



Minutes

Meeting: Extraordinary meeting of Horningsham Parish Council
Place: 211 Pottle Street, Horningsham
Date: Monday 25th November 2024
Time: 7.00 pm

Membership Present: Councillors. Glover (Chairman), Crossman (Vice Chairman), Green, Jones, Martin, Williamson and Windess.

Attended by Clerk. Elston.

7.00 pm Public question time

No members of the public were present.

23.2024 **Apologies** – Cllr. Jones.

24.2024 **Declaration of interest or dispensations** - None Given.

25.2024 **Minutes**

To approve as a correct record the minutes of the parish council meeting held on 24th October 2024 (previously circulated). Two small typing adjustments were made to 24/3.
Resolved: Minutes signed as a true record of meeting resolutions. All in agreement.

26.2024 **Chairman's announcements** - None given.

27.2024 **Longleat update ref: Holm Oak Tree**

Noted: Longleat has offered to replace the fallen Holm Oak Tree with a Selwood Oak Tree which is more appropriate for the ground. The proposed tree needs to be relocated to a different location on The Common to allow room to grow. Cllr. Glover requested fencing to protect it from damage.

Resolved: All members agreed on the new Selwood Oak Tree and new location being (W3W) Hung-Only-Untrained. Cllr. Glover will liaise with Longleat regarding fencing supply and installation.

Noted: Village Christmas Tree. A rooted Christmas Tree is not an option for The Common due to the soil and location. A new 20ft Christmas Tree set in concrete has been offered by Longleat each year which they will install.

Resolved: All members agreed to Longleat's proposal. The new location is (W3W) Noodle-Motorist-Faces. Simple, effective decoration using a Willow Star covered in solar lights will be used to decorate.

Noted: When the tree is removed, Cllr. Windess requested covering the hole left behind with a manhole cover with a drainage pipe. Cllr. Glover to liaise with Longleat to confirm. Cllr.

Windess to make Star. Clerk. Elston to purchase lights (200 for £10) Cllr. Crossman will be available when Longleat install the Christmas Tree.

28.2024 **Play area**
Resolved: All checks are up to date and Cllr. Radley has shared the record of checks with the Clerk.
Noted: 25/26 Repairs and maintenance quotations needed.

29.2024 **Agree to the signing over of the role of RFO (responsible financial officer) to Clerk**
Resolved: Proposed Cllr. Windess, Seconded Cllr. Glover.

30.2024 **Agree on committees, members and working groups**
Resolved: All members present are in agreement on the following committee groups and members.

Staffing committee	Glover, Jones, Williams, Grafton-Jones
Freedom of Information Committee	Williamson, Green, Jones
Highways, Planning and Development	Full Council
Financial Planning and Scrutiny	Glover, Jones, Seals, Windess, Crossman, Williamson, Martin
Policy & Resources including GDPR	Williamson, Green, Jones

Resolved: Working groups below agreed: Proposed Cllr. Glover, Seconded, Cllr. Williamson.

Defibrillator	Windess (reporting committee -mgmt. of services)
Grants	Windess (reporting committee -mgmt. of services)
IT/Sharepoint	Martin (reporting committee -mgmt. of services)
Village Resources	Radley (reporting committee -community)
Horningsham Residents Association	Green (reporting committee -community)
Highways	Windess (reporting to -full committee)
Rights of Way	Simpson (reporting to -policy & resources committee)
Asset Maintenance	Crossman (reporting to -policy and resources community)
Play Area Maintenance	Radley (reporting committee -community)
Litter Pick	Crossman (reporting committee community)
Village Hall	Green (reporting committee community)
Neighbourhood Watch	Simpson, Seals (reporting committee community)
Emergency Planning Volunteer	Simpson (reporting committee community)
Climate	Seals (reporting committee community)
Best Kept Village	Crossman (reporting committee community)
Longleat	Glover (reporting committee community)
Media	Martin (reporting committee community)

31.2024 **Assets**
Noted: Clerk. Elston shared a copy of the asset list with all councillors. All councillors are requested to review the asset list for the next meeting. Those not in attendance will receive a digital copy. Cllr. Martin agreed to take images of all assets listed and share them with Clerk. Elston. Cllr. Crossman described Council-owned Grit Bins (Yellow Lid) and Parish-owned grit bins (Green Lid). Clerk. Elston to update phone box images.

32.2024 **Chairman's closing speech.** None

33.2024 Notice of items to be taken into consideration at the next meeting

- Full council input is required to decide on working group members responsible for Parish Plan (Community) and Auditing (Financial Planning & Scrutiny)
- Agree the work to be carried out on 10th December by Cllr. Crossman and The Horningsham Residents Association when Countrywide Grounds Services are providing their support.
- Maintenance costs of the play area.
- Asset values.

The meeting closed at 8.30 pm

Date of the next Parish Council Meeting

Thursday 5th December 2024 at 7 pm. Horningsham Village Hall.
All welcome.

Signed..... Date