

Agenda
Calne Without Parish Council
Virtual Meeting 19.30
Monday 13th July 2020

1 Apologies for Absence

Apologies received from Lord Lansdowne.

2 Public Speaking/ Correspondence

Opportunity for members of the public to address the council and summary of correspondence received by the council and proposed actions.

2.1 Public Speaking

2.2 Correspondence

3 Declarations of Interest

Declarations from Councillors of any disclosable pecuniary interest (Standing Orders 13b) or other interest (Standing Orders 13c) in respect of matters being considered by the Council.

4 Chairman Announcements

5 Minutes

Recommendation: That the Council approve the Minutes of the meeting held on 8th June 2020 as a true and fair reflection of the motions agreed by the Council and the discussions that took place and that these be signed by the Chairman as such.

6 Response to Actions from previous meeting

6.1 Annual Governance and Accounting Report

The Clerk has submitted the Council's paperwork to the external auditor and the Notice of Period of Public Rights runs from 22nd June to 31st July 2020. This is on the website and on Parish Notice Boards.

6.2 Dog Waste Bin for Studley

The Council is unable to place the dog waste bin in the preferred location and following a meeting of West Ward Councillors the Clerk has contacted Crest regarding an alternative location near to the kissing gate, a response is awaited. West Ward Councillors are identifying locations for signage. The order for the dog bin will be placed when the location is finalised.

6.3 Community Governance Review

The Council's response to the review has been submitted.

6.4 Notice boards for Derry Hill and Studley

The notice boards are ready for installation.

6.5 Clerks Training

The Clerk has started the CiLCA training which is now being provided through a series of remote meetings this was approved by Human Resources Committee and reported to Council in March 2020. The fees for the taught course are under payments to be made on

this agenda the fees for the registration for the qualification £350 will be payable in July/August and will be reported as a payment made at the next available meeting.

7 Accounts

7.1 Cheques/ Internet Payments

Recommendation: That the following payments be approved and noted:

Payments for approval:

Idverde	Bins June 2020	£84.00
SLCC	Membership for 2020/21	£126.00
G Fowler	2x Oak Notice Boards	£1620.00
WALC	Clerks CiLCA (Zoom) course	£240.00
Sarah Glen	Reimbursement for Zoom Pro 28/6/2020 to 27/07/2020	£14.39
Simon Day	Payroll Services April to June	£36.00

Payments to note:

Sarah Glen	Salary June 2020 plus 6 hours OT for May	£736.58
HMRC	NI payment	£1.26
Oakford IS	Temporary Webhosting 25/06/2020 to 24/07/2020	£12.90

7.2 Balance and Expenditure

Balance and Expenditure statement for the period ending 30th June 2020 has been circulated.

Recommendation: That the Balance and Expenditure Statement for the period ending 30th June 2020 be approved.

8 Standing Orders, Financial Regulations Code of Conduct and Risk Schedule

Report circulated.

Recommendation 1: To consider and approve the following documents as drafted:

- 1. Standing Orders**
- 2. Financial Regulations**
- 3. Code of Conduct**
- 4. Risk Schedule**

Recommendation 2: To refer the Risk Schedule back to the Finance Committee for consideration of items relating to banking and management of other items with financial implications.

9 Cllr Rees Motion

a) This council wishes to encourage greater participation by the Calne Without community in Parish Council elections and approves the creation of a “task and finish” Working Group

to develop a publicity programme to promote greater participation at the next regular elections in May 2021. The Working Group of up to 5 councillors should report back to the council in October 2020 with its recommendations on the timing and content of the promotional campaign as well as estimated costs.

b). The campaign should be designed primarily to increase the number of candidates standing for election in each ward but also seek to increase all aspects of participation in the elections by encouraging more residents to both register as voters and to vote in the election

c) The council approves a provisional budget of up to £1000 as an indicative spend on publicity material and any other related costs and requests the Finance Committee to consider and recommend the most appropriate reallocation of current budgets.

10 Responsibilities and Representation on Outside Bodies

To consider and approve the draft list of responsibilities and representation on outside bodies, list circulated.

Recommendation: That the list of Responsibilities and representations on outside bodies as drafted be approved.

11 Planning

To consider planning applications currently out to consultation, list circulated.

11.1 Land South of Chilvester Hill, Calne

To consider a response to the pre application consultation.

12 Review of current projects

Review of current projects report circulated.

Recommendation:

That the review of Projects as listed be approved and the following specific actions be actioned:

1. Road Safety Feasibility Study

That the Council officially pause this project and advise consultants accordingly with a view to restarting in September 2020 provided restrictions in place at the time allow.

2. Church Road Community Speed Watch

That the Council appoint a Councillor to act as liaison between the Council and the residents to work with the police to set up a Community Speed Watch Team for Church Road, Derry Hill.

3. Broads Green

That following the receipt of the traffic survey the Council approve the submission to CATG of a Highway Improvement Request to seek the introduction of settlement name plates for Broads Green in response to a resident's request to reduce the speed of traffic and improve road safety in the area.

4. Stockley White Railings for repainting

That the Council approve the submission of a request to CATG for the work to repaint the white railings through Stockley to improve road safety.

13 Finance Committee

The draft minutes of the Finance Committee meeting on 25th June 2020 have been circulated.

Response to the Internal Audit Report the Finance Committee has the following recommendation for Council to consider:

Recommendation 1: That inspections of both the Goal Posts and Well House are carried out by qualified inspectors as part of the Parish Council's review of the Asset Register. Costs and funding to be considered and approved.

Following consideration of the Financial Regulations the Finance Committee recommends that the Council consider having a credit or debit card to allow online payments for goods and services to be made from a Council account.

Recommendation 2: That the Clerk report to the Finance Committee on the options for a debit or credit card.

The Finance Committee considered priorities for spending and has the following recommendation to make:

Recommendation 3:

- 1. That £1000 be allocated to support clubs and non-profit organisations to restart activities as part of the Covid-19 recovery.**
- 2. That the Council be requested to give approval to the Finance Committee under 9g of the its ToR to manage and approve the spending of the above grant. All grants made to be reported to the Parish Council at the next available meeting.**

14 I.T. Strategy and Communications Working Group

Verbal report from Cllr Cook regarding Website review.

Recommendation: That the Council approve the cost of extending the temporary website hosting (£12.90 per month) until such time as the Council is able to consider and approve the new website.

15 Footpaths and Rights of Way Working Group

Recommendation 1: That the Council consider and approve the following:

- a) Terms of Reference for the Working group as drafted.**
- b) A budget amount for the Working Group to use for advertising to attract volunteers. Quotes for materials to be considered by the Working Group with the decision to spend taken by the Clerk in consultation with the**

Chairman and Vice Chairman and reported to the Council at the next available opportunity.

Budget Heading

Public participation

Power

Local Government Act 1972 s142

c) The works being suggested to complete an audit of the paths.

Recommendation 2: That the Council consider its response to a request from a landowner to the Council for assistance with works to improve access on footpath at Quemerford Farm.

16 Other Matters

For Councillors to raise matters not requiring a decision.

Date of next meeting 14th September 2020



S Glen, Clerk