

CHILMARK PARISH COUNCIL

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**RECORD OF POINTS AND DECISIONS ARISING FROM THE PARISH COUNCIL AGM HELD ON
WEDNESDAY 9 MAY 2018**

PRESENT

Name	Appointment
Mr P Boyles	Chairman
Sir R Packer	Vice Chairman
Mr I Dennis	Councillor
Ms L Taylor	Councillor
Mrs E Jack	Councillor
Mrs B Wayman	Wiltshire Councillor
Mrs J MacDougall	Clerk
Public: 1	

POINTS AND DECISIONS ARISING

Item	Points/Decisions	Action
(a)	(b)	(c)
26/18	<p>1. <u>Appoint Chair/Vice Chair</u> Cllr SirRP proposed Cllr Patrick Boyles be elected as Chairman, seconded by Cllr LT. The Chmn proposed Cllr Sir Richard Packer as Vice Chmn, seconded by Cllr EJ. All agreed.</p>	
27/18	<p>2. <u>Apologies:</u> Cllr E Pelham, Cllr A McGrail, Mr and Mrs Eke.</p>	
28/18	<p>3. <u>The Minutes of the PC meeting held on 7 March 2018</u> These were proposed by Cllr EJ and seconded by Cllr LT and agreed.</p>	
29/18	<p>4. <u>Declarations of Interest</u> None.</p>	
30/18	<p>5. <u>Emergency Planning</u> As Mr Eke, the Co-ordinator, of the Emergency Plan is moving away another co-ordinator is required. There also needs to be a list of named key holders for the equipment at Ridge and the Reading Room which could be printed in Village Voice. The community will need to be made aware of the plan and take it forward.</p>	
31/18	<p>6. <u>Internal Audit Report</u> The internal audit for the fiscal year 2017-18 was carried out by Mr James Lock.</p>	
32/18	<p>7. <u>AGAR – Annual Governance and Accountability Return Certificate of Exemption for Smaller Authorities for FY ended 31 March 2018</u> It was confirmed that this authority has a gross income of £10151.95 and a gross expenditure of £9,366.73 and qualifies as exempt from a limited assurance review. Proposed by Cllr EJ seconded by Cllr Sir RP, all agreed. The certificate was duly signed by the Chmn and Clerk/RFO and will be forwarded to PKF Littlejohn External Auditors.</p>	
33/18	<p>8. <u>Annual Governance Statement</u> Members confirmed to the best of their knowledge that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. Proposed by the Chmn and all agreed. The statement was signed by the Chmn and Clerk/RFO.</p>	
34/18	<p>9. <u>Accounting Statement 2017/18</u> The Clerk/RFO presented the Accounting Statements in the Annual Governance and Accountability Return which presents the financial position of this authority and its receipts and payments. The Chmn proposed that the meeting approve the Accounting Statement. All agreed. <u>Commencement of Electors Rights:</u> The accounts will be placed on the website and the electorate will be able to make representation from 2 July – 10 Aug 2018.</p>	Clerk

35/18	<p>10. Finance</p> <p>10.1 <i>The opening balance in the Treasurer's Account as at 1 April 2018: £9,194.79</i></p> <p>10.2 Received Precept of £7,750.00</p> <p>Sir RP emphasized that it is sensible to establish a financial reserve and in his opinion it is now about right and the level of precept seems to have general public support. It could remain at this level for a number of years. The reserve should be about the same as the precept. In future, the playground could always either be shut or perhaps there will be pressure from the public to have one. Members agreed and resolved not to build any further financial reserves.</p> <p>10.3 <i>Cheques paid:</i> Asgard steel storage: £385.00 ICO £35</p> <p>10.4 <i>Cheques to be paid:</i> Community First Trading Insurance premium: £588.39 CPRE Annual Subscription: £36.00 WALC/NALC Subscription: £209.32 Wicksteed Leisure Ltd for playground subscription: £54.00 These payments were proposed by Cllr LT and seconded by Cllr EJ.</p> <p>10.5 <i>Revise Bank Standing Order in line with national pay scale</i> Proposed by Cllr SirRP and seconded by Cllr ID.</p>	Clerk
36/18	<p>11. <u>Appoint a GDPO – General Data Protection Officer</u> Cllr SirRP proposed the Clerk be appointed. Seconded by Cllr LT. All agreed.</p>	Clerk
37/18	<p>12. <u>Village Maintenance</u> <i>issues for Parish Steward</i></p> <p>The Chmn proposed Cllr ID co-ordinate the Parish Steward scheme. All agreed.</p> <p><i>Hedge at Claybush end of Ridgeway</i></p> <p>Title no: WT291527 shows the registered owner of the playing field as The Salisbury Diocesan Board of Education (Co. Registration No 00464306). The public record indicates that there are restrictive covenants contained within a conveyance dated July 1966 when it was gifted to the school and crucially for the people of the village. The village has concerns about ownership expressed by Bev Small when the School becomes an academy and joins a MAT. However the Chair of Governors will obtain some clarity on the matter but expects that the Church Supplemental Agreement will ensure that the SDBE would retain ownership and control of the land rather than entering in to a lease agreement with the MAT. The Chmn said that it is important that these covenants which protect the interests of the village will continue when the School is transferred to an academy. He has downloaded the land registry documents and printed off copies of the conveyance. The PC supports Bev Small who is liaising with the School Governors over this matter.</p>	
38/18	<p>13. <u>Planning Applications</u> <u>18/02936/TCA The Smithy, Chilmark</u> – Sycamore Tree Crown reduce by 30%, Ash Tree – remove leaning stem. No comment.</p>	Clerk

39/18	<p>14. <u>Highway Matters</u> <i>EHD signage – CATG issue 4723</i> Work is being progressed by the team at County Hall, as part of a scheme looking at how Tisbury is signed from the A303 and will involve working with Highways England. <i>Chil BOAT8A update</i> Tbc. <i>Cow Drove Verges issue 1836062 and CATG issue 6290</i> The Clerk submitted this issue on 1 Feb on MyWiltsApp and it is being processed in line with Wiltshire Council procedures and it was submitted again on 26/4/18 to CATG as issue 6290. It is expected to be discussed at the next CATG on 25 July at the Nadder Centre, Tisbury. <i>Proposal to replace road signs at Claybush/Ridgeway</i> A resident has been in touch with the Clerk about the inadequate signage at Claybush/Ridgeway resulting in misdirected parcels etc. The Clerk contacted Mr Button, Highways Engineer who has no objection to renewed signage if paid for by the Parish Council. The Chmn proposed the PC purchase a new sign indicating “Claybush Leading to Ridgeway”. It was agreed that a detailed proposal be circulated to members prior to purchase of suitable sign(s) and mounting posts. An estimate from a Wiltshire Council Contractor will be circulated. All agreed that the PC pay this invoice.</p>	Chmn/Clerk
40/18	<p>15. <u>Items for Village Voice,website</u> End of year accounts for website, road signs, EHD signage, Cow Drove Verges, Emergency Planning, date of next meeting.</p>	
41/18	<p>16. <u>Date of next meeting:</u> The next meeting of the Parish Council will be held on Wednesday 11 July 2018 at 7pm in the Reading Room.</p>	
	<p>Date: Chairman:</p>	

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access
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