



Minutes

Meeting: Horningsham Parish Council
Place: Horningsham Village Hall, BA12 7LL
Date: Thursday 5th December 2024
Time: 7.00 pm

Members Present: Councillors. Glover (Chairman), Crossman (Vice Chairman), Green, Jones, Martin, Radley, Simpson, Williamson and Windess. Clerk. Elston.

All Parish Council Meetings are open to the Public and Press

Public Question Time

One member of the public was present. No members of the press or media were present. It was noted that Longleat have begun a scheme of remedial works on properties which are currently let. Work has also started on empty properties.

Unitary Cllr. Parks attended but had no specific report to give.

34/2024 **Apologies** – Cllr. Seals.

35/2024 **Declaration of interest or dispensations** – None to note.

36/2024 **To receive and sign the full council meeting minutes on 25th November.**

Resolved: Amendment to name of HRA – corrected to Horningsham Residents Action Group, Not Horningsham Residents Association. Minutes updated and signed as a true record of meeting resolutions. All in agreement.

37/2024 **Chairman's announcements**

Clerk. Elston has resigned and the council need to agree on the recruitment of a new clerk and how to maintain functions. **Resolved:** Staffing committee approve the recruitment of a new clerk at the pay range rate of £17 to £20 per hour and use appropriate local media. The recruitment process is to be carried out by Cllr. Glover, Cllr. Williamson, Cllr. Grafton-Mitchell and Cllr. Jones working as a staffing working group. Following interviews the proffered candidate will be approved by the whole parish council. **Proposed:** Cllr. Windess. Seconded by Cllr. Martin.

Delegation of clerk functions.

Resolved: Cllr. Green to manage agendas and minute taking in a non-paid function. Cllr. Glover and Cllr. Windess to oversee finances. Cllr. Williamson to oversee planning applications. **Proposed:** Cllr. Jones. Seconded by Cllr. Williamson.

38/2024 **Planning applications -**

Noted: An application was received after the agenda was published from Longleat to replace the Hippo enclosure. The application has been circulated to all councillors for comment. Cllr. Jones to withdraw any comment due to conflict of interest. Deadline for responses 27th December.

Application Reference	Site Address	Proposal
PL/2024/10514	50 THE KNAPP, BRADLEY LANE, MAIDEN BRADLEY, WARMINSTER, BA12 7JE	Proposed Works to Trees in a Conservation Area. T1 Magnolia - Reduce spread by up to 2 metres on all sides, general pruning to contain shape and balance the crown.

39/2024 Planning decisions -

Application Reference	Site Address	Proposal
PL/2024/09299	Baycliffe Farm, Maiden Bradley, Warminster, Wiltshire BA12 7JH	Internal and external works associated with the conversion of former outbuilding, including part re-building of scheme permitted under listed building consent W/10/0749/LBC, to form a residential annex and home office ancillary to the principal Baycliffe Farmhouse
PL/2024/08985	Baycliffe Farm, Maiden Bradley, Warminster, Wiltshire BA12 7JH	Conversion of former outbuilding, including part re-building of scheme permitted under planning permission W/10/00747/FUL, to form a residential annex and home office ancillary to the principal Baycliffe Farmhouse

40/2024 Council Working Groups and Committees

All in agreement of working groups as follows: The Common - add Cllr. Windess. Auditing - replace Cllr. Simpson with Cllr. Jones. All in agreement of committees as follows: Community - add Cllr. Radley. New Management of Services Committee group agreed including Members Cllr. Windess and Cllr. Martin.

Noted: In the new year, consider a Parish Plan working group as part of the community Committee.

41/2024 Village Grounds Maintenance – 10th December

Noted: Cllr. Crossman agreed that debris from the grounds maintenance on 10th December can be dropped off at Mill Farm for disposal. It was also noted that volunteers are not insured while carrying out maintenance as a volunteer. Cllr. Glover to carry out Risk Assessment for councillors to carry out volunteer work ahead of 10th December.

42/2024 Play Area

Noted: Cllr. Radley confirmed all remedial work is labelled 'advisories' and can be completed by himself in the Spring. No budget is required. Recommended brushing tarmac area in the tennis court. Weeding, and spraying equipment. Cllr. Radley advised the council members that the tennis court will require new white lines painted and consideration should be given to painting basketball lines on the ground. Cllr. Radley to get quotes for work and present at the January meeting.

43/2024 Assets

Noted: All councillors agreed that the asset register is complete. Current images needed updating and Cllr. Martin has taken pictures of all of the assets to add to the visual asset list with W3W. It was noted that Unitary Cllr. Parks said the precept budget will require correct asset valuations for insurance purposes. Cllr. Glover to update the asset register.

44/2024 Asset Maintenance

Noted: All councillors agreed that the following work needs to be costed; treatment of all benches, replacement bench near the war memorial, a replacement gate is needed for the war memorial, a new gate at the orchard near the war memorial. Treat the fence surrounding the play area. Repaint tennis lines and costs of basketball lines. Replacement and repair of heritage signs.

45/2024 Budget preparations

Noted: Cllr. Glover provided an overview of the precept calculator and how to budget for the next year. Cllr. Parks recommended a small increase in line with inflation to cover the cost of increased insurance and public services. It was noted that there are no big projects planned for 2025 like the bus stops which were refurbished this year. Cllr. Glover to present three precept scenarios for the next meeting.

46/2024 precept timeline

All councillors agreed to bring any budget quotations to the January meeting for precept discussions and finalising the submission by 20th January 2025.

47/2024 Approval and signing of parish accounts for the month of November

Invoices were all signed and accepted by Cllr. Williamson and Cllr. Jones as follows:

25-Nov-24	06:21	Direct Debit (IONOS CLOUD LTD.)	V54343582-67186770	-20.39	17216.72
13-Nov-24	06:16	Direct Debit (IONOS CLOUD LTD.)	V10126039-68192604	-19.2	17237.11
07-Nov-24	06:21	B/P to: Sara Elston	WAGES/EXPENSES	-410.8	17256.31
06-Nov-24	06:16	Direct Debit (GOCARDLESS)	CLOUDYGROUP-NXSVBZ	-119.3	17667.11
31-Oct-24	18:58	Service Charge		-5.4	17786.41
29-Oct-24	08:50	B/P to: Sara Elston	WAGES/EXPENSES	-435.29	17791.81
28-Oct-24	09:00	B/P to: Caloo Ltd	BASKET BALL POSTS	-4530	18227.1
28-Oct-24	09:00	B/P to: Countrywide	595667	-1060.38	22757.1
28-Oct-24	09:00	B/P to: Kenneth Windess	PRINTER INK	-42.73	23817.48
28-Oct-24	09:00	B/P to: PlaySafety Limited	84079	-187.2	23860.21
28-Oct-24	09:00	B/P to: GeoXphere	OOHY122-0007	-42	24047.41
23-Oct-24	06:16	Direct Debit (IONOS CLOUD LTD.)	V54343582-60226109	-20.39	24089.41

Bank opening balance £24,089.41

Bank closing balance £17,216.72

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

Resolved: None

Meeting closed 8.48 pm

Date of the next Parish Council Meeting:

Thursday 16th January 2025 at 7 pm. Horningsham Village Hall. All welcome.

Signed..... Date