Clerk was unable to purchase the extended licences at the cost of £28 per licence as the Parish Council did not fit Microsoft not for profit organisation criteria. The licences have been purchased at a cost of £72 plus VAT each under the budget for the playground consultation as they were required for the online form. The licences are held by the Clerk and Cllr Cook.

## 8 Accounts - Clerk

8.1 Cheques/Internet payments

Recommendation:

**That the following payments be approved:**

<b>Wiltshire Council</b>	<b>Contribution to the Stockley Gateways</b>	<b>£1675.87</b>
<b>Simon Day &amp; Co</b>	<b>Payroll services 1Oct to 31 Dec 2020</b>	<b>£36</b>

Derry Hill and Studley Inspire Magazine	Payment for regular Parish Council news space	£160
Derry Hill and Studley Heartbeat	Grant for Defibrillator maintenance	£350
Oakford Technology	Office 365 E1 licence x2 (to allow creation and analysis of online forms for Playground project)	£172.80
Idverde	Bin emptying 01/11/20 to 30/11/2020	£108
Broxap	Dog Waste bin for Studley	£199.20
Sarah Glen	Petty Cash reclaim April 20 to Nov 20	£147.88
Sarah Glen	Reclaim against Chairman's allowance for Gifts	£43.50
ASF Signs	Broads Green name signs	£1074.00

To note the following payments that have been made:

Sarah Glen	Salary November 20 and 8 hours OT for October	£736.58
Oakford IS	Temp web hosting 25/11/20 to 24/12/20	£12.90
Digiprint Chippenham	Leaflet printing (Playground project)	£123.50
Newsquest	Advert for the Pewsham Ward Vacancy	£121.74
Bath Building Society	Open new Savings account	£1.00

8.2 Balance and expenditure

**Recommendation: That the balance and expenditure statement for the period ending 30<sup>th</sup> November 2020 be approved.**

## 9 Planning

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

20/04985/FUL 1 Hill View, Stockley

**Recommendation: To note the response to the revised plans consultation made under delegation.**

9.2 Neighbourhood Plan

Report circulated.

**Recommendation: That the report be noted.**

9.3 Development of Former Blounts Court Nursery

Draft letter circulated.

**Recommendation: That the Council approves the Chairman to sign and send the letter as drafted to Cllr Sturgis.**

## **10 Human Resources**

To approve the use of the new pay scales from the National Pay award and overtime claim. Report circulated.

**Recommendation:**

- 1. That the Council accepts the National Pay award for 2020/21 and approves the Clerk's new hourly rate of £11.76.**
- 2. That the Council awards back pay due from 1<sup>st</sup> April 2020 to 30th November 2020 to reflect the new hourly rate for a total of 500.64 hours and that £155.20 be added to the Clerks pay for December 2020.**
- 3. That the Council considers the approval of 6 hours additional overtime to be paid to the Clerk for November 2020.**

## **11 Finance Committee**

Draft Minutes of the Finance Committee meeting 23<sup>rd</sup> November 2020 circulated.

### 11.1 Budget and Precept request for 2021/22

To consider the budget and precept request for 2021/22. Report circulated.

**Recommendations:**

- 1. That the Parish Council approve the budget detailed in Option 3 to form the budget for 2021/22 and the Precept request of £29,682 to Wiltshire Council.**
- 2. That the Council authorises the signing of the Parish Precept Requirement by the Chairman and Clerk and this be submitted to Wiltshire Council.**

### 11.2 Bank Accounts and Investment Strategy

To receive and update on the bank accounts and approve the Investment Strategy. Report circulated.

**Recommendations:**

- 1. That the Council approve the Clerk to close the Council's Unity Trust Bank Account and transfer £50087.33 via the Lloyds Treasurers Account to the Bath Building Society Account. Cost of transferring the funds £28.00.**
- 2. That the Council approve the revised Investment Strategy as drafted.**

### 11.3 Finance Committee Terms of Reference and delegated power to spend

To consider an alteration to the Finance Committee terms of reference to allow that Committee to approve spending up to £1000 within the set budgets. Draft Revised Terms of Reference circulated.

**Recommendation: That the Council approve the alteration to the Finance Committee Terms of Reference as drafted.**

## **12 Risk Assessment Schedule Review**

To review the Risk Assessment Schedule as advised by the auditor.

**Recommendation: That the Council approve the Clerk in consultation with the IT Working Group investigate and bring back costings for website, IT support and remote file storage for the Council.**

## **13 Calne Community Area Transport Group (CATG)**

To note the report.

## **14 Project Proposals – Updates**

14.1 Derry Hill Playground Project

Cllr Malpas to provide verbal update. Leaflet circulated.

14.2 Vehicle Activated Speed Signs

Cllr Malpas and Clerk to provide verbal update.

14.3 Road Safety Feasibility Study

Expressions of interest are due to be submitted on 21<sup>st</sup> December 2020. The Parish Council will meet on 11<sup>th</sup> January to formally consider the responses.

Cllrs Cook, Malpas and Robbins have taken the lead on the project and will examine the documents and ask for any points of clarification required before they are reported to Council.

## **15 Other Matters**

For Councillors to bring up matters not requiring a decision.

Date of next meeting 11<sup>th</sup> January 2020

(The Council will need to meet in January to consider the Road Safety Feasibility Study responses and to receive a presentation from Gigaclear about the roll out of fibre broadband in Derry Hill and Studley. The Coronavirus Act Regulations allow the Council to call a meeting outside the usual schedule.)