



# Horningsham Parish Council

9 Beech Grove, Warminster, Wiltshire, BA12 0AB Tel: 01985 213436  
Chair: Mrs. Elizabeth Glover Clerk: Mrs. Sarah Jeffries PSLCC

## Minutes of the meeting of Horningsham Parish Council on Thursday 29<sup>th</sup> of February 2024 at 7.00pm.

**Present:** Councillor's, Stephen Crossman, Elizabeth Glover, Gerard Brierley, Steven Seals, Paul Jones, Ken Windess, John Radley, Matt Simpson and Annemarie Green.

**In attendance in person:** Parish Clerk Mrs. Sarah Jeffries PSLCC, Unitary Councillor Bill Parks, Nigel Linge Rights of Way and parishioners.

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

Nigel Linge addressed Council. He gave a PowerPoint presentation on the work he has actioned in conjunction with Longleat estate on the Rights of Way in the Parish. He spoke on the Canimore road permissive bridle way investigations he had made in the archives and the discussions he had had with the Longleat Estate.

He advised the Parish Council on the reporting and responsibilities it could take on regarding the maintenance of the Rights of Way. Highlighting that there was a Rights of way footpath group toolkit is on the Wiltshire Council website.

<https://www.wiltshire.gov.uk/media/2889/Footpath-toolkit/pdf/Footpath-toolkit.pdf?m=1579271407417>

Nigel Linge said he will come back to the Parish Council within two weeks with answers to the questions that were put to him following his presentation.

He advised that a couple of way marks are required to be added to the area Horn 5,6 and 7 and he was happy to provide a style kit to be fitted by the Tennant until 2025/2026 actions can be taken. Councillor Stephen Crossman thanked him for his presentation and time on the project.

Unitary Councillor Bill Parks informed the Parish Council that he didn't have anything to report but he would happily stay to give input or answer any questions on the agenda relevant to him. It was agreed that Standing Orders would be stood down at any point to allow Unitary Councillor Bill Parks to answer questions on the agenda moving forward.

**23/229 Election of Chairman LGA 1972 ss 15 & 34 Chairman to sign their Acceptance of Office, witnessed by the Clerk. LGA 1972 Section 83(4).**

**Resolved:** Councillor Elizabeth Glover would take the position of Chairman on the Parish Council. All agreed. The Clerk witnessed the Chairman signing her acceptance of office.

**23/230 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:** Councillor George Williamson had given his apologies. Council resolved his reason for absence.

**23/231 Dispensations**

**Resolved:** none received.

**23/232 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

**23/233 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.

**23/234 To receive and sign the minutes of the Full Council meeting held on Thursday 18<sup>th</sup> January 2024 (Previously circulated) LGA 1972 Sch 12 para 41(1)**

**Resolved:** that they were a true record of the meetings resolutions. Proposed Councillor Paul Jones Seconded Councillor Ken Windess.

**23/235 Chairman's announcements**

**Resolved:** Councillor Simon Millar to be thanked for his work on the Council. She also thanked Council for its confidence in voting her on as Chairman.

**Standing Orders were stood down to allow questions to be asked of a Co-option applicant present.**

**23/236 Co-option**

**Resolved:** noted no election has been called for Councillor Simon Millars vacancy and so Council could move forward to also Co-option for this position. It was noted that two applications have been received. It was agreed to defer one of the Co-

option applicants to the next meeting as questions on availability need to be discussed with the applicant.

Council agreed to co-opt the other applicant. Councillor Annemarie Green was welcomed on to the Parish Council.

The Clerk witnessed the signing of the Declaration of Interests and Code of Conduct by Councillor Annemarie Green **LGA 1972, s83(4)**

It was agreed that the Clerk would provide the Council with the below documentation electronically.

- Standing Orders
- Financial Regulations
- Code of Conduct
- Civility & Trust
- Officer Member Protocol
- GDPR requirements
  
- NALC Legal Topic Note 1 Councils' powers to discharge their functions (April 2018)
- NALC legal Topic Note 5 Parish Council Meetings [England] (October 2022)
- NALC legal Topic Note 80 Members' conduct and the registration and disclosure of their interests [England] (May 2022)
- NALC Legal Topic Note 81 Pre-Determination (August 2014)

A link for registering interests would also be provided and a photograph for the Parish Council website would be required. (New Councillors need to be aware that their term of office will be until May 2025 when the whole Council will need to be elected).

**Councillor Gerard Brierley left the meeting at this point.**

## **23/237 Planning**

### **Planning Applications**

**Application Ref PL/2024/01227 - Proposed Works to Trees in a Conservation Area**

**Address: 113 SCOTLAND, HORNINGSHAM, WARMINSTER, BA12 7NH**

**Proposal: T1 - Longitudinal cracked Western Red Cedar, 4m in height, recommend removal to ground level. T3907 - Elm (Sp) - Approximately 5.5m in height, partially detached branch at 4cm in diameter, remove branch entirely, and complete a 1.5m crown reduction. T3902 - Dead Cherry, remove to ground level and replant. T3908 - Early mature Goat Willow, open cavity with decay present at 30cm above ground level. Recommend to remove to ground level.**

Click the link to the application online [Planning Application: PL/2024/01227 \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk/planning-application/PL/2024/01227)

Resolved: **Supported.**

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

### **23/238 Planning Decisions**

**Application No:** PL/2023/10793

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

**Proposal:** G1 - row of 7 x Ash trees - fell

**Site Address:** Lodge Road, Horningsham, BA12 7NG

**Decision:** No objection.

Click link to the decision in full [Planning Application: PL/2023/10793 \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk/planning-application/PL/2023/10793)

**Resolved:** noted the above decision.

### **23/239 Parish Steward**

**Resolved:** instructed the Clerk to highlight the below:

Clearing gullies and culverts and removing any branches on the roads. Spraying around the relevant areas.

Little Scotland outside of 114 a pothole requires filing.

Councillor Elizabeth Glover to highlight an area near the school frontage that a parishioner is maintaining but could come under the Parish Stewards' actions. What Three words location to be provided to the Clerk to pass on to the Parish Steward.

### **Longleat Estate**

Councillor Stephen Crossman to provide the Clerk of pictures of a growth issue around the two water pumps by the big tree and corner of cock road. The Clerk was instructed to send the information to the estate.

### **Hollybush & Bath Arms Bus Stop Tree, Issues**

**Resolved:** noted the work had been actioned. Council instructed the Clerk to send an email thank you to the Tree Warden.

*Yes, we can clear both bus stops with volunteers from the resident's association lead by and supervised by me and covered by my company insurance. I can't spare any other staff until April. I will speak to my neighbours about their trees, and we may reduce the whole lot to a hedge.*

### **23/240 Bug Hotel**

**Resolved:** discussed the Parish Stewards request below. Council agreed that a bug hotel would fit with the biodiversity policy and agreed that it be built in the area within the Orchard War Memorial. The Clerk was provided with two what three words for the area. ///owes.finest.unlisted or ///airbase.started.grower.

These Bug Hotels would be built on site by myself the parish steward in an agreed location with each Parish. Here are some links of what can be built-

[How can I build a bug tower in my garden? | Sussex Wildlife Trust](#)

[Make a bug hotel | Wildlife Watch](#)

[How to Make a Bug Hotel! - Wild Ideas \(wild-ideas.org.uk\)](#)

### **23/241 Traffic Survey**

**Resolved:** Councillors Elizabeth Glover, Ken Windess and Steven Seals reported on their research for the Speed Survey application. It was noted that the paperwork has been actioned by the Clerk and will go to the LHFIG meeting in May for discussion.

### **School 20mph Speed Limit Assessment**

It was noted that the school had been informed that a travel plan was required to send in with the request for a 20mph speed limit. Wiltshire Council School Travel Plan Advisor had informed the Clerk that the schools travel plan was out of date. The Clerk has informed the school and they have confirmed that they will work with Wiltshire Council School Travel Plan Advisor to implement an up to date School Travel plan.

### **23/242 Local Highways and Footway Improvement Group**

**Resolved:** noted the below information. The Clerk was delegated to attend as the Parish Councils Representative.

The LHFIG is normally made up of not more than 10 members from the following groups:

Members of the Area Board, Town and Parish Council representatives and Community/stakeholder representatives.

Meetings will be attended by relevant officers from Wiltshire council including a senior transport planner, a senior traffic engineer and a local highway maintenance engineer as necessary. Their purpose is to offer advice and support to the group, but they do not vote on the issues raised.

The LHFIG may also invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge. How often does the group meet?

It is expected that the LHFIG meets four times a year as set out in the LHFIG Terms of Reference Meetings are intended to be limited to the membership set out above, and other members of the Area Board who wish to attend. Members of the public can be invited to discuss specific issues at the discretion of the chairman.

It should be noted that LHFIG is an advisory body, which cannot exercise delegated decision-making powers. The dates for the meetings that are held online using Teams are below:

LHFIG Meeting Wednesday 1<sup>st</sup> May 2024 10am teams

LHFIG Meeting Wednesday 4<sup>th</sup> September 2024 10am teams

LHFIG meeting Thursday 7<sup>th</sup> November 2024 10am teams

LHFIG meeting Wednesday 22<sup>nd</sup> January 2025 10am teams.

### **23/243 Rights of Way Update and Volunteer Project**

**Resolved:** noted the below update and the presentation given by Nigel Linge. The Clerk would add the mentioned Rights of Way toolkit to the next agenda for discussion.

Nigel Linges team will be out in the Horningsham. Longbridge Deverill, Maiden Bradley area replacing missing signs and inserting more destination signs.

Some have already gone in at Lower Shute Cottage & on HORN 1 & 21 plus at Pottle Street & Baycliffe Farm on HORN17 which has benefitted from some other work.

As the diversions of HORN5, 6, 7 & 8 will not happen until the FY after next, I will need to replace the signpost that has been missing at the junction of HORN6 & 7 for several years.

Complaints have been received by Wiltshire Council about its poor condition and missing signs. I will get the signs in on the 2<sup>nd</sup> of March 2024, but the missing stiles will need to be reinstated by the occupiers before we can seek a stopping up. A stopping up failed at North Wraxall as the footpath signs were missing as was the street furniture and it was in poor condition.

It is worth reminding Councillors that occupiers are responsible for keeping stiles in good condition & paths clear of overgrowth.

### **23/244 Assets Maintenance Plan 2024**

#### **Noticeboard**

**Resolved:** approved the work being brought forward on the Noticeboard outside of the school as it is now so damaged by water ingress and is growing a fungus. Council noted that the quotation was approved within the budget discussions for 2024/2025. Council noted that the Contractor has said he is able to meet with Councillor Ken Windess to remove the Noticeboard and action its refurbishment ASAP.

Until the Noticeboard is refurbished Council approved the Clerk laminating the agenda and pinning it to the telegraph pole situated near the position of the noticeboard so that the Clerk is compliant with the legislation that a hard copy is posted in the vicinity. [Local Government Act 1972, s243](#). Proposed Councillor Matt Simpson Seconded Councillor Paul Jones.

#### **War Memorial Seat**

**Resolved:** Councillor Stephen Crossman and Councillor ken Windess reported that it needs to be set on a concrete base or paving slabs. Clerk to contact the

maintenance contractor for a quote. Councillor ken Windess to action the site visit meeting with him.

### **Chapel Sign**

**Resolved:** approved the moving forward of the work to stabilise the Chapel sign and its refurbishment, so it does not decay any further. It was noted that the quotation was approved within the budget for 2024/2025. Proposed Councillor Matt Simpson Seconded Councillor Paul Jones.

### **23/245 Remembrance Day**

**Resolved:** approved the Clerk actioning the Road Closure documentation for Wiltshire Council. It was agreed to Close the corner to Town Well, this was marked on a map to go with the application. It was agreed that a half an hour time slot be applied for the What three words locations are ///thus.pddlers.coconns Diversion Church Street water lane ///vehicle.showed.breeze.

It was agreed that the Clerk seek quotes for a book let A4 folded size. Councillor Paul Jones confirmed that signage can be borrowed from the estate for next year's Remembrance Day Service to show the road is closed.

### **23/246 Village Hall**

**Resolved:** Councillor ken Windess reported that he has resigned from the committee. Councillor instructed the Clerk to add to the next agenda to resolution to resolve a new representative to sit on the Committee.

### **23/247 Defibrillator**

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

### **23/248 Health & Safety Report**

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

**Resolved:** Councillor Stephen Crossman said he had nothing to report, all is good. The Clerk was instructed to provide copies of the check sheets to Councillor Stephen Crossman with an SAE for their return.

### **23/249 Bench Seat**

**Resolved:** noted that the Clerk had followed up the quotation approved at the budget meeting for the new seat. The supplier had informed the Clerk that they will arrange to deliver and invoice the bench seat in early April, keeping the same cost. The Clerk requires details of to whom the bench seat will be delivered to, to be able to place the information with the order. It was agreed to deliver it to Councillor Stephen Crossman at Mill Farm.

It was agreed that it will require a concrete base. It was agreed that Councillor ken Windess to arrange with Maintenance Contractor a quotation for the base and a metal fixing to be arranged to secure it to the concrete base.



### **23/250 Play Area Health & Safety**

**Resolved:** Councillor John Radley reported that there was no issues found on his routine checks actioned to date. He had emailed the Clerk his 2023 check sheets.

### **23/251 Tennis Court**

**Resolved:** Councillor John Radley reported that he will put the tennis net up after Easter. He was still to hear re the Crete for the disabled access from the top of carpark to the gate area, it was also noted that the Tennis Courts will require weed killing spraying around the perimeter fencing in the next few months. It was noted that Councillor John Radley hoped to action this before spring.

### **23/252 Teenage Recreational Provision**

**Resolved:** noted that the Clerk has received confirmation that the third-party contribution from Wiltshire Councils Youth Funding of £150.00 has been awarded. The Clerk has submitted the application to the Community Landfill and is now awaiting news as to if the application has been approved for a grant.

### **23/253 Community Emergency Plan Update**

**Resolved:** Councillor Matt Simpson updated on the recent bad weather; no flood issues had been reported. The 4 x 4 owners are to be updated on the community emergency plan. The Clerk recommended that a map of the areas requiring gritting is actioned to go into the plan. It was agreed that the Clerk arrange for Unitary Councillor Bill Parks to meet with Councillor Stephen Crossman re Green Street erosion and what may be actioned/recommend as a solution.

**Councillor Steven Seals left the meeting at this point.**

### **23/254 Website update/Communications**

**Resolved:** it was agreed to defer the below item to the next agenda

Council is asked to discuss whom it wishes to task as a Working Group, to look at the Parish Council website and bring recommendations to the full Council on its evolution from its present format moving forward.

[Understanding accessibility requirements for public sector bodies - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/understanding-accessibility-requirements-for-public-sector-bodies)

### **23/255 Register of Interests Update**

**Resolved:** it was noted that Councillors to still action and email the Clerk when their checks were completed.

[Register of interests | Town and Parish Council | Wiltshire Council](#)

### **23/256 Best kept Village Competition**

**Resolved:** agreed to apply for the Best kept Village competition for 2024. It was agreed that Councillor Stephen Crossman action the application and oversee the project. The Clerk was instructed to send the email application details to him.



### **23/257 Litter Pick**

**Resolved:** it was agreed that Councillor Stephen Crossman arrange the litter pick. The Clerk was instructed to action some posters, these to be highlighted in the Parish News and Facebook pages. It was agreed to set the timings for the event as 10.00 - 12.00 noon. A map and risk assessment etc would be produced, it was agreed that the date to be kept as 14<sup>th</sup> April 2024.

A new first aid kit to be ordered by the Clerk under delegated powers. It was agreed that a 5 person one would be sufficient. Councillor Stephen Crossman to check the equipment and action an audit on what is within the kit. Councillor Annemarie Green to send the Clerk photos of cans collected personally.

(The Council under minute number 23/086 agreed to set the date for 2024 as the second Sunday in April the 14<sup>th</sup> of April 2024 it would be advertised and would coincide with the Village Hall Coffee mornings).

### **23/258 Dates for Council Meetings**

**Resolved:** approved the below dates for the next Civic year. Council also approved the motion put forward by Councillor Elizabeth Glover that electronic Teams meeting invites are set up to remind Councillors of up-and-coming meetings. The Clerk was instructed to take this action.

**Annual Parish Meeting: Thursday 30<sup>th</sup> May 2024 7.00pm (Meeting of Electoral not a Full Council meeting)**

#### **Dates of Full Parish Council Meetings 2024/2025**

All Parish Council meetings will have an opportunity at the start for parishioners to ask questions or make comments on any matter.

Thursday 18<sup>th</sup> April 2024 7.00pm

Thursday 30<sup>th</sup> May 2024 7.00pm (Annual Parish Meeting Electors meeting)

Thursday 30<sup>th</sup> May 2024 7.00pm Annual Parish Council Meeting

Thursday 27<sup>th</sup> June 2024 7.00pm

**There will be no meeting during the July/August Break**

Thursday 12<sup>th</sup> September 2024 7.00pm

Thursday 24<sup>th</sup> October 2024 7.00pm

Thursday 5<sup>th</sup> December 2024 7.00pm (**Budget meeting**)

Thursday 16<sup>th</sup> January 2025 7.00pm

Thursday 27<sup>th</sup> February 2025 7.00pm

Thursday 10<sup>th</sup> April 2025 7.00pm

Separate Planning meetings will take place as and when required: The Clerk will issue a separate summons to Councillors, and they will be displayed on the Parish Notice Board (Please note that during an Election year the dates of the Annual Parish Council meeting will vary).

### **23/259 Policy Updating**

**Resolved:** it was agreed that the policies in place were still suitable and no changes would be required for the May meeting this year but that next year a working party would be created to revisit the policies below:

#### **Planning**

Parish Plan (started but not completed)

#### **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

### **23/260 Vat Reclaim**

**Resolved:** noted that the Clerk has actioned a VAT reclaim for £1,377.83.

### **23/261 Approval and signing of Parish Accounts for the month of January 2024 Internal Audit Accounts & Audit Regulations 2003 reg 2.**

**Resolved:** approved and signed the accounts. The balance for the Account at month end 31<sup>st</sup> January 2024 to 20<sup>th</sup> February 2024 was noted as £15,127.50.

**Review and approved the items of expenditure listed below:**

Society of local Council Clerks Enterprises Cyber Security Webinar LGA1972 s111 £36.00

**Retrospectively**

Wages 12th January 2024 LGA 1972 s111 £800.48

(Back Pay included in the above figure).

Heat, Light etc. January 2024 LGA 1972 s111 £10.00

Halcyon Grounds Maintenance 1863 Dec 2023 Public Health Act 1875 £825.65

Village Hall Hire LGA 1972 s111 £243.00.

Post Crete Screw fix reimbursement Christmas tree LGA 1972 s111 £11.98.

Matt Simpson Christmas Tree Collection and Delivery Mileage LGA 1972 s111 £5.22

Cloudy IT Group INV-2571 LGA 1972 s111 £119.30

**Multi Pay Card**

1 & 1 IONUS website 06.12.23 06.01.24 LGA 1972 s111 £20.39

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

Amazon Christmas Solar Tree Lights LGA 1972 s111 SO £17.98

1 & 1 IONUS website 06.02.24 06.03.24 LGA 1972 s111 £20.39

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

**Receipts: To note receipt of income**

Wiltshire Council Area Board Grant £150.00

SLCC Membership Refund £199.18

**Payments** £113.00

**Retrospectively** £1,795.63

**Multi Pay Card** £41.37

**Income** £349.18

**Total** £

**Confirmation of Previous Payments**

**Resolved:** retrospectively noted the payments below which needed to be included in the minutes.

04.10.23 580425342 Cloudy IT Group INV 5445 LGA 1972 s111 £101.52

04.10.23 111562544 Halcyon landscapes 1791 Sept 23 Public Health Act 1875 £825.65

**23/262 Online Payments**

**Resolved:** Councillor Paul Jones and Councillor Ken Windess would action the online payments between now and the next meeting date.

**23/263 HMRC Direct Debit**

**Resolved:** approved the HMRC payments being made by direct debit so that the timeline payment is actioned on a monthly basis, as at present it is out of sync with the Civic meeting dates. Two Councillors signed the direct debit form, the Clerk was instructed to send it to HMRC.

### **23/264 Internal Audit Check by a Councillor**

**Resolved:** Councillor Elizabeth Glover will take the place as the Council's Internal Auditor, as with the resignation of Councillor Simon Millar this position needs to be filled and an internal audit actioned before the 31<sup>st</sup> of March 2024. It was noted that this is a check of the figures and invoices processed and is undertaken by a Councillor and reported back to Council.

(Annual Governance and Accountability Return Section 1 Annual Governance Statement Question 2, We maintained an adequate system of internal control including measures designed to prevent and detect fraud corruption and reviewed its effectiveness).

### **23/265 Meetings for Councillors to consider attending.**

#### **Warminster Area Board**

**Resolved:** instructed the Clerk to attend as the Council representative.

The next meeting of Warminster Area Board will be held on Wednesday 20 March 2024 at 7.00pm. Please note that this meeting will take 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 12 March and once published will be available online [here](#) .

### **23/266 Correspondence received.**

#### **Trustees of the Jeremiah Crey Charity.**

**Resolved:** to defer the below item to the next agenda.

Council is asked to discuss the below request and inform the Clerk of its reply.

I am writing to you on behalf of the Trustees of the Jeremiah Crey Charity. I am hoping you will be able to add this letter as an item to the Parish Council's agenda to consider at its next meeting.

The Jeremiah Crey Charity is a trust that was founded in 1698 to provide an income for schoolmistresses to educate the poor children of the parish of Horningsham. The objectives of the Charity were later defined in a Scheme of 1916 (which is the governing document for the Charity) as being for "promoting the education (including social and physical training) of young persons who have not attained the age of 25 years and who are resident in the ancient parish of Horningsham".

The Charity has a single asset consisting of a field in Kingston Deverill. This produces an income of about £2,275 per annum, which for many years this has been distributed to the primary school in Horningsham. Although the amounts have been modest, the school has been able to use these sums for some of its requirements, for example, a library service or the purchase of books.

It is a remarkable achievement that the Charity has been doing its work for 325 years, and we want to preserve it in good shape for the future. The affairs of the Charity do not require a large amount of administration. However, we are mindful that there have been changes to the legislation governing charities and are therefore reviewing the organisation of the Charity so as to make sure we are in line with modern practice and good governance.

The Scheme refers to two of the Trustees being appointed by the Parish Council. It appears that in fact no such appointments have been made for very many years. We do not know how or why this procedure has fallen into disuse, but from the records that are available to us, it would seem that it is at least 30 or 40 years since the Trustees have included two Parish Council appointees.

The purpose of this letter is to ask for the Parish Council's confirmation as to whether it has any continuing interest in appointing trustees to the Charity, and if not, we can revise the Scheme of 1916 appropriately. The Trustees would greatly appreciate it if the future administration can be conducted simply and without any undue complications. The Trustees are all local Horningham residents so it will of course be the case that Parish Councillors will have easy access to them if there is a need.

The Scheme of 1916 also provided for Wiltshire County Council to appoint a single trustee, and a request is being sent to the County Council in similar terms to this one.

Please let me know if there is anything I can help with or clarify.

Kind regards George Williamson Trustee, The Jeremiah Crey Charity

### **Dorset & Wiltshire Fire and Rescue Authority - Consultation of draft Community Safety Plan 2024-28**

**Resolved:** noted the below consultation.

We are consulting on our draft Community Safety Plan, which sets out the key challenges and risks facing us over the coming years. This is our high-level strategic plan.

With future financial uncertainty, the plan details what we intend to carry on doing and what we intend to review and do differently, in order to continue to provide a high level of service to our communities.

Working with others is central to how we deliver our services, and this will continue to be at the heart of everything we do. For that reason, we invite you to view our draft plan [www.dwfire.org.uk/draft-csp-2024-28-consultation](http://www.dwfire.org.uk/draft-csp-2024-28-consultation) and the accompanying video, which provides a short overview.

The consultation period runs from 9 February until 3 May 2024, and we would welcome your feedback, through a short set of questions on our website. Alternatively, you can call our freephone 0800 0213022 or scan the QR code.



If you wish to raise anything specific, or require any further assistance in accessing the information, please email us directly at [consultation@dwfire.org.uk](mailto:consultation@dwfire.org.uk). We look forward to hearing from you.

### **Local Nature Recovery Strategy (LNRS) for Wiltshire and Swindon**

**Resolved:** noted the request. No Councillor came forward to act as a representative at a meeting.

I am writing to you about the Local Nature Recovery Strategy (LNRS) for Wiltshire and Swindon and to ask for your assistance with our longlisting exercise to identify priorities (the outcomes we wish to achieve for nature) and measures (the actions we need to take to reach those outcomes) for nature recovery.

This is a request to hold the dates. We are putting together an RSVP system and expect to get a link out to you early next week, along with a link to sign up for our contacts database which has just been completed. However, as people's calendars get filled up fast, I am keen to ensure you can hold a space for the session which suits you.

The venues and times are as follows:

Swindon Pattern Church, Penzance Drive, Swindon, SN5 7JL 5 March 2024

Trowbridge County Hall Bythesea Road, Trowbridge, Wiltshire. BA14 8JN 19 March 2024

Salisbury Guildhall the Marketplace, Salisbury, SP1 1JH 12 March 2024

We ask that you send this and our following email with links, through to anybody from your organisation who may be interested, and any contacts that you may wish to pass this invitation to. We will also have an online survey available for those who cannot attend.

The sessions will be around three hours in locations across the County. We aim to have as many people as possible attend so that we can hear a wide range of views.

For each session, check-in will start at 13.30 with a prompt 14.00 start. The session will conclude at or before 17.00. Light refreshments will be served.

To remind you, the LNRS is a requirement for Wiltshire and Swindon councils to prepare in 2024. This link will take you to the Government's website should you wish to remind yourself why this is necessary and important.

<https://www.gov.uk/government/publications/local-nature-recovery-strategies/local-nature-recovery-strategies>

We are undertaking a challenging process to identify all priorities and measures for our area. And this next stage is to develop a long list of all possible priorities and measures, and this is where we are asking for your further assistance.

Thank you and I look forward to meeting you in person at one of our sessions.

Best wishes Alison Levy Local Nature Recovery Strategy Officer.

### **Wessex Community Action You are invited to join us for a free demo of Wiltshire Together Community Platform**

**Resolved:** noted the request. No Councillor came forward to act as a representative at a meeting.

My name is Amber Skyring, and I am the CEO of Wessex Community Action - the Council for Voluntary Services (CVS) in Wiltshire. Some of you will know about our role and services in support of the voluntary and community sector organisations and charities, but I appreciate some of you won't.

We currently host the Wiltshire Together community platform which is a free platform for the voluntary and community sector (and not for profits) to share with residents their event/ activities and support and advise services with their communities.

All groups can easily input their information on the site and keep it up to date themselves. This reduces the need for annual reviews of existing directories etc. its especially good for groups who don't host their own websites.

We'd like to share with you a basic demo on the platform so you can get a feel for what it does and what it can do for your community and consider how we might work with you moving forward. There are NO costs for using our platform!

<https://www.eventbrite.co.uk/e/parish-council-and-wiltshire-together-introduction-tickets-835889386657?aff=oddtcreator>

We are working with some specific geographical areas who tell us that this has reduced their time and energy constantly updating a directory of groups and organisation etc. which they hold and goes out of date as soon as its published!

We'd like to explore with you how we can support the groups in your communities to use the site and we'd like to explore with you some ideas and thoughts about how



we might work together to ensure our residents can access the information they want and need.

Please take a look at the site here: <https://wiltshiretogether.org.uk/>

You will also see we host within the Wiltshire Together digital platform - All Together which is the front door for Families and Children services and activities: <https://wiltshiretogether.org.uk/AllTogether> This new element only launched in late November and we really want to make sure families in your communities are finding what they need and want too. We saw 67K views last year and that was without any marketing! If you'd like to find out more, please join us for a chat and basic demo on the 12th of March 11am -12pm.

Warm wishes Amber Skyring Chief Executive.

### **Community Area Joint Strategic Needs Assessment**

**Resolved:** noted that the Clerk has shared the below on the Horningsham News Facebook pages.

The information below is being shared widely to promote the release of the new Community Area Joint Strategic Needs Assessment (CAJSNA). Please take some time to take a look through and we'd welcome any help Town and Parish Councils can provide in sharing and promoting the data and corresponding survey with their residents.

A new interactive platform that helps people find out what life is like in their community area has been launched by Wiltshire Council. The Community Area Joint Strategic Needs Assessment (CAJSNA) brings together more than 140 indicators from a wide range of public, private and voluntary partners. The indicators span across 10 different themes including children and young people, cost of living, health, housing, safety, and the environment.

Wiltshire residents and partner organisations are being encouraged to take a look at the information and then complete a short survey, to share what they think the priorities should be for the future. The feedback from residents and data from the CAJSNA will help to inform future decision making for the council and help shape future service planning. Additionally, our area boards use this information as a tool to set their local priorities and allocate resources.

You can find the link to the data here: [CAJSNA Wiltshire Intelligence](#)

You can find the link to the survey here: <https://surveys.wiltshire.gov.uk/s/ad7x4r>

You can find the press release here: [What's the picture in your area? Residents encouraged to view latest data and have their say - Wiltshire Council](#)

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

Clerks & Councils

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

FW: Latest news and advice for businesses  
FW: Wiltshire Enterprise Survey  
FW: Update for Town and Parish Councils  
FW: Planning Portal weekly news - 11 January 2024  
Government funding for policing means PCC must consider a rise in precept to continue improving the force.  
FW: Briefing Note 24-01: Revised NPPF  
FW: Local Nature Recovery Strategy  
SSEN moves to Yellow Alert status in central southern England ahead of Storm Isha  
FW: Update for Town and Parish Councils  
FW: Latest news and advice for businesses  
FW: Groundwork January Newsletter - News, grants, and opportunities  
Latest news: 2024/25 draft budget proposals, Ask the Leader in Warminster, take the stress out of parking with MiPermit and more.  
FW: Planning Portal weekly news - 18 January 2024  
FW: FTC Planning Meeting - 25.01.24  
FW: This month's news from Cranborne Chase National Landscape  
Nominations for Chairman  
Draft unapproved Minutes 18th January 2024  
FW: Last chance for residents to have their say on proposed increase to policing precept.  
Basketball Hoops Grant Funding  
FW: Chief Constable update to the PCC  
Visit Wiltshire  
RE: Speed assessment survey  
FW: CPRE Wiltshire Best Kept Village Competition 2024  
Latest news: 2024/25 budget webinar, grab your MMR vaccinations, Street Tag is coming to Wiltshire and more.  
FW: Planning Portal weekly news -25 January 2024  
PCC says operational priorities set by Chief Constable are working as residential burglary and violence decreases.  
FW: Frome Matters  
FW: Waste and recycling news - January 2024  
Legal Updates - Money to Religious Organisations, s137 amounts and Procurement Update  
2024/25 budget webinar – 1 February at 5:30pm  
Essential roadside tree safety works  
Briefing Note 24-02: Septic Tank Upgrade Communications Campaign - Revamp Your Tank  
127 Cock Road, Horningsham, Warminster, BA12 7NB: Consultation - PL/2024/00941  
Latest news and advice for businesses  
FW: Planning Portal weekly news - 1 February 2024  
FW: WALC - January 2024 Newsletter  
FW: Tourism  
Chief Constable update to the PCC  
113 Scotland, Horningsham, Warminster, BA12 7NH: Consultation - PL/2024/01227

FW: Green light for budget proposal will see improvements continue for Wiltshire Police  
FW: FTC Planning Meeting -15.02.24  
FW: Briefing Note 24-03: Community Governance Review  
FW: WVCH Online Talks Programme 2024  
FW: You are invited to join us for a free demo of Wiltshire Together Community Platform  
FW: Invitation to Five to Thrive (FiTT) Chippenham Community Project  
Groundwork February Newsletter - Get Energy Help, Green Doctor Survey, Opportunities, Get Involved and more!  
FW: Update for Town and Parish Councils  
FW: Latest news: Leader's cabinet vlog, free paint at HRCs, leisure membership offer and more.  
FW: Planning Portal weekly news - 8 February 2024  
Re: Latest news: Leader's cabinet vlog, free paint at HRCs, leisure membership offer and more  
FW: This month's news from Cranborne Chase National Landscape  
FW: Swindon and Wiltshire Growth Hub: Event Special  
FW: Community Area Joint Strategic Needs Assessment (CAJSNA)  
FW: Briefing Note 24-04: Development of Cultural Strategy for Wiltshire  
FW: Chief Constable update to the PCC  
FW: Community Area Joint Strategic Needs Assessment  
FW: Planning Portal weekly news - 15 February 2024  
FW: National funding to tackle anti-social behaviour and violence welcomed by PCC.  
FW: Briefing Note 24-04: Development of Cultural Strategy for Wiltshire

## **23/267 39. Clerks Report**

### **Practitioners Conference**

**Resolved:** noted that the Clerk had a productive time at the SLCC Practitioners and has linked up with several suppliers and has some information to bring to future meetings on climate and other subject matters attended over the two days.

### **Holiday**

**Resolved:** approved the Clerks request for a holiday between the 2<sup>nd</sup> of April 2024 to the 5<sup>th</sup> of April 2024.

### **Pat Testing**

**Resolved:** The Clerk was delegated to arrange for the PAT Testing (Electronic check of all Parish Council equipment) to be actioned before the year end.

## **23/268 Parish Clerks Delegated Powers [LGA 1972 s101](#).**

**Resolved:** noted the below delegation actioned.

### **Application No: PL/2024/00941**

**Application Type:** Notification of proposed works to trees in a conservation area  
**Proposal:** All Ash along Cock Road, Horningsham that are all in a state of decay following infection from ash dieback. Remove to avoid risk of failure into the highway. See attached location map and work order.

**Site Address: 127 COCK ROAD, HORNINGSHAM, WARMINSTER, BA12 7NB**

**Comment:** Supported

**23/269 Notice of items to be taken into consideration at the next meeting.**

**Resolved:** the below items:

Parish Plan

Climate Change

Annual Parish Meeting (Meeting of the Electors) Arrangements. (This is a meeting of the electors not a parish council meeting. The meeting is chaired by the Chairman of the Parish Council).

Asset Register Review

Year End

Internal Auditors Visit

Year End Budget update

Clerk's Office Health & Safety Report

Update Risk Assessment.

P60 final payroll for tax year

Councillors noted that is 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 6 clear days of the next meeting. If Councillors wish motions to be included on the next Agenda, they need to be sent to the Clerk before the Tuesday 9<sup>th</sup> April 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.

**23/270 Items for Parish Newsletter & Notice Boards**

**Resolved:** a brief of the meetings decisions, introduction of the new chairman and Councillor to the team.

**23/271 Date for the next Parish Council Meeting**

**Resolved:** that Thursday 18<sup>th</sup> April 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 9.45 pm Signed..... Dated .....