



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 18th of April 2024 at 7.00pm.

Present: Councillor's, Elizabeth Glover, Steven Seals, George Williamson, Paul Jones, Ken Windess, John Radley, and Matt Simpson.

In attendance in person: Parish Clerk Mrs. Sarah Jeffries PSLCC, Unitary Councillor Bill Parks, and a member of the Horningsham Residents Association.

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

A member of the Horningsham Residents Association addressed the Council, regarding issues that had been brought to their attention, the maintenance of properties and the residents that had spoken to them. Updates on the processes moving forward by the estate were mentioned in replies from Councillor's, and a reiteration on the system residents need to take re-work required on properties, and the processes they can take if these are not mitigated.

It was noted that Longleat have informed the Parish Council that it is moving forward to implement a maintenance program in place for their properties.

Unitary Councillor Bill Parks reported to the Parish Council that he knows there is great interest in fibre coming to the village, it is early days re a Consortium Wiltshire Council have joined up with.

He mentioned that the Village Hall hatch markings are to be actioned when the better weather comes.

Re Green Lane, he reported that he has spoken to the Wilts and Swindon Rambler's forum, about the issue, and a farmer has been spoken to, about seeing if grips could be cut to alleviate the issue.

Re the Speed Assessment study, this is to be discussed at the LHFIG meeting and will take time. Unitary Councillor Bill Parks agreed he would stay on for the first part of the meeting to see if there were areas he could assist with. Standing Orders were set down to allow him to speak where required.

23/272 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 Annemarie Green had given her apologies; Council resolved her reason for absence.

23/273 Dispensations

Resolved: noted none requested.

23/274 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.

23/275 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.

5.23/276 To receive and sign the minutes of the Full Council meeting held on Thursday 29th February 2024 (Previously circulated) LGA 1972 Sch 12 para 41(1).

Resolved: that they were a true record of the meetings decisions. Proposed Councillor Matt Simpson Seconded Councillor Stephen Crossman.

23/277 Chairman's announcements

Resolved: noted no announcements to give.

23/278 Co-option

Resolved: the below item was missed and would be placed on the next Agenda.

Council is asked to note that no election has been called for the recent vacancy. Council is asked to resolve how it wishes to move forward with this vacancy.

- Advertise the Co-option/Where it will be advertised and for how long.
- The timeline for applications to be received.
- The meeting date it will be discussed at

Council discussed the application received and agreed move forward with the Co-option of Amy Grafton-Mitchell. Council instructed the Clerk to arrange for the

signing of the Declaration of Interests and Code of Conduct by those Co-opted. (to be witnessed by the Clerk). **LGA 1972, s83(4)** before the next meeting.

It was noted that the Clerk will provide the new Councillor Co-opted onto 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 will be provided and a photograph for the Parish Council website will be required. (New Councillors will need to be aware that their term of office will be until May 2025 when the whole Council will need to be elected).

23/279 Planning

Planning Applications

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>

Resolved: Supported. Proposed Councillor Paul Jones, Seconded Councillor Matt Simpson.

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/aOiQ30000054sAD/pl202403150>

Resolved: Supported. Proposed Councillor John Radley Seconded Councillor Matt Simpson.

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

23/280 Wiltshire Council Planning Decisions

Resolved: noted the below decisions made by Wiltshire Council.

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: 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: to be made 02/05/2024.

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: to be made 22/04/2024.

23/281 Parish Steward

Resolved: it was agreed to ask if a road sweeper could be requested to work alongside the Parish Steward to move the vegetation by the island, there is a lot of sand that has come down from Green Lane it is a hazard for small cars. Councillor Matt Simpson identified the area in red on a map for the Clerk to send to highlight the exact area. It was also agreed that the roadside in front of the Church, which is sprouting lots of weeds, plus on the verge/road level opposite the Church which is very weedy needed attention.

It was agreed that Unitary Councillor Bill Parks ask to see if a road sweeper could visit before the Best Kept Village Competition judging.

Green Lane

Resolved: Councillor Stephen Crossman updated Council on his site meeting with Unitary Councillor Bill Parks and the possible way forward, he had spoken to the relevant farmer about seeing if grips could be cut to alleviate the issue, this had kindly been agreed.

23/282 Longleat Estate

Resolved: noted that the request for the areas with growth issues around the two water pumps by the big tree and corner of Cock road, has been received by the estate contact and that the Clerk has been informed that they are being sent to the best person to action it.

23/283 Rights of Way Update and Volunteer Project

Resolved: The Clerk was instructed to follow up Councillor Stephen Crossman's request to be given a style kit, mentioned by Nigel Linge. It was agreed to approve Councillor Stephen Crossman's offer to store the five gates for the HORN 5, 6, 7 & 8 project in 2025. It was agreed to move the discussions on the Volunteer toolkit to the next meeting.

23/284 Assets Maintenance Plan 2024

Noticeboard

Resolved: noted that the noticeboard refurbishment had been completed. Council approved the Clerks use of delegated powers for the additional cost highlighted at the time of the refurbishment. It was reported that there was moisture inside the glass can this be checked. Councillor Ken Windess reported that this was a design fault. It was agreed that Councillor ken Windess would speak with the Contractor to see if anything else could be done to mitigate the moisture issue.

Chapel Sign

Resolved: noted that the refurbishment of the Chapel sign has been completed and the invoice paid.

War Memorial Seat

Resolved: noted that the Clerk was still waiting the quotation from the maintenance contractor.

23/285 Remembrance Day

Resolved: approved the sample of the Order of Service produced and asked the Clerk to request that the Logo be added. The quotation of £30.00 was agreed. Council approved the Risk Assessment for the Remembrance Service, a copy will be sent with the application to close the road. Proposed Councillor Matt Simpson Seconded Councillor Paul Jones.

23/286 Village Hall

Resolved: Councillor Annemarie Green had agreed to come forward as the Village Hall Representative. All approved.

23/287 Defibrillator

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

23/288 Health & Safety Report

BT Phone Boxes & Assets

Resolved: Councillor Stephen Crossman gave an update on the Health and Safety report on the Councils Assets. He reported that he had found that the BT phone box at Newbury has an electrical socket in it, this has been removed. The Clerk reported that the contract states that it would be decommissioned when they took on the ownership. The Clerk was instructed to contact BT about decommissioning it and checking that the Bath Arms Box is also decommissioned.

23/289 Bath Arms Bench Seat

Resolved: it was noted that new the bench had not been received yet, the Clerk was instructed to follow this up.

23/290 Play Area Health & Safety

Resolved: Councillor John Radley gave a reported regarding the routine checks actioned to date, no problems were reported. He mentioned that the new Contractors grass cutting standard is good within the play area and tennis courts.

23/291 Tennis Court

Resolved: Councillor John Radley reported that he would put the tennis net up this month, he would arrange for the white lines end of April and asked should the Basketball lines also be actioned at the same time, this was approved. Clerk to speak to Councillor John Radley re the white lining.

23/292 Teenage Recreational Provision

Resolved: agreed to signing the Community First Agreement relating to its grant application by Councillor Elizabeth Glover and Councillor Stephen Crossman. It was noted that the Clerk had actioned the agreement information required to meet the conditions and had actioned the £150.00 Grant contribution received from Wiltshire Unitary Council to Hills Group Limited, Landfill Communities Fund. It was noted that when the signed agreement has been accepted by Community First, the project can be started.

23/293 Best Kept Village Competition

Resolved: Councillor Stephen Crossman who is leading the competition application reported that he had actioned the application. Judging is to be held between May to June, it was indicated in the application that the Village Fayre was in June, and he hoped they would come on that day for the judging.

23/294 Litter Pick

Resolved: Councillor Stephen Crossman reported on the Litter Pick event held on the 14th of April 2024. Approx 20 people had turned up which was much appreciated, many people went back to their own properties with the litter collected. One observation made is the fact that the foliage had grown quite high, and it was felt that another litter pick later in the year be actioned and that next year it is actioned a month earlier.

It was noted that several parishioners are actioning litter picking around several areas regularly. Unitary Bill Parks agreed to see if road signage regarding take your litter home could be made available.

Council noted that the First Aid Kit was purchased online using the multiscard this will appear on the next statement for £21.98. No further refuse bags were required this year but next year a larger size will be required. Clerk to arrange.

23/295 Website update/Communications

Resolved: noted the issues highlighted on the present site, it was agreed to move forward with the production of a new website. The Clerk was instructed to migrate the present Websites data to a new package advised by IONUS following talks with the helpdesk team. Proposed Councillor Matt Simpson Seconded Councillor Paul Jones.

23/296 Annual Parish Meeting (Meeting of the Electors) Arrangements. (This is a meeting of the electors not a parish council meeting. The meeting is chaired and called by the Chairman of the Parish Council).

Resolved: it was agreed that the meeting time be moved forward to 6.00pm. The Clerk was instructed to invite the below list and arrange for the refreshments, chocolate, garibaldi, and shortbread biscuits, along with tea and coffee.

Longleat Representative CEO Simon Askew
Savills Representative Sarah Butler
Longleat Forestry Jim McConkie
Horningsham School Chair of Governors
Unitary Councillor Bill Parks
Horningsham School Head Teacher
PCC Representative
Fayre Committee Representative
Horningsham Village Hall Chairman
Horningsham Cricket Club
Horningsham Luncheon Club
Neighbourhood Watch
Horningsham News Editor
Bath Arms Manager
Simpson Seeds
Tree Warden
PCSO: Rural Policing Team

The Legal Background to the Meeting

To comply with the Local Government Act 1972, the Parish Annual Meeting must take place between 1 March and 1 June (both inclusive) in each year. The meeting cannot start before 6pm. The Annual Parish Meeting is not the Parish Council's Annual General Meeting.

All parish electors are entitled to attend the Parish Meeting and vote. The Public Bodies (Admission to Meetings) Act 1960 provides for the general public and the press to attend.

The Chair of the Council (or in his absence the Vice-Chair) must preside if present. If they are not present, the meeting may appoint a Chair for the meeting. At least seven days' public notice must be given.

The notice must specify the business to be done. It must be signed by the Chair or any two Parish Councillors or, if necessary, six electors may act as convenors. The expenses of the meeting are paid by the Parish Council.

No method of voting at the meeting is laid down. Any convenient method may be used, but a poll (i.e. a vote of the whole body of electors by ballot) may be claimed before the end of the meeting and must be held if demanded by ten persons present, or one-third of those present (whichever is the less), or if the Chair consents. The poll is conducted by a Returning Officer appointed by the District Council. A Poll would have a financial implication on the Parish Council.

23/297 Asset Register Review

Resolved: it was agreed to defer this item to the next meeting.

Council asked to approve the attached Asset Register with the new bench seat added.

23/298 Internal Auditors Visit

Resolved: noted that the Internal Auditor has arranged to meet with the Clerk to action the internal requirements for the year end audit on the 23rd of April 2024.

23/299 Year End Budget update

Resolved: it was agreed to defer this to the next meeting.

Council is asked to hear a report from the Clerk/Responsible Finance Officer on the final budget comparison.

23/300 Update Risk Assessment.

Resolved: no updates are required; Council signed and approved the Risk Assessment.

23/301 P60 final payroll for tax year

Resolved: noted that the Clerk had action the yearend payroll for the tax year and printed off a copy of the P60 and filed a copy in the financial year documentation.

23/302 Internal Councillor Audit Check

Resolved: Councillor Elizabeth Glover reported that she had actioned an internal check of the accounts, and that no issues were found.

(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).

23/303 External Audit.

Resolved: noted the below correspondence from the external auditors. The Clerk was instructed to advertise the notice of public rights and publication of unaudited Annual Governance & Accountability return as recommended by the auditors from, Monday 3rd June 2024 to Friday 12th July 2024.

We are appointed by [Smaller Authorities' Audit Appointments Ltd](#) (SAAA) as the external auditor of your smaller authority for the 5 financial years from 2022/23 to 2026/27. We are writing to you as the 2023/24 financial year ends to provide instructions to enable your smaller authority to comply with the relevant statute and Regulations regarding accounts and audit.

Completion of documentation for submission

Access to the Annual Governance and Accountability Returns (AGARs) and instructions is provided through email links. All the relevant information and guidance is available on [this page](#) of our website. Please click on the links provided to refer to our instructions and to obtain the relevant forms and information to be provided to us with the AGAR.

Please note that a separate email will be sent this week to any smaller authorities with income and expenditure below £200k who have been selected as part of the 5% sample subject to intermediate review. **All smaller authorities with income or expenditure greater than £200k are automatically subject to an intermediate review** and will not receive an additional email. In this case, you must submit the information required for an intermediate review.

Please submit in excel format any documents that have been prepared in excel; pdf format is fine for all word documents.

Submission deadline

Please note that our default submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (as appropriate) is **Monday 1 July 2024**. Non-submission by this date will lead to chargeable chaser letters being issued (£40 plus VAT for all financially active smaller authorities). If you are not able to meet this deadline, please contact us to arrange an alternative date

(subject to below) to avoid incurring the administrative charges. **It is important to note, however, that:**

- **no submission deadlines will be granted beyond 31 July 2024.**
- **it will only be possible to extend submission deadlines by a maximum of 4 weeks to 31 July 2024 providing sufficient justification explaining the exceptional need for the extension is given.**
- **we are only able to extend the submission deadline for exceptional reasons, and no extensions past 31 July 2024 will be given under any circumstances. If you do not submit your completed and signed AGAR or exemption certificate to us by 31 July 2024 additional charges will apply for chaser letters issued.**
- **a statutory recommendation will be issued to all financially active non-responding authorities that fail to submit their documents by 15 September. Statutory recommendations for non-response are charged at the standard fee rate depending on the authority's expenditure banding and hence give rise to a minimum additional fee of £210 plus VAT.**

Explanation of variances

We would like to draw your attention to Paragraph 2.35 of the [Joint Panel on Accountability and Governance Practitioners' Guide](#). This states the smaller authority is required to provide 'a sufficiently detailed and meaningful analysis and explanation of the reasons for the change'.

23/304 Approval and signing of Parish Accounts for the months of February and March 2024 Internal Audit Accounts & Audit Regulations 2003 reg 2.

Resolved: approved and sign the accounts and noted that the balance for the Account at month end 31st March was £13,184.49.

To review and approve the items of expenditure listed below:

Wages 12th April 2024 LGA 1972 s111 £540.80
Heat, Light etc. April 2024 LGA 1972 s111 £20.66
Travelling Clerk LGA 1972 S111 £12.04
Postage reimbursement LGA 1972 s111 £1.10
Cloudy IT INV-D-03226 LGA 1972 s111 £ 119.30
Countrywide Grounds Maintenance Public Health Act 1875 £1060.38
Unity Bank service Charge LGA 1972 s111 £18.00

Retrospectively

Wages 12th March 2024 LGA 1972 s111 £ 540.80
HMRC Cumbernauld LGA 1972 S111 £ 90.32
Cloudy IT INV-D-02995 LGA 1972 s111 £ 119.30
Halcyon Grounds Maintenance 1904 Feb 24 Public Health Act 1875 £825.65
Postage Reimbursement LGA 1972 S111 £1.10
IONUS 06.03.24 06.04.24 LGA 1972 s142 £20.39
Multi Card Monthly Fee LGA 1972 s111 £3.00
Heat & Light Feb & March LGA 1972 s111 £20.00.

Hills Waste Grant Match Funding Community Landfill LGA 1972 s111 £150.00
Luc Mole Chapel Signpost Refurbishment Road Traffic Regulations Act 1984 s72(1)
£126.30
Halcyon Grounds Maintenance 1916 2023 Public Health Act 1875 £825.65
Cloudy IT Group INV-2571 LGA 1972 s111 £119.30
Luc Mole Noticeboard refurbishment LGA 1972 S111 £534.33
SRD Portable Appliance testing LGA 1972 S111 £10.00

Multi Pay Card

1 & 1 IONUS website 06.04.24 06.05.24 LGA 1972 s111 £20.39
Unity Trust Multi Pay Card Fee LGA 1972 s111 SO £3.00

Receipts: To note receipt of income

None received.

Payments £1772.28

Retrospectively (already cleared from the bank account) £3386.14.

Multi Pay Card (already cleared from the bank account) £23.39.

Income £0.00

Closing Balance £11,412.21

23/305 Online Payments

Resolved: Councillor ken Windess and Councillor Paul Jones will action the payments between now and the next meeting date.

23/306 Councillor addition to Unity Bank Trust

Resolved: noted that the Clerk will add Councillor Annemarie Green to the Unity Trust Bank Account. Councillors Elizabeth Glover and Stephen Crossman signed the bank mandate.

23/307 HMRC Direct Debit

Resolved: noted that the Clerk had received confirmation from HMRC that the direct debit had been completed.

23/308 Meetings for Councillors to consider attending.

Resolved; noted that at the time of producing the agenda there were no meetings highlighted to the Clerk.

23/309 Correspondence received.

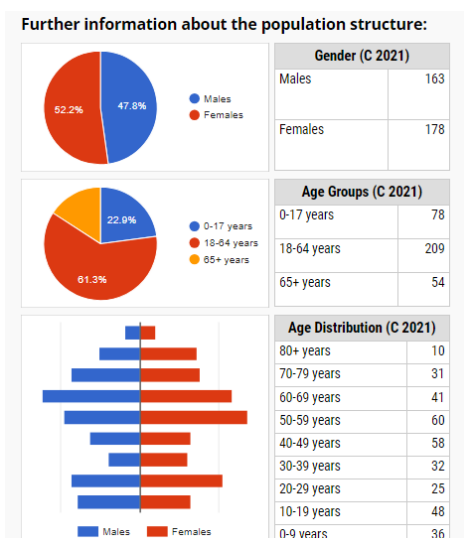
Trustees of the Jeremiah Crey Charity.

Resolved: Council noted Unitary Bill Parks report that Wiltshire Council were happy to not appoint a trustee moving forward.

Council also noted the research actioned by the Clerk below, following discussions it was agreed that it would like to put forward, that a Councillor Trustee is nominated to the Trust from the Parish Council.

The Acting Head Teacher had informed the Clerk that the pupil numbers they currently have are 11 out of the 72 pupils live in Horningsham village. They do have some pupils in Maiden Bradley, Kilmington, West Woodlands, Corsley, Picket Post area and then a large majority from Warminster and Frome.

The Clerk advised that Council needs to understand that when deciding, that if the benefit is set for just the children at Horningsham Primary School it is only a small percentage of children of primary age that benefit. There are from the 2021 census data, listed 84 children possibly 73 children would not see any benefit from the charity in the community if it were just set for just the Horningsham School as the beneficiary. Here are children in Horningsham that go to outlining schools rather than the village school.



The Charitable objective from the charity commissions website [Governing document, JEREMIAH CREY - 309428, Register of Charities - The Charity Commission](#)

is below:

Promoting the education (including social & physical training) of young persons who have not attained the aged of 25 years & who are resident in the ancient parish of Horningsham.

It was noted that the charity could assist with childrens events/training sessions at the village hall in the holiday periods. As an idea, Football Coaching, Circus Day, etc. these are some of the events Trowbridge put on in the town park, the charity could provide funding for further play equipment on the recreational area where family events take place, and the community can benefit with children having active play together.

Booklets and Brochures on the below list were also received.

Clerk Magazine

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

FW: Community Area Joint Strategic Needs Assessment (CAJSNA)
Briefing Note 24-05: Wiltshire & Swindon Local Nature Recovery Strategy
Star Fest 2024 - Booking is Now LIVE!
PCC supports more community groups by awarding grants via Community Action Fund
FM Stakeholder Consultation - Forest Management carried out by UK Forest Certification Ltd SA-FM/COC-004807
Latest news: 2024/25 budget approved, have your say on 2024-2030 cultural strategy, junior doctor strike this weekend and more.
Planning Portal weekly news - 22 February 2024
🔪💰 Book now for 'Mrs Gulliver - Memories of a Smuggler's Wife'
Wiltshire Council - Town and Parish Annual Report
Briefing Note 24-05: Wiltshire & Swindon Local Nature Recovery Strategy
FW: Frome Matters
Chief Constable update to the PCC
Local Nature Recovery Strategy - longlisting events
FW: Update for Town and Parish Councils
FW: Planning Portal weekly news - 29 February 2024
Environment Watch Day - Saturday 23rd March - Can you join us?
FW: FTC Planning Meeting - 07.03.24
Experience Upcoming Chase & Chalke Art and Writing Exhibitions in Salisbury
FW: Minutes from Executive meeting 19th Feb 2024
FW: WALC - February 2024 Newsletter
Draft Unapproved Minutes
FW: Operation Scorpion Briefing
FW: CAW Event at Warminster Library - 15 April
Re: Septic Tank - 5 & 6 Horningsham
FW: Update for Town and Parish Councils
Share your priorities for nature recovery in Wiltshire and Swindon
FW: Planning Portal weekly news - 7 March 2024
FW: Read our Community Event Guide for 2024
Reply Required ASAP - Horningsham Parish Council Litter Pick 14th April.
FW: Horningsham Parish Council - Basketball Hoops
Woodwards House, Church Street, Horningsham, Warminster, BA12 7LW:
Consultation - PL/2024/02614
SLCC Cyber Training
FW: Portrait of HM The King for all Towns and Parishes
FW: Update for Town and Parish Councils
FW: Latest news and advice for businesses
Latest news: Vote in the PCC election, businesses issued with fines, take part in our smokefree survey and more.
FW: Planning Portal weekly news - 14 March 2024
FW: Monthly News from Cranborne Chase National Landscape
FW: Notice board.
FW: Chief Constable update to the PCC
Re: Latest news: Vote in the PCC election, businesses issued with fines, take part in our smokefree survey and more
Right Care Right Person to be rolled out in the Wiltshire Police area.

Taxi Licensing - Creation of a Single Licensing Zone for Hackney Carriages
Councillor Online Training Access
FW: Latest news and advice for businesses
FW: Update for Town and Parish Councils
Further investment in victims' support services for children and adults announced.
102 Anchor Barton, Horningsham, Warminster, BA12 7LR: Consultation -
PL/2024/03002
Latest news: Investment in Wiltshire's roads, play your part to reduce food and plastic waste, Wiltshire Summer Arts Programme and more.
★ In-Character Performances with Chase & Chalke and Upcoming Events
FW: Planning Portal weekly news - 21 March 2024
FW: Valuing Volunteering Fair 1 June 2024 Civic Centre Warminster
Full Parish Council Meeting
Share your priorities for nature recovery in Wiltshire and Swindon
New Contract - Grounds Contractor Scheduled Visit
FW: Project Gigabit update
Government Report on Rural Proofing
Latest news: No changes to waste collection over Easter, travel for less with Wiltshire Connect, fly-tipping prosecution and more.
FW: SEND Newsletter – March
40 - 41 Newbury, Horningsham, Warminster, BA12 7LG: Consultation -
PL/2024/03150
Resources to promote the upcoming Police and Crime Commissioner election.
Chief Constable's fortnightly letter to the PCC
FW: WALC - March 2024 Newsletter
Website
FW: Town and Parish Council update
Latest news: Vote in the PCC election, travel around for £2, new SEND school places and more.
FW: Planning Portal weekly news - 4 April 2024
FW: LNRS Newsletter – April 2024
FW: Latest news for Town and Parish Council's
FW: Latest news and advice for businesses
RE: Chief Constable update to the PCC
Rights of Way Update
Defra's Property Flood Resilience (PFR) Repair Grant Scheme – Storm Babet (Oct 2023) & Storm Henk (Jan 2024)
FW: 📅 NALC EVENTS

23/310 Clerks Report

Holiday

Resolved: it was noted that the Clerk has 77.5 hours toil/leave to take before September 2024 when the new leave year starts. Council approved the Clerks request for 8 hours leave to be taken between the 20th of May 2024 to the 24th of May 2024 and 32 hours leave from the 5th of August to the 2nd of September 2024. It was also agreed that the Clerk carry over 16 hours to next year's leave allowance. The Clerk would come back to Council with other dates to use up the remaining leave/toil time. All approved.

Pat Testing

Resolved: noted that the PAT Testing (Electronic check of all Parish Council equipment) was actioned at a cost of £10.00. Councillor Elizabeth Glover had actioned the yearly Display Screen Equipment and Workstation check and reported that no issues were highlighted.

Insurance

Resolved: noted that the Parish Councils Insurance policy is on a three-year contract and quotation will need to be sought for the 31.05.25. The Insurance policy will continue for June 2024 to June 2025 an invoice is expected next month.

HM Revenue & Customs

Resolved: noted that the Clerk had received a letter confirming her Tax code for the next financial year. This was actioned on the 20th of March 2024.

Salutations on Emails

Resolved: approved Councillors using the below as their salutation on their office.com email system. Proposed Councillor Goerge Williamson Seconded Councillor Paul Jones.

Email: cllr????????@horningshamparishcouncil.gov.uk

Web: www.horningshamparishcouncil.gov.uk

Address:



Email Contact Privacy Notice

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)
Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or
Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Information Security

Horningsham Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction, or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Horningsham Parish Council at any time).

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Horningsham Parish Council on clerk@horningshamparishcouncil.gov.uk

Information Correction

If you believe that the information, we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: Horningsham Parish Council at clerk@horningshamparishcouncil.gov.uk to request this.

Information Deletion

If you wish Horningsham Parish Council to delete the information about you, please contact: Horningsham Parish Council at clerk@horningshamparishcouncil.gov.uk to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact Horningsham Parish Council to object.

Rights Related to Automated Decision Making and Profiling

Horningsham Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Horningsham Parish Council Data Information Officer: Sarah Jeffries PSLCC Horningsham Parish Council clerk@horningshamparishcouncil.gov.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary: In accordance with the law, Horningsham Parish Council only collect a limited amount of information about you that is necessary for correspondence, information, and service provision. Horningsham Parish Council do not use profiling, we do not sell or pass your data to third parties. Horningsham Parish Council do not use your data for purposes other than those specified. Horningsham Parish Council make sure your data is stored securely. Horningsham Parish Council delete all information deemed to be no longer necessary. Horningsham Parish Council constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

This e-mail (including any attachments) may contain confidential and/or privileged information, if you are not the intended recipient any reliance on, use, disclosure, dissemination, distribution or copying of this e-mail or attachments is strictly prohibited. It has been checked for viruses, but the contents of an attachment may still contain software viruses, which could damage your computer system. We do not accept liability for any damage you sustain as a result of a virus introduced by this E-mail, or any attachment and you are advised to use up-to-date virus checking software. E-mail transmission cannot be guaranteed to be secure or error free. This e-mail is not intended, nor should it be taken to create any legal relations, contractual or otherwise. Any views or opinions expressed within this e-mail or attachment are solely those of the sender, and do not necessarily represent those of Horningsham Parish Council unless otherwise specifically stated. If verification is required, please request a hard copy version. We are not bound by or liable for any opinion, contract or offer to contract expressed in any e-mail.

23/311 Parish Clerks Delegated Powers [LGA 1972 s101](#).

Resolved: noted the below actions taken by the Clerk using Delegated Powers.

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 over 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

Comment: Supported

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.

Comment: Supported

Noticeboard

The Contractor identified that the backing board to the cork board had disintegrated beyond repair (which he was unable to see in his original viewing for the quotation), there would be an addition to the invoice, for this extra work required.

Clerk emailed out to all that she had informed the Chairman, that had authorised the additional work required under financial regulation 4.5. (As the calling of a meeting to authorise the additional work required to complete the noticeboard refurbishment would not have been cost effective nor timely).

4.5. In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£500]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

23/312 Notice of items to be taken into consideration at the next meeting.

Resolved: agreed the below list.

Election of Chairman and Vice Chairman

Review Standing Orders and Financial Regulations

Review of delegation arrangements to committees, sub-committees, employees, and other local authorities.

Review of the terms of references for committees if required.

Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.

Review of representation on or work with external bodies and arrangements for reporting back.

Council's period of eligibility to exercise the Power of General Competence

Review of the Council's and/or employees' memberships of other bodies.

Review the Council's complaints procedure.

Review the Council's procedures for handling requests made under the Freedom of Information Act 2000 GDPR and the Data Protection Act 1998.

Review the Council's policy for dealing with the press/media.

Review the Council's Filming, Photographing, & social media Policy

Review the Council's Complaints Procedure

Review the Council's Equal Opportunities

Review the Council's Lone and Isolated Working Policy

Review the Council's Community Engagement Statement of Intent

Review the Council's Petitions Policy

Review the Council's Procedure for public sessions.

Review the Council's Grant Awarding Policies and Procedures

Review the Council's Information and Communications Technology IT Email, Internet, and Phone Policy

Review the Council's Bullying and Harassment or dignity at work policy.

Review the Council's Child Protection and Vulnerable Adults

Review the Council's Staff and Councillor Training and Development Policy

Budget Report

Certify the Accounting Statements- Annual Year End Accounts

Consider the Annual Internal Audit Report

Approve Annual Governance Statement

Approve Accounting Statement

Publish the Audit on the Website

Approve the dates for the Public to exercise their rights.

Parish Plan

Climate Change

Village Hall Grant to be awarded.

Longleat signage re no entry to Longleat this way, Councillor Matt Simpson to prepare a report for the Clerk.

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 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 Monday 20th of May 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.

42. 23/313 Items for Parish Newsletter & Notice Boards

Resolved: brief of the decisions made in the Parish News write up. Draft unapproved minutes on the Notice Boards and on the Horningsham Facebook pages. It was agreed that a Weblink QR code to Ordnance Survey and the use of a QR code poster linking parishioners to the parish website be placed on the noticeboard. Proposed Councillor Paul Jones Seconded Councillor Stephen Crossman.

23/314 Date for the next Parish Council Meeting

Resolved: that Thursday 30th May 2024 is the date of the next Parish Council Full Council meeting this will follow the Annual Parish meeting which **will start at the earlier time of 6.00pm**. All are welcome to attend.

The meeting closed 8.46pm Signed..... Dated