



# Horningsham Parish Council

9 Beech Grove, Warminster, Wiltshire, BA12 0AB Tel: 01985 213436

Chair: Mr. Simon Millar Clerk: Mrs. Sarah Jeffries MILCM

## **Minutes of the meeting of Horningsham Parish Council on Thursday 30<sup>th</sup> of May 2024 at 7.00pm.**

**Present:** Councillor's, Elizabeth Glover, Steven Seals, George Williamson, Stephen Crossman, Paul Jones, Ken Windess, John Radley, Matt Simpson, Annemarie Green and Amy Grafton-Mitchell.

**In attendance in person:** Parish Clerk Mrs. Sarah Jeffries PSLCC.

Public Question Time [Public Bodies \(admissions to meetings\) Act 1960 s 1](#) extended by the [LG Act 972 s 100](#).

No public were present.

### **24/001 Election of Chairman [LGA 1972 ss 15 & 34](#)**

**Resolved:** Councillor Elizabeth Glover. Proposed Councillor Ken Windess seconded Councillor Annemarie Green. All agreed.

### **24/002 Election of Vice Chairman [LGA 1972 ss 15 & 34](#)**

**Resolved:** Councillor Stephen Crossman Proposed Councillor Matt Simpson Seconded Councillor Paul Jones. All agreed.

### **24/003 Councillors to sign their Acceptance of Office [LGA 1972 Section 83\(30\)](#)**

**Resolved:** witnessed the signing of the Declaration of Acceptance of Office.

### **24/004 Acceptance of apologies for absence**

[Schedule 12](#) of the [Local Government Act 1972](#) requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under [Section 85\(1\)](#) of the [Local Government Act 1972](#), members present must decide whether the reason(s) for a member's absence are accepted.

**Resolved:** none received all Councillors were present.

#### **24/005 Dispensations**

**Resolved:** none requested.

**24/006 Declarations of interest, members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulation 2012 (SI 2012/1464) (NB this does not preclude any later declarations)**

**Resolved:** none given.

**24/007 Exclusion of the Press and Public** Standing Order #1c The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**Resolved:** not required for any item.

**24/008 To receive and sign the minutes of the Full Council meeting held on Thursday 18th April 2024 (Previously circulated) LGA 1972 Sch 12 para 41(1).**

**Resolved:** signed as a true record of the meetings resolutions. Proposed Councillor Matt Simpson Seconded Councillor Paul Jones.

#### **24/009 Chairman's announcements**

**Resolved:** none to give.

**24/010 Review of Delegation arrangements to Committees, Sub Committees LG & Housing Act 1989 s 13 Parish & Community Councils (Committee's regulations) 1990 SI 1990/2476 LGA 1972 s 101**

**Resolved:** the below:

**Staffing Committee** to continue with the Terms of Reference in place, four Councillors would be required to sit on the Committee.

**A Freedom of Information and General Data Protection Regulations Committee** would be set in place, three Councillors would be required to sit on the Committee and the Terms of Reference would be accepted as actioned.

**Planning Committee** full Council would comment on applications received. A planning meeting would be called if these came outside of the meeting cycle and if delegated powers could not be used.

**24/011 Appointment of Committee Members LGA 1972 sections 101-106 and schedule 12**

**Resolved:** the appointment of members to the below committees listed and resolved the number of members.

**Staffing Committee** – 4 Councillors

(Councillors Elizabeth Glover, Paul Jones, Amy Grafton – Mitchell and George Williamson).

**Freedom of Information and General Data Protection Regulations Committee –**  
3 Councillors

(Councillors George Williamson, Annemarie Green, and Paul Jones). To meet as and when any freedom of Information request or subject access requests are received.

The parish a representative for each of the below, were resolved.

**Highways Representative** – to liaise with the Highways Community Co-ordinator and attend Community Action Tasking Group LFIG meetings when necessary.  
**Councillor Ken Windess.**

**Rights of Way Representative** – to advise Council and work with the Wiltshire Council Team on the upkeep of the rights of way within the parish.  
**Councillor Matt Simpson**

**Litter Pick Co-ordinator** – To supervise the Litter Pick Volunteers, hold the litter pick equipment, and inform the Clerk of any Health & Safety requirements.  
**Councillor Stephen Crossman**

**Village Hall Representative** - to attend village hall meetings and report for the Village Hall Committee  
**Councillor Annemarie Green**

**Neighbourhood Watch Representative** – to work with the Rural Policing Team and attend Neighbourhood Tasking Group meetings.  
**Councillor Matt Simpson and Councillor Steven Seals**

**Community Emergency Volunteer** – to be the designated contact and update the Community Emergency Plan as and when necessary.  
**Councillor Matt Simpson**

**Asset Maintenance and Safety Checks** – to ensure the Council complies with the Parish Maintenance Plan and to monitor and assess the assets on the asset list on a weekly/monthly basis and report back to Council.  
**Councillor Stephen Crossman**

**Play Area Health and Safety Checks** - to monitor and assess the Play Area and Tennis Courts on a weekly/monthly basis and report back to Council.  
**Councillor John Radley**

**Defibrillator Co-ordinator**- to monitor the Defibrillators condition in the cabinet and report online to the Great Western Ambulance Service that it has been checked on a weekly/monthly basis.  
**Councillor Ken Windess**

**Grant Awarding Co-ordinator** – to work with groups and clubs when applications are sought.  
**Councillor Ken Windess**

**Climate Representative** – to work with the Council on promoting Climate change and Biodiversity.

**Councillor Steven Seals**

**Parish Plan Representative/Representatives** – to work with the Parish Plan Working Group. The Clerk was instructed to place this item to the September Agenda to instate the group.

### **24/012 Review and adoption of Parish Documentation**

**Resolved:** approved the Standing Orders, and the Policies listed below: Proposed Councillor Matt Simpson Seconded Councillor Steven Seals. It was agreed that all the policies are completely listed on the website by the end of December 2024.

#### **Planning**

Parish Plan (started)

#### **Operations**

Asset Register  
Complaints Procedure  
Document Management Policy or Record Keeping  
Equal Opportunities  
Emergency Planning  
Lone and Isolated Working Policy  
Community Engagement Statement of Intent

#### **Finance**

Financial and Risk Assessment  
General Revenue Reserves Policy  
Grant Awarding Policies and Procedures  
Internal Controls Audit and Review

#### **Communications**

Freedom of Information, Publication Scheme  
Data Protection  
Petitions  
Email Guidelines  
Vexatious Policy

#### **People**

Bullying and Harassment or dignity at work policy  
Grievance & Disciplinary Policy  
Staff and Councillor Training and Development Policy

## **24/013 Financial Regulations**

**Resolved:** approved the adoption of the new NALC Draft Financial Regulations. It was also resolved that Councillor Matt Simpson will action the Internal Audit Checks for 2024/2025 as the new regulations excluded the Chairman from this action.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

2.6 At least once in each quarter, and at each financial year end, **a member other than the Chair or a bank signatory** shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk as the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to, and noted by the council.

## **24/014 Code of Conduct**

**Resolved:** approved the adoption of the Local Government Association Code of Conduct for 2024. Proposed Ken Windess Seconded Councillor Annemarie Green. All agreed.

## **24/015 Delegation**

**Resolved:** confirmed the continuation of the below Delegation to the Clerk as per below minute numbers:

## **13/206 Delegation of Planning**

**Resolved:** the formal adoption of the below addition to the Standing Orders that: Planning applications shall be received by the Clerk who will provide details to Councillor's and where no queries arise by joint decision of all Councillor's, the Clerk shall be delegated to inform the Planning Department within the time allocated of the decision of the Council. All Councillor's will report directly back to the Clerk thereby avoiding discussion between members. Where queries arise the Chairman will call for a site meeting which may require an Extraordinary Meeting to decide upon the application. Adhering strictly to legal procedures set by NALC.

## **Pandemic and Business Continuity**

That the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council. The scheme of delegation will be reviewed yearly.

## **24/016 General Power of Competence**

**Resolved:** noted, it does not have the eligibility for the use of the General Power of Competence. The Clerks recommendation that the Council strives to have a fully

elected Council at the next elections which would then give it the eligibility was agreed.

The General Power of Competence is a Statutory Instrument of Law, it gives Local Councils the power to do anything that an individual may generally do and is found under Statutory Instrument 2012 No 965 of the Localism Act 2011- Sections 1-8

Criteria:

- A CiLCA qualified Clerk, or the level 4 Qualification, from the University of Gloucestershire or its predecessor institutions, complete with the new 2012 Section 7 GPC module. (The Clerk has her CiLCA and Level 4 CertHE)
- The number of Councillors elected at the last ordinary election or at a subsequent by-election must equal or exceed two thirds of its total number of councillors at the time of the resolution. (7 Councillors have to be elected, Horningsham now has only 4 Councillors Elected so the criteria are now not met)
- The Council has passed a resolution, which is minuted at a full meeting and that the criteria for the General Power of Competence, has been met.

Eligibility remains in place until the next annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed. Council will be un-eligible to use it for new projects until the next election takes place in 2025, but it will meet the criteria if an elected Council is in place. See attached legislation.gov.uk.

#### **24/017 Bank Signatories**

**Resolved:** confirmed the below as Bank Signatures for the next Civic Year. Council also approved the payment for the below items may be made by BACS or CHAPS methods, provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made.

- Information Commissioners Data Licence Bank Charges
- Unity Trust Bank Charges
- Lloyds Bank Multi Pay Cards Bank Charges
- HMRC
- IONOS Website

**(The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.)**

Councillor Elizabeth Glover  
Councillor Paul Jones  
Councillor Steven Seals  
Councillor Ken Windess  
Councillor Stephen Crossman  
Councillor Annemarie Green  
Councillor George Williamson

## **24/018 Co-option**

**Resolved:** instructed the Clerk to advertise on the noticeboard, Horningsham, Facebook and the website the vacancy. It was agreed that the closing date for applications be set for the 1<sup>st</sup> of September 2024.

Council approved the Clerk utilising the National Association of Local Councils promotional drafts for advertising purposes.

## **24/019 Planning Applications**

**Resolved:** noted that at the time of producing this Agenda there were no planning applications requiring comment.

**(In planning matters the Council acts as a consultee of the principal authority. The principal authority being the deciding body for planning applications)**

## **24/020 Planning Decisions**

**Resolved:** noted the below decisions made by Wiltshire Council.

### **Application No: PL/2024/03191**

Application Type: Notification of proposed works to trees in a conservation area.

Proposal: G1 - Fell to ground level 4 mature Ash trees showing significant signs of Ash Dieback. G2 - Fell to ground level approximately 20 Ash trees showing significant signs of Ash Dieback T1 - Dead Elm, fell to ground level T2 and T3 - Ash fell to ground level signs of ADB, replant with No.1 Tilia cordata and No.1 Ginkgo biloba.

Site Address: Rowes Hill - Northern Section & Newbury BA12 7LG

Click the link to the application online

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ30000056tDR/pl202403191>

**Decision:** No objection.

### **Application No: PL/2024/03150**

Application Type: Notification of proposed works to trees in a conservation area.

Proposal: T1 - Oak (Quercus Robur) - Secondary stem on the eastern side of the canopy has a major longitudinal split. 1. Reduce entire canopy by approximately 1.5 meters, to reduce sail effect on the tree. 2. End weight reduction of approx. 2-3 meters on eastern limb to minimise weight on the defect. 3. Install 4 tone, non-invasive, dynamic bracing to add additional support to main union.

Site Address: 40 - 41 Newbury, Horningsham, Warminster, BA12 7LG

Click the link to the application online

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ30000054sAD/pl202403150>

**Decision:** No Objection.

### **Application No: PL/2024/03002**

**Application Type: Notification of proposed works to trees in a conservation area.**

**Proposal: T1 - Cherry (Prunus avium) - Mature trifurcated tree at 8m in height, canopy spread the majority of the garden. Recommendation to 'Crown Clean' (removal of dead, crossing and diseased branches) and a minor 1.5m reduction to balance the crown.**

**Site Address: 102 Anchor Barton, Horningsham, Warminster, BA12 7LR**

**Decision: No Objection.**

**Application No: PL/2024/02614**

**Application Type: Notification of proposed works to trees in a conservation area.**

**Proposal: G1 Two Goat Willow - Cut back to original pruning points to 50cm above ground level. T2 Common Beech - 3 metre crown reduction. G3 Sycamore and Hazel - Re-coppice.**

**Site Address: Woodward's House, Church Street, Horningsham, Warminster, BA12 7LW.**

**Decision: No Objection.**

### **Town and Country Planning (Tree Preservation) (England) Regulations 2012 Dead Dying or Dangerous Tree(s)**

**Application Reference Number: PL/2024/04193**

Decision Date: 07 May 2024 Development: Apple tree - fell.

At: 173 Chapel Street, Horningsham, Warminster, BA12 7LU

The Council confirms that the above Tree is classified as Dead and Dangerous (DD). The tree can be removed under the Town and Country Planning (Tree Preservation) (England) Regulations 2012. This allows the removal of any protected tree, which is dead or imminently dangerous, without the need to make a formal Tree Work Application to the Council.

### **24/021 Parish Steward**

**Resolved:** Council agreed the below be sent to the Parish Steward for his next visit on the 25<sup>th</sup> of June 2024.

Haskell lane overgrown grass on the corner needs Hand cutting of grass and vegetation due to poor visibility in this area.

Longleat Little Scotland overgrown pathway is now impassable Clerk to make Longleat aware. Councillor Ken Windess to send Clerk a photograph of the area of concern.

Please action on any potholes seen.

The weeds opposite the Old Vicarage by the school





The weeds down from the War Memorial



Footpath weed spraying from Village Hall to the school opposite the school and the War Memorial area.

Council noted the Clerks recommendation that between meetings Councillors use the Wiltshire Council reporting app and that a media campaign is put in place advertising the use of the Wiltshire Council reporting app by parishioners.

Council noted the Parish Stewards dates he will be in Horningsham for 2024.

25<sup>th</sup> of June

23<sup>rd</sup> of July

No visit in August weed spraying if you want any weeds spraying this is the month.

24<sup>th</sup> of September

23<sup>rd</sup> of October

26<sup>th</sup> of November

18<sup>th</sup> of December<sup>7</sup>

The Clerk reported that the Bug house what three words were still required, these were provided by Councillor Matt Simpson and Councillor Paul Jones at the meeting.  
owes:finest:listed

### **Parish Steward Work Requests**

**Resolved:** noted that the Area Highways Engineer has confirmed the below to the Clerk:

I have raised a ticket for the sweeper to visit Horningsham when it is next available and to tie it in with the visit date with the Parish Steward.

### **24/022 Local Highway Footway Improvement Group.**

**Resolved:** noted that the LHFIG had met and agreed to the request for the speed limit to be assessed.

**17-24-03 Horningsham Speed limit** - Look at extending the current 30mph further out the village. Look at repeater signs throughout village.

**Discussion and actions:** Group agreed to add to agenda. To be looked at before next meeting.

#### **24/023 Longleat Signage re no entry to Longleat this way.**

**Resolved:** Councillor Matt Simpson reported that he has spoken to Longleat re the Bothy at Highwood requiring signage for visitors to correct their route to Longleat. These have been informal chats that have taken place, but he is hoping action may be taken. He has asked that a yellow sign “no access to Longleat “is placed there.

#### **24/024 Village Hall**

**Resolved:** Councillor Annemarie Green reported on the Village Hall Committee meeting, they had their AGM last week where the entire Committee stood down and a new committee was put in place. The main thing of interest is that there is a fundraising Committee member as part of the Committee moving forward, she reported that she hopes Councillors Steven Seals and Ken Windess would get involved with the Fundraising Committee member.

Council noted that the grant for £1,500.00 has been paid to the Horningsham Memorial Hall Bank account.

#### **24/025 Defibrillator**

**Resolved:** Councillor Ken Windess confirmed he has actioned the Defibrillator checks to the Council and has provided a copy of notification of the report which has been filed by the Clerk.

#### **24/026 Health & Safety Report**

##### **BT Phone Boxes & Assets**

**Resolved:** noted that the use of the phone boxes is listed on the Clerks task sheet for the June agenda. No further issues with them was reported by Councillor Stephen Crossman.

Council noted the below email conversation the Clerk had received from [payphones@bt.com](mailto:payphones@bt.com) following the request for the BT box to be decommissioned.

As with all our adopted kiosks that have a power supply, BT Payphones will continue to be responsible for the electrical supply and any payments to the electricity companies for that supply. BT reserves the right to disconnect the electricity supply at some point in the future; however, BT will contact the kiosk owner should this become necessary.

BT will only be responsible for the supply into the kiosk to the point of the R.E.C. fuse box. Any future faults beyond this point will be the responsibility of the kiosk owner (i.e. bulb replacement)

The power supply is unmetered, and we have a charge code with the electric company for the operation of an 8-watt lightbulb or similar.

We would normally only arrange and pay for the power disconnection if the kiosk was to be removed or relocated or if the kiosk was damaged and deemed dangerous.

**The Clerk replied:**

**(I am merely making you aware of an illegal connection to your electricity supply which could have had health and safety implications as it was clearly not installed by a competent person.**

**As the parish council contract with you states you would decommission the BT Box, and this has not been actioned it alters the risk assessment and insurance provision on the asset)**

Thank you for bringing this to our attention.

Due to the fact the extension lead has disappeared and under those circumstances there should be no need for us to disconnect the power supply in this kiosk.

#### **24/027 Noticeboard**

**Resolved:** noted Councillor Ken Windes was still to contact the contractor and report back to the next meeting, regarding the moisture issue behind the Perspex.

#### **24/028 War Memorial Seat and Bath Arms Bench Seat**

**Resolved:** it was agreed to remove the seat, Councillor Stephen Crossman will action the removal of the War Memorial seat to Mill Farm, for disposal. It was agreed to look at placing a new recycled Bench seat in the 2025/2026 budget.

It was agreed that Councillor Matt Simpson would action a Facebook posting to inform parishioners that the seat is to be removed.

The Bath Arms Bench seat was discussed it was agreed that Councillors Ken Windess, Stephen Crossman, and Matt Simpson would action the securing of the new Bench seat. Any material costs it was agreed that the Clerk be given receipts for reimbursement of the material. The Clerk did remind Councillors that where possible receipts needed to be addressed to the Parish Council.

#### **24/029 Holly Bush Bus Stop**

**Resolved:** noted that the contractor had requested a milestone payment for the cost of the materials before starting work on the Bus stop. Council approved the milestone payment. Proposed Councillor John Radley Seconded Councillor George Williamson

#### **24/030 Play Area Health & Safety**

**Resolved:** Councillor John Radley reported no issues had regarding the checks actioned.

#### **24/031 Tennis Court**

**Resolved:** Councillor John Radley gave an update on the tennis court project. He needs to action some more weeding around the court and he has put up the tennis net so the court can be used now the better weather is here.

#### **24/032 Teenage Recreational Provision**

**Resolved:** Councillor Elizabeth Glover reported on her conversations re football posts with the Cricket Club Chairman. The Cricket Club have asked that that the nets are not put up on the goal posts. Following Councillor Steven Seals protestations,

it was agreed that Councillor Annemarie Green take it to the Village Hall Committee as to where the football posts with nets can be placed and will report back to Council at the June meeting.

Councillors noted that the basketball project has the funding in place now, but the Clerk needs to seek updated quotes as it has been over a year since they were received. These will be brought to the June meeting for approval.

#### **24/033 Rights of Way**

**Resolved:** noted the below update from the rights of way volunteer, received by the Clerk.

"I visited Councillor Stephen Crossman today & delivered 5 x pedestrian gates. We discussed an issue with a rights of way sign on HORN 9 that I said I hoped to resolve in the next 2 or 3 months when we will be back in the area.

Councillor Stephen Crossman also shared his concern about liability if someone disabled is injured on a path that is labelled as having disabled access. We chatted about it for a while & I said that I would come back to him on the subject.

Following the e-mail trail, I realise that it originated when someone commented on a post on the village web page about Rights of Way improvements saying, "What about disabled access?"

I read back into the legislation, and it covers "providing safer & more convenient access for persons with mobility problems". We can easily change the title for the project to something similar. If Councillor Stephen Crossman remains concerned, we can look at providing signs at entrances saying, "Boggy ground, not suitable for mobility scooters".

If the Parish Council would like to re-visit Rights of Way suitable for mobility scooters or "Trampers", I can investigate metalled routes with suitable parking. Shearwater, Heaven's gate & the permissive path between the two provide everything that is needed.

### **Rights of Way Volunteer Project**

**Resolved:** noted the Wiltshire Council Rights of Way Volunteer Toolkit highlighted at the last meeting by Nigel Linge. See below:

It was agreed to place information on the Facebook pages asking the Community to report on issues seen on the Rights of Way to Wiltshire Council moving forward, and that Councillor Matt Simpson would approach the Volunteering Team to see if they would be interested in setting up a group. Councillor Matt Simpson agreed to report back to the Parish Council on his discussions at the June meeting.

The Rights of Way in Horningsham have all been surveyed and upgraded except HORN 5, 6, 7 & 8 which will not go for the stopping up/diversion until the Parish Council can fund their part in their next financial year (April 2025). Possible ways forward using the toolkit:

- There could be a yearly event like the litter pick (Councillor Matt Simpson is the Rights of way Champion)
- The Community could be consulted as it if it wishes to form a group of volunteers to become a Countryside group.
- Or dog walkers who walk specific rights of way could take ownership of particular rights of way and report back to the Wiltshire Council rights of way team.

## **Wiltshire Council advice on setting up Countryside groups.**

Wiltshire's public rights of way network is a vital asset for the county and extends over 3,800 miles. The network is used by people of all ages for things like exercise, getting to schools, shops and other facilities or exploring Wiltshire's countryside. It is impossible for Wiltshire Council to

keep up with everything that needs doing so urgent or high value tasks are prioritised. We have

many volunteers who generously offer their time to take on tasks the council can't, sorting problems and looking after their local paths for the enjoyment of local residents and visitors. The rights of way team can provide support, inspiration, and advice to these volunteer groups. Some of

Wiltshire Council's Area Boards also support the rights of way network by providing funding for upgrades.

This toolkit sets out how people with an interest in their local paths can get involved, including:

- How to gather support from like-minded residents and community groups.
- Practical advice to start a local group and keep the momentum going.
- Key contacts that can help with advice, funding, and local information.

There are lots of local communities can do to help improve and maintain Wiltshire's rights of way. We hope this guide will inspire and equip you to work with us in our beautiful countryside.

See link to the information pages and document toolkit. [Rights of way - Wiltshire Council](#)

## **Councillor John Radley left the meeting at 8.45pm**

### **24/034 Representation at the Village Fayre**

**Resolved:** It was agreed not to have a stall at the fair.

### **24/035 Website update/Communications**

**Resolved:** noted that the Clerk had moved forward with completed the rebuilding of the Whole Parish Council website as the Audit requires it to be posted on a website. There had been an issue and it had taken time working with Cloudy IT and IONOS to make it live. The new web page links will be sent to the Local Council Award Scheme for Assessment and the Accounts and Governance Regulations will be uploaded as well.

### **24/036 Asset Register Review**

**Resolved:** The Chairman announced that she did not approve of the format of the Asset register.

The Clerk advised Council that the format was as per taught in the sector. It is not as per the commercial sector. The Clerk advised that this format had been used and approved by the Parish Council and Internal Auditor for 15 years. The Chairman did not allow a motion to be made. (The Clerk will add this item to the June meeting).

#### **24/037 Insurance**

**Resolved:** approved the payment of the Insurance. The Council has a 3-year agreement in place. The cost for the next years provision is £627.74.

#### **24/038 Wiltshire Association of Local Councils Membership**

**Resolved:** retrospectively approved its continued membership to the Wiltshire Association of Local Councils. The cost of the membership is £123.38 and is set by the number of electors within the Community. Horningsham Electors 234.

#### **24/039 Year End Budget update**

**Resolved:** that this item be move to the June meeting.

#### **24/040 Consider the Annual Internal Audit Report 2024/2025 Year End Accounts**

**Resolved:** it was agreed that this item be moved to the June meeting as the Internal Auditor had not been able to action the Audit owing to personal reasons for the Clerk and then the auditor.

Council is asked to note and approve report from the Internal Auditor and resolved the Audit report, if received.

#### **24/041 Section 1 Approve Annual Governance Statement**

**Resolved:** it was agreed that this item be moved to the June meeting

Council is asked to approve the below statements; the Chairman will ask Councillors to raise their hands for each question to show approval for the Clerk to minute.

##### **1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.**

Yes means.

Prepared its accounting statements in accordance with the Accounts and Audit Regulations.

##### **2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.**

Yes means.

Agreed made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

##### **3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.**

Yes means.

Has only done what it has the legal power to do and has complied with Proper Practices in doing so.

**4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.**

Yes means.

During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.

**5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.**

Yes means.

Considered and documented the financial and other risks it faces and dealt with them properly.

**6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.**

Yes means.

Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.

**7. We took appropriate action on all matters raised in reports from internal and external audit.**

Yes means.

Responded to matters brought to its attention by internal and external audit.

**8. We considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.**

Yes means.

Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

**9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.**

Council is asked to note that this item is not relevant and so the Clerk/ Responsible Finance Officer recommends that box N/A is ticked.



## **24/042 Section 2 Certify the Accounting Statements 2023/2024 - Annual Year End Accounts**

**Resolved:** it was agreed that this item be moved to the June meeting

Council is asked to certify and approve the Accounts.

## **24/043 Signing the AGAR**

**Resolved:** it was agreed that this item be moved to the June meeting.

Council is asked to witness the signing of the AGAR by the Chairman & Clerk/Responsible Finance Officer.

## **24/044 Approve the dates for the Public to exercise their rights.**

**Resolved:** it was agreed that this item be moved to the June meeting.

Council is asked to note that the External Auditor has recommend that thirty working days be set as the dates be advertised, the Clerk recommends this is set as the 3<sup>rd</sup> of June 2024 to the 12<sup>th</sup> of July 2024. Council is also asked to also nominate a Councillor who could be available to meet with electors should the Clerk not be available during these dates.

24/045 Publish the Audit on the Website

**Resolved:** it was agreed that this item be moved to the June meeting.

Council is asked to confirm the publishing of the Audit on the Website. It is a legal requirement to publish the Accounts on the Parish Council Website.

## **24/046 Wiltshire Council Precept Payment**

**Resolved:** noted that the Parish Precept 2024/2025 first half payment of £14,986.73 has been received from Wiltshire Council.

## **24/047 Approval and signing of Parish Accounts for the month of April and May 2024 Internal Audit Accounts & Audit Regulations 2003 reg 2.**

**Resolved:** moved to the June meeting as the Clerk did not have access to the month end Bank Statement.

## **24/048 Payments LGA 1972 s150 (5)**

**Resolved:** reviewed and approved the items of expenditure listed below:

Heat, Light etc. May 2023 LGA 1972 s111 £20.66

Travelling LGA 1972 s111 £8.00

Clear Councils Insurance LGA1972 s111 £627.74

LJM Carpentry Bus Stop Materials LG (Miscellaneous Provisions) Act 1953, s4 £2881.67

## **Retrospectively**

Wage's 12<sup>th</sup> of May LGA 1972 s111 £540.80

Wage's 12<sup>th</sup> of June LGA 1972 s111 £546.00

HMRC PAYEE DD LGA 1972 s111 £2.85

Cloudy IT Group INV-4699 LGA 1972 s111 £119.30

Country Wide Grounds Maintenance 1690 Public Health Act 1875 £1,060.38

Wiltshire Association of Local Councils Membership LGA 1972 s111 £123.38

Rapide Stationary LGA 1972 s111 £27.80

Rapide Stationary LGA 1972 s111 £115.07

Horningsham Village Hall Grant LGA 1972 s137 £1,500.00

### **Multi Pay Card**

1 & 1 IONUS website 06.05.24 06.06.234 LGA 1972 s111 £20.39

Unity Trust Multi Pay Card Fee LGA 1972 s111 SO £3.00

1 & 1 IONUS New Website LGA 1972 s111 £1.20

Amazon First Aid Kit LGA 1972 s111 £ 21.98

### **Receipts: To note receipt of income**

Wiltshire Council 1<sup>st</sup> Half of the Precept Payment £14,986.73

Payments £3538.07

Multi Pay Card £ 46.57

Retrospectively £3471.58

Income £14,986.73

Total £TBC at the meeting.

### **24/049 Online Payments**

**Resolved:** that Councillor Paul Jones and George Williamson action the online payments between now and the next meeting date.

**Councillor Amy Grafton Mitchell left the meeting at 8.55pm**

**24/050 Meetings for Councillors to consider attending.**

**Warminster Area Board – 30<sup>th</sup> May 2024**

**Resolved:** noted the below meeting:

The next meeting of Warminster Area Board will be held on **Wednesday 30 May 2024 at 7.00pm**. Please note that this meeting will place in person at Warminster Library, Three Horseshoes Walk, Warminster, BA12 9BT with a 7.00pm start.

The agenda for this meeting will be published on Tuesday 21 May and once published will be available online [here](#).

**CPRE Wiltshire AGM 2024, which will be held at the Assembly Hall, Malmsbury Town Hall on Tuesday the 16th of July at 19:00.**

**Resolved:** noted the below, no representative was tasked to attend AGM.

You are invited to an AGM with a difference! After despatching the business of the day (this should not take more than half an hour) we are delighted to welcome our speaker:

The Chief Executive Officer of CPRE – Roger Mortlock – Speaking on Solar and the Rooftop Revolution

Roger joined CPRE from the Gloucestershire Wildlife Trust (GWT) where he has been CEO for the past nine years. He led the GWT through a period of significant change, increasing the ambition of their programmes and doubling income. On the national stage, Roger is an experienced campaigner. At GWT he developed and launched the UK's first green infrastructure benchmark and led on several national agricultural policy projects for the Wildlife Trusts. Prior to the GWT, Roger was Deputy Director of the Soil Association and, before that, Director of Communications with the Royal Shakespeare Company

**May Network Meeting - Engaging with the Local Community**

**Resolved:** retrospectively to approved Councillors Steve Seals attendance at the Engaging with the community event on the 16<sup>th</sup> of May 2024 at County Hall Trowbridge Co-hosted and supported by Wiltshire Council. He reported back that it had been really useful.

**Summary**

At this in person event we will be exploring opportunities to engage the local community in creating, saving, and sharing energy and hearing different perspectives from a wide range of speakers, with time for discussion and networking.

Wiltshire Council will tell us about their Energy and Retrofit plans and their work with community energy groups. The Leader of Wiltshire Council is also the chair of UK100 which brings together all Councils in the UK to share their own plans for Net Zero.

Southwest Net Zero Hub will update us on Community Energy Fund opportunities and support for the community energy sector in the South-West.

Representatives from National Grid and SSEN will tell us how things are changing - what capacity they have and how we can add or take from it. They will give an overview about their strategic investment process and will talk about what NGED is doing with community energy groups.

Younity (part of Octopus Energy) will give an online presentation telling us how they work with local communities.

We will have a feature on Retrofit:

The Centre for Sustainable Energy (CSE) will outline the opportunities for advice, training, and funding available for Retrofit – making sure our existing houses and community buildings are best adapted for energy saving and we hope to have a speaker from a local Climate Action Group to talk about their work on retrofit.

Copies of presentations will be available on our website <https://wessexce.net> after the event.

### **Wiltshire Council Invitation to City/Town/Parish Council to the first Planning Service stakeholder meeting**

**Resolved:** noted the invitation but did not task a representative to attend.

Last year the council invited the Planning Advisory Service to carry out a full Peer Review of our Planning Service. Their review was extremely thorough and made lots of really helpful recommendations. This has helped to pave the way for establishing an ambitious and exciting transformation programme, which involves a full-scale review of everything we do across the planning service, based around five themes: Strong Workforce; Effective Governance; Customer Service; Innovation and Processes; and Place-Shaping.

A critical element of this programme is looking at how we engage with our stakeholders. As part of our commitment to improve communication we would like to set up regular meetings with you so that we can share what's happening across the planning service, and also to get your feedback on your experiences.

The first of these meetings will be held on Tuesday 25th June at County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JQ. The meeting will start at 6.15pm and end no later than 8pm. As this is the first meeting, this will be held as in-person only, but depending on feedback we may consider virtual sessions in future. The agenda has not yet been finalised, but we are intending to include the following:

- Update on planning service transformation
- Planning Enforcement
- Neighbourhood Planning
- Interactive feedback session

### **24/051 Correspondence received.**











#### **Damage to Head Stone**

**Resolved:** noted the Clerks report back regarding the communication from the Grounds Contractor and the situation the Council was left in.

**Booklets and Brochures on the below list were also received.**

Clerks and Councils Direct  
The Clerk Magazine

**All the below email correspondence received by the Clerk has been emailed to Councillors.**

FW: Visit Wiltshire Partner Newsletter - April 2024  
FW: Briefing Note 24-08, Draft Licensing Policy 2024-2029 consultation  
New Police Community Support Officer in your area  
FW: Planning Portal weekly news - 18 April 2024  
Latest news: Cabinet update, increase in fines for fly-tipping, Ask the Leader in Corsham and more.  
FW: Latest news and advice for businesses  
FW: Grounds Maintenance Visit warning  
Draft unapproved Minutes 18th April 2024  
FW: WALC Meeting 29th April 2024 FW: April's News from Cranborne Chase National Landscape  
D - Day Anniversary Information  
FW: Quote  
FW:  Chief Executive's Bulletin  
FW:  NALC Events  
Groundwork April Newsletter - Force of Nature - Meet the faces of the nature sector, Opportunities, Get Involved and more!  
FW: Grounds Maintenance Visit warning  
FW: 173 Chapel Street, Horningsham, Warminster, BA12 7LU PL/2024/04193  
FW:  NALC Events  
FW: Planning Portal weekly news - 2 May 2024  
FW:  Chief Executive's Bulletin  
FW: News from the Chase & Chalke Landscape Partnership Scheme  
FW: Invitation to our network meeting "Engaging with the Local Community" on 16th May 2024  
FW:  NALC Newsletter  
FW: Waste and recycling news - February 2024  
FW: WALC - April 2024 Newsletter  
Latest news: Leader's vlog, pay less for a waste composter, Mental Health Awareness Week and more.  
FW: Planning Portal weekly news - 9 May 2024  
FW: Town and Parish Council update  
FW: News Release - Stop domestic light pollution on Cranborne Chase IDSR  
FW: Frome Matters  
FW:  Chief Executive's Bulletin  
FW: Local cancer support  
FW:  NALC Newsletter  
FW:  The Chalk Escape Walking Festival 2024   
Your Local Councils Renewal Invitation (due 1st June 2024) (Clear Councils formerly known as BHIB Councils)  
FW:  Chief Executive's Bulletin

## **24/052 Clerks Report**

### **Clerks Holiday**

**Resolved:** approved the Clerks request to take holiday from the 8th of July 2024 to 2<sup>nd</sup> of August 2024. The Clerks Office needs essential repairs due to a leaking roof, and this time will enable the Clerk to dismantle the office equipment whilst work is actioned.

### **24/053 Parish Clerks Delegated Powers. [LGA 1972 s101](#).**

**Resolved:** noted none used.

### **24/054 Notice of items to be taken into consideration at the next meeting.**

**Resolved:** the below list:

Vat Reclaim, Budget, SLCC National Conference and the Common.

Councillors noted that if they have been approached by parishioners with an issue/item for Council to investigate, please could Councillors complete an Agenda item reporting form and send it to the Clerk within six clear days of the next meeting. If Councillors wish motions to be included on the next Agenda, they also need to be sent to the Clerk before the 18<sup>th</sup> of June 2024 as per Standing Orders). See below:

Standing Orders 9. Motions for a meeting that require written notice to be given to the Proper Officer

A. A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

B. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (6) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

C. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

D. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (4) clear days before the meeting.

E. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

F. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

**24/055 Items for Parish Newsletter & Notice Boards**

**Resolved:** Draft unapproved Minutes.

**24/056 Date for the next Parish Council Meeting**

**Resolved:** that Thursday 27<sup>th</sup> June 2024 is the date of the next Parish Council Full Council meeting. It will start at 7.00pm. All are welcome to attend.

The meeting closed 9.10pm Signed..... Dated .....