

**DRAFT MINUTES OF THE ANNUAL MEETING OF FOVANT PARISH COUNCIL HELD ON
8th MAY 2018 IN THE VILLAGE HALL.**

Present Cllrs Dunn, Havard, Holmes, Horne, Smith, Swift and Mrs Turner.
In attendance; Mrs C Churchill (Clerk). 1 member of the public.
Apologies Cllr Phillips. WC Cllr Mrs Green.

Questions or statements from members of the public on any matter concerning the village.
Still trying to contact the Communities Officer at WC regarding parking at The Elms.

Report from the West Wiltshire Community Police Team. Apologies, the next Community Safety Group meeting is on 23rd May.
The Community Messaging system reported a burglary had taken place in Tisbury Rd on 7th May.

Report from Wiltshire Councillor. Apologies had been received. Cllr Green had stated that she will support Fovant in objecting to the proposed signage for Tisbury traffic.

Cllr Havard opened the meeting at 7.03pm

0208. Election of a Chairman. To elect a Chairman for the municipal year ending May 2019.
Fovant PC resolved to elect Cllr Holmes as Chairman.
Cllr Holmes took the Chair for the meeting.

0209. Signing of the Declaration of Acceptance of Office.
Cllr Holmes signed the declaration of acceptance of office.

0210. Apologies for absence were received from Cllr Phillips who had a conflicting social engagement.
Fovant PC resolved to accept the apologies for the reason given.
Local Government Act 1972 s85(1)

0211. Council meeting minutes - to confirm and sign the minutes of the parish council meeting held on 10th April 2018.
Fovant PC resolved to approve the previously circulated Minutes which were taken as read and signed by the Chairman.

0212. Interests.

- (i) Cllrs to declare any Disclosable Pecuniary Interests related to any matters to be considered in this agenda that do not appear in the Cllr's register of interests. None declared.
- (ii) In accordance with the Dispensation Procedure, any requests for a grant of dispensation must be submitted prior to this meeting. None received.

Cllrs were reminded that it is their responsibility to ensure their register of interests on the WC website is kept up to date.

0213. Exclusion of the press and public. To agree any items to be dealt with after the public, including the press, have been excluded under. Not required.
Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972 ss100

PLANNING

0214. To consider how to respond to any planning applications made after the publication of this agenda.

18/03781. **Two Hoots, Brook St.**

Erection of a Single Storey Side / Rear Extension to Kitchen Including, infill of the open veranda area that is covered by the First Floor accommodation above

Cllrs viewed the application and felt an additional meeting was not required. This will be on the next agenda but this falls after the period for comments.

Clerk

0215. To note the following application for tree work.

18/03961. Fovant Hse, Church Lane, Fovant.

Reduce 1 x Holly tree to 3m

Fell 1 x Ash tree

Fell 1 x Elm tree

Crown raise Ash and Beech tree to 5.2m

Thin crown of Yew by 20%

Fell 1 x Oak tree.

The Tree Warden had viewed the application and raised no concerns.

Fovant PC resolved to note the application.

0216. To consider any requests for tree work in the parish made after the publication of this agenda. There were none.

Finance

0217. Year ending 31st March 2018.

(i) To note the report from the Internal Auditor

The Internal Audit had been completed and no issues were raised.

Fovant PC resolved to note there were no issues on the completion of the Internal Audit.

(ii) To approve the Annual Governance Statement.

Fovant PC went through the Annual Governance Statement and answered each Statement.

Fovant PC resolved to approve the AGS and this was signed by the Chairman and Clerk.

(iii) Annual Governance and Accountability Return.

Fovant PC went through the Annual Governance Statement and Accountability Return.

Fovant PC resolved to approve the AGAR and this was signed by the Chairman and Clerk.

(iv) To resolve to certify that the council is exempt from a limited assurance review by the external auditor and that they meet the qualifying criteria.

Gross income £16,113.25

Gross expenditure £ 7,527.15

As neither exceed the limit of £25,000 Fovant PC confirmed that the Council is exempt from a limited assurance review as it meets the qualifying criteria.

Fovant PC resolved to sign the Certificate of Exemption which was signed by the Chairman and RFO/ Clerk.

0218. Year ending 31st March 2019.

(i) To note the balance of the accounts

Opening balance £13,687.85

Total receipts £ 9,850.13

Total payments £ 636.26

Balance carried f/w £22,901.72

(ii) To confirm the insurance schedule

Fovant PC resolved to accept the insurance quote from Came and Company for a 1 year period at a total of £452.07.

(iii) To authorise payments due.

Fovant PC resolved to authorise payments totalling £2094.16

The payments to Swallowcliffe PC and Ansty PC are not to be sent until the signed agreement has been received. The money for these comes from the SWWAB SID grant that Fovant PC applied for.

(iv) To confirm bank signatories.

Cllrs Dunn, Havard, Holmes, Horne, Swift and Mrs Turner are all bank signatories. No additional signatories were required.

Fovant PC resolved that the Clerk's internet access should be upgraded to FULL so that she is able to transfer money between the two parish council accounts. Fovant PC to be kept informed of all transfers.

No BACS payments may be made without prior authorisation of Fovant PC.

Local Government Act 1972 s150(5). Account and Audit Regulations 2011

0219. Highway matters.

(i) Parking on Tisbury Road near the Elms.

As reported during public session, this matter is ongoing.

(ii) Proposal to erect a No Parking sign at The Elms.

Fovant PC resolved to pursue the erection of a No Parking sign.

Cllr Havard will report this on the MyWiltshire app.

(iii) 20mph limit. Next steps to encourage compliance with the new 20mph limit.

Cllr Holmes will attend the CATG meeting (standing in for Cllr Phillips who is unable to attend).

Cllr Holmes had noted that a roundel costs £150

(iv) Community Speed Watch. To receive an update.

Cllr Holmes reported that two sessions have taken place, approx. 5% of vehicles were speeding.

3 more volunteers are awaiting training.

To remain on the agenda.

(v) Dropped Kerbs. These have been completed (on the A30).

(vi) PEAS request. To confirm what, if any equipment Fovant required for 18/19.

Fovant PC resolved to request

- 50 empty sandbags
- 2 flood signs

Cllr Havard will collect these from the Warminster depot on the date stated.

0220. Election of a Vice Chairman To elect a Vice Chairman for the municipal year ending May 2019. Fovant PC resolved to elect Cllr Swift as Vice Chairman.

0221. Signing of the Declaration of Acceptance of Office.

Cllr Swift signed the declaration of acceptance of office.

0222. Meeting dates for Fovant PC. To confirm the following meeting dates;

5th June 2018

3rd July 2018

4th September 2018

2nd October 2018

6th November 2018

8th January 2019.

5th February 2019

5th March 2019

2nd April 2019.

7th May 2019

Fovant PC resolved to meet on the dates listed. Clerk to confirm dates with the Village Hall. Clerk

0223. Update of actions from the Minutes dated 6th March 2018.

1. (0187) Clerk yet to write article on trees, waiting for legal reference from WC)

0224. Update of actions from the Minutes dated 10th April 2018.

1. (0199) Planning responses were sent to Wiltshire Council. Clerk to check they have been uploaded.
Clerk

2. (0203.ii) Cheque has been sent to WC to repay the grant paid in error.

0225. Trees to commemorate 1918. To receive an update on the location for these trees.

Cllr Havard has spoken to one farmer who supports the project.

Need to contact the landowner on the south side of the A30, Clerk will make enquiries and send details to Cllr Havard.

Quotes required for 24 trees required for June meeting (to include trees and protective equipment). Clerk to ascertain height of trees when obtaining quotes.
Clerk

0226. Best Kept Village competition. To receive an update on the entry for this competition. The entry has been sent, judging will take place in May / June. A notice has been received and displayed on the noticeboard and on the website.

Fovant PC noted the information

0227. To receive an update on the Recreation Ground following the annual inspection. This work is ongoing.
Ongoing

0228. To appoint the following representatives for Fovant;

Highways / Parish Steward	Cllr Phillips
Play Area	Cllrs Havard and Swift
Rights of Way	Cllr Mrs Turner
Community Safety Partnership	Cllr Smith
Website	Cllr Havard
Village Hall liaison	Cllr Holmes
Flood Warden	Cllr Holmes
Dementia Champion.	Cllr Mrs Turner
Civil Emergency Volunteer	Cllr Holmes
Tree Warden	Mrs J Morley

0229. Old Playground Sutton Road

Discuss proposal to open discussion with Wiltshire Council to transfer ownership to Fovant Parish Council to provide additional parking for visitors to the Recreation Ground and Playground.

It was noted that there is insufficient parking at the recreation ground and if this area could be cleared it would alleviate the parking problem.

Fovant PC resolved to apply for a transfer of ownership of the Old Playground on Sutton Road.

0230. Highway Signs

(i) To consider a quote to purchase CSW signs for Fovant High St

Cllr Holmes is awaiting a quote for these signs.

Ongoing

(ii) To consider a proposal to allocate funds to refurbish old blue road signs in Fovant.

A verbal quote has been received to shotblast and powderpaint quote 8 street signs with blue paint total £100 inc VAT

This is for the blue background street signs, the white writing would need to be applied after the powder paint.

Fovant PC resolved to proceed with the shotblasting and powder painting for all 8 signs (all to be done together) but require a written quote prior to the work being started.

Cllr Holmes will take the signs to the workshop where they will be done.

Cllr Holmes

Fovant PC resolved to authorise a sum of £50 to purchase the white paint and replacement bolts and fittings.

0231. Parish Steward List. To agree items to be added to the Parish Steward list. None requested.

Cllrs were reminded that any items for the Parish Steward should be forwarded to Cllr Phillips and also reported on the MyWiltshire app.

0232. Dementia Champion. Further to the appointment of a Dementia Champion for Fovant To confirm that Fovant PC will arrange for a Dementia Friends training session to be held in the village. Cllr Mrs Turner will contact Stephen Harris and arrange a date from July onwards. Cllr Mrs Turner

0233. Fovant PC Standing Orders.

(i) A new model Standing Orders has been published by NALC, to consider adopting the latest model version.

Fovant PC resolved to defer this item to the next meeting. Ongoing

0234. General Data Protection Regulation.

- (i) To adopt the Information and Data Protection Policy
- (ii) To adopt the Retention and Disposal policy
- (iii) To adopt the Social Media and Electronic Communication policy
- (iv) To adopt the Management of Transferable Date Policy
- (v) To adopt the GDPR consent notice
- (vi) To confirm the DPO for Fovant PC.

Fovant PC resolved to defer adoption of items (i) – (v) to the June meeting. Ongoing

Cllr Havard will circulate tracked changes documents as there were some errors. Cllr Havard

Privacy Notice also to be adopted at the June meeting. Clerk

Fovant PC resolved to defer the appointment of a DPO until after the tabled amendment has been discussed in Parliament. Ongoing

0235. To receive brief reports from Cllrs. Please note that these reports are for information only and no decisions or resolutions may be made on any items not clearly stated on the agenda

Cllr Holmes reported that building work at The Old School will commence shortly

Weed cutting remains an issue, householders must ensure that any weed they cut is not allowed to flow downstream (see EA guidelines).

Cllr Holmes will organise a Brook working party for 9th June. Cllr Holmes

Cllr Havard reported that the stones laid at the Brook edge at Toads pond have been moved further into the Brook. This will be looked into. Cllr Holmes

0236. Website. To receive an update on the existing website

Cllr Havard reported that the website is all up to date.

The Three Towers will be available on the website.

0237. Clerk's Report.

The vacancy created following the resignation of Cllr Mrs Jones is being advertised.

Various briefing notes from WC – circulated applicable ones.

Best Kept Village entry submitted

Insurance docs received

Attended WC Highways briefing and WC information session on GDPR

CATG on 9th May, SWWAB on 30th May, WC networking day on 15th June

Cllr Holmes confirmed he will attend the networking day. Clerk to inform WC.

Clerk

0238. To note items for the agenda of the next meeting. The next PC meeting will be held on Tuesday 5th June 2018 at 7.00pm. Any items for the agenda should be sent to the Clerk before Wednesday 23rd May 2018.

Cllr Holmes closed the meeting at 8.55pm