

## Minutes of the meeting of Cherhill Parish Council held at Yatesbury Village Hall on Tuesday 12 December 2017 at 7.30 pm

Present:

Martin Purslow - CPC Chairman  
 Simon Tomlinson - CPC Vice Chairman  
 David Evans - CPC Councillor  
 John Cavanagh - CPC Councillor

Paula Purslow - CPC Acting Clerk

### 3377 Apologies

Councillor Mike Wilkins and Councillor David Grafton did not attend the meeting.

### 3378 Declaration of Interests

There were no declarations of interest.

### 3379 Minutes of meeting held on 30 November 2017

Cllr D Evans approved the Minutes as a correct record, seconded by Cllr J Cavanagh. Cllr M Purslow signed off the Minutes.

### 3380 Review of Actions

Actions were reviewed from the meeting on 30 November. The following Actions are still outstanding:

Action No	Person	Summary of Action
3320	M Purslow	<b>Wooden Sign, Yatesbury</b> - Investigations into the generation of a wooden sign in Yatesbury. A quote of £100 has been received and was approved. Drawings awaited
3341	All	<b>Responsibilities List</b> - identify deputies at January meeting
3354	D Grafton	<b>Parish Clerk</b> - Arrange for the re-direction of mail, and forwarding of paperwork to Acting Clerk.
3359	M Purslow	<b>The Calne Area Parish Forum WWI Tree Planting Working Group</b> - Follow up interest in receiving a tree in Yatesbury
3363	Acting Clerk	<b>Public Participation</b> - Seek advice from Wiltshire Council on informal minor emergency groups within parish
3368	All Councillors	<b>Compliance</b> - Further information to January meeting - Publication Scheme - JC, Code of Conduct - MP & DE, Standing Orders - DG, Financial Regulations - ST
3370	D Evans	<b>Calne Neighbourhood Plan Referendum</b> - To publicise not relevant for Cherhill residents in next newsletter
3370	M Wilkins	<b>Calne Neighbourhood Plan Referendum</b> - To publicise not relevant for Cherhill residents on Facebook page
3371	D Grafton	<b>Bus Shelter Maintenance</b> - to carry out maintenance work
3372	M Purslow	<b>Overgrowing hedges on A4</b> - check details of properties involved and give details to Acting Clerk to contact owners
3372	Acting Clerk	<b>Overgrowing hedges on A4</b> - Contact owners regarding overgrown hedges
3373	M Wilkins	Set up next <b>Countryside Access Meeting</b> to address rights of way issues and report back to the Parish Council with a plan to spend the money before the end of the financial year.
3373	M Purslow	To provide marked maps for positioning of <b>Gates</b> for Cherhill & Yatesbury

### 3381 Accounts

Barbara Raven's salary, to James Raven for outstanding salary payment - August for £254.50 - proposed to be approved by Cllr D Evans, seconded by Cllr M Purslow. **APPROVED**

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Simon Day Ltd invoice No 7485 for £240 for outstanding payroll services for period 1 April to 31 March 2017 - proposed to be approved by Cllr M Purslow, seconded by Cllr J Cavanagh. **APPROVED**

HMRC invoice 120PV00284870 for outstanding tax for Barbara Raven from July to Sept 2017 - proposed to be approved by Cllr M Purslow, seconded by Cllr S Tomlinson. **APPROVED**

It was reported that the cheque 000736 for the Acting Clerk fee of £375 had been retracted by Lloyds Bank without a full explanation. A new cheque 000754 was signed and issued in replacement.

Cllr D Evans reported that 2 defibrillators have now been ordered.

It was noted that Barry Seed had not submitted an invoice for works to date on the website, and it was agreed the Acting Parish Clerk would follow this up with Barry Seed. **Action: Acting Parish Clerk**

A cheque from WALC had been received for £430 as part of the Transparency Fund for spend on Parish Council equipment. **Action: Cllr J Cavanagh** to source some new equipment in the New Year.

### 3382 Planning

There were no planning applications.

### 3383 Precept for 2018/19

Cllr S Tomlinson provided the Parish Council with a sheet of calculations for the Precept 2018/19, for discussion, including spend to date, estimated spend to the end of the year, and estimated spend for the next Financial Year. Full accounts to date were not yet available as the latest Bank Statement had not been received by Lloyds Bank.

It was agreed as a policy that a reserve figure in the order of a third of the annual budget should be carried forward each year to be retained within the Parish Council account for unplanned work. On current predictions the amount to be carried forward this financial year may be higher due to spend on rights of way maintenance and the speed reduction gate project running into the next financial year although this is partially offset by unplanned expenditure on the defibrillator project. There is also some uncertainty over the future cost of running the Parish Council due to the recruitment of a new Parish Clerk.

After discussions, Cllr S Tomlinson proposed a figure of **£7,500** for the requested Precept for 2018/19, which is no change from the previous year. Cllr M Purslow seconded.

**Action: Acting Parish Clerk** to return the Precept Requirement Form to Wiltshire Council, and to ensure the information is in the public domain.

### 3384 Compliance

Cllr J Cavanagh flagged up that work to date on compliance had indicated some inter-relationships between sub-groups, which the Parish Council should be aware of to avoid extra work and duplication. It was agreed to discuss cross-referencing at the January meeting.

Cllr Evans asked the Acting Parish Clerk to check what information on Code of Conduct and Register of Interests is already on file, to bring to the January meeting. **Action: Acting Parish Clerk**

3385 Date of next meeting

Wednesday 17 January, 7.30 pm, Yatesbury

The April meeting has been moved to Tuesday 10 April, 7.30 pm, Cherhill. **Action: Acting Parish Clerk** to contact Maggie Moore regarding the updated booking.

The meeting closed at 9.00 pm.