

MINUTES MAY BE UPDATED BEFORE THEY ARE APPROVED AT THE NEXT PARISH COUNCIL
MEETING

MINUTES OF THE CALNE WITHOUT PARISH COUNCIL
ZOOM

MONDAY 14th December 2020 19.30

CALNE WITHOUT COUNCILLOR ATTENDANCE

Present (P): Apologies (A): Did Not Attend (X)

Sue Baker	P	Jim Cook	P	Richard French	P
Rob Hislop	P	Ed Jones (Chairman)	P	Katherina Kronig	P
Marcus Lee	P	Matt Maddicks	P	Alan Malpas	P
Charlie Oram	P	Ioan Rees	P	Keith Robbins	P
Adrian Satchell	P	Barry Satchell	P	David Songhurst	P

Wiltshire Council Unitary Councillor (Calne Rural) Christine Crisp did not attend.
(Note Cllr Lee was co-opted at this meeting)

1 Pewsham Ward Co-option

Cllr Malpas welcomed that fact that the co-option had attracted 4 applicants. The Clerk explained how the process of co-option would be carried out, each applicant given a chance to make a presentation and answer questions followed by a vote in the public meeting. A majority vote is required to co-opt.

The four applicants for the Pewsham Ward vacancy made short presentations to the Council and answered questions from Councillors.

The applicants were given the option to remain in the meeting for the vote but preferred to wait in the Zoom waiting room.

Cllr Rees requested a recorded vote. The vote was as follows:

Mr Khan

Proposed: Cllr Rees

Seconded: Cllr Baker

Voting for Mr Khan: Cllr Rees

Mr Lee

Proposed: Cllr French

Seconded: Cllr Hislop

Voting for Mr Lee: Cllrs Baker, Cook, French, Hislop, Jones, Kronig, Maddicks and A. Satchell

Mrs Marshall

Proposed: Cllr Songhurst

Seconded: Cllr Malpas

Voting for Mrs Marshall: Cllrs Malpas, Oram, B. Satchell and Songhurst

Mr Tucker

Proposed: Cllr Robbins

Seconded: Cllr Rees

Voting for Mr Tucker: Cllr Robbins

Mr Lee obtained a majority vote and was duly appointed to the Council.

The Chairman welcome Mr Lee to the Council and thanked the other candidates for taking part and expressed the hope that they would consider taking part in the Parish Council elections in May 2021.

Cllr Lee signed the Declaration of Acceptance in view of the Clerk and all the Councillors and took part in the rest of the meeting.

2 Apologies

2.1 Public Speaking

None

2.2 Correspondence

None

3 Declarations of Interest

None

4 Chairman Announcements

The Chairman announced that he would be taking items 9 Human Resources and 10 Finance Committee before item 8 Planning to be sure to cover the items before the end of the meeting.

Councillors were reminded that there would be a January meeting and that the Clerk would be emailing a link to the new website for Councillors to comment on.

5 Minutes

Proposed: Cllr French

Seconded: Cllr B. Satchell

Agreed: That the Council approve the Minutes of the meeting held on 9th 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.

6 Response to Actions from previous meeting

Noted, no further questions raised on any of the items.

7 Accounts - Clerk

7.1 Cheques/Internet payments

Proposed: Cllr Malpas

Seconded: Cllr A Satchell

Agreed: That the following payments be approved:

Wiltshire Council	Contribution to the Stockley Gateways	£1675.87
Simon Day & Co	Payroll services 1Oct to 31 Dec 2020	£36

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

7.2 Balance and expenditure

The Clerk drew Cllrs attention to the £474.15 received in reclaimed VAT.

Proposed: Cllr Cook

Seconded: Cllr Malpas

Agreed: That the balance and expenditure statement for the period ending 30th November 2020 be approved.

8 Human Resources

Cllrs had no questions.

Proposed: Cllr Rees

Seconded: Cllr Cook

Agreed:

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 1st 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 approved 6 hours additional overtime to be paid to the Clerk for November 2020.**

9 Finance Committee

Draft Minutes of the Finance Committee meeting 23rd November 2020 circulated.

9.1 Budget and Precept request for 2021/22

Cllrs considered the report and discussed Precept request and budget for 2021/22. Cllr Malpas explained the Finance Committee's reasoning behind its preferred option.

Proposed: Cllr Cook

Seconded: Cllr A. Satchell

Agreed: 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.

Proposed: Cllr Cook

Seconded: Cllr French

Agreed: That the Council authorises the signing of the Parish Precept Requirement for £29,682 by the Chairman and Clerk and this be submitted to Wiltshire Council.

9.2 Bank Accounts and Investment Strategy

The Clerk explained the request to move funds from the Unity Trust savings account that no longer pays interest to the new Bath Building Society savings account.

Proposed: Cllr Malpas

Seconded: Cllr Baker

Agreed: 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, to be taken from the £50087.33.

The Clerk explained that the Investment Strategy had been updated to reflect the changes to accounts approved above.

Proposed: Cllr Malpas

Seconded Cllr A Satchell

Agreed: That the Council approve the revised Investment Strategy as drafted.

9.3 Finance Committee Terms of Reference and delegated power to spend

Cllrs considered an alteration to the Finance Committee terms of reference to allow that Committee to approve spending up to £1000 within the set budgets. This would improve the Council's flexibility to approve payments within budgets on urgent items.

Proposed: Cllr Malpas

Seconded: Cllr French

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

10 Planning

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

20/10199/FUL Moorhill Lodge Fishers Brook Calne Wiltshire SN11 9HB

Cllr raised concerned at another retrospective application but decided not to make any comments.

20/04985/FUL 1 Hill View, Stockley

Response to the revised plans consultation made under delegation was noted. Cllr Baker expressed disappointment that the Conservation officer had not supported the Parish Council.

20/09579/FUL Beversbrook Farm Beversbrook Hilmarton Calne Wiltshire SN11 8RX

Cllr Hislop expressed support for the application to allow a valuable local employer to expand the business.

Proposed; Cllr Hislop

Seconded: Cllr A Satchell

Agreed That the Council support the application.

20/04901/FUL Catkins Church Road Derry Hill SN11 9NR

Cllr French asked the Clerk to check if this had permission.

10.2 Neighbourhood Plan

Chairman reported that the Steering group was to meet on the 17th December. The report was noted.

10.3 Development of Former Blounts Court Nursery

A draft letter to Cllr Sturgis regarding the report into the handling of the application process at the Former Blounts Court Nursery as considered.

Proposed: Cllr Cook

Seconded: Cllr Rees

Agreed: That the letter as drafted be sent.

11 Risk Assessment Schedule Review

The Clerk updated Cllrs on the additional signatories added to the bank accounts to ensure business continuity which were now complete. In the light of the Council's reliance on IT to conduct its business and recent problems with the emails and website the Clerk suggested that the Council should consider I.T. support for its operations.

Proposed: Cllr Malpas

Seconded: Cllr Hislop

Agreed: 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.

12 Calne Community Area Transport Group (CATG)

The report was noted.

13 Project Proposals – Updates

13.1 Derry Hill Playground Project

Cllr Malpas reported that the survey is live, and responses are being received. End date for consultation 9th January 2020.

13.2 Vehicle Activated Speed Signs

Cllr Malpas reported that in order to get prices for installation of signs the Council need to agree on the sites it wishes to use and have them assessed. Cllr Malpas to email Cllrs the criteria for sites and ask for suggestions.

13.3 Road Safety Feasibility Study

Expressions of interest for the project are due to be submitted on 21st December and the response will be reported to Council at the January meeting.

14 Other Matters

Cllr A. Satchell brought up the poor state of part of footpath CALW67 Derry Hill to Old Derry Hill. Cllr Lee agreed to look into this.

Cllr Cook reported that the online part of the playground survey had received 92 responses, 80 in support, 12 against and 26 offers of assistance with the project.

Cllr Hislop reported that he had met with Bristol and Avon Rivers Trust (BART) and was setting up meetings with landowners to explain the project.

Meeting ended at 9.35pm.