

Minutes of the meeting of Cherhill Parish Council held at Cherhill Village Hall on Tuesday 5 June 2018 at 7.30 pm

Present:

Martin Purslow - CPC Chairman
John Cavanagh - CPC Councillor
David Evans - CPC Councillor
David Grafton - CPC Councillor
Anna Shantry – CPC Councillor

Simon Tomlinson – CPC Councillor
Paula Purslow - CPC Parish Clerk
1 member of the public

3447 Apologies

Apologies were received from Wiltshire Cllr Alan Hill.

3448 Declaration of Interests

There were no declarations of interest.

3449 Public Participation

Mr Paul Ricketts asked for an update on footpath clearance around the area. Cllr D Grafton reported that there are currently no meetings set up and road planings are still awaited.

Mr Paul Ricketts reported that he will be cleaning the Yatesbury pond soon, and clearing out some of the excess irises.

3450 Minutes of meetings held on 3 May 2018

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

3451 Review of Actions

Actions were reviewed from the meetings on 3 May 2018. The following actions were reported:

Travel Issues – It was noted that the heavy vehicle use on the building site at Cherhill was now lessening so hopefully the verges would now be safe from damage. Cllr D Evans had spoken to the complainant.

Tommy Croker Playing Field – Cllr D Grafton agreed to set up meeting with J Ashcroft. **Action: Cllr D Grafton**

Health & Social Care Forum - 24 April – Cllr D Evans agreed to circulate the minutes once they have been approved. **Action: Cllr D Evans**

Signs - Yatesbury – Cllr M Purslow reported that Mr Derek Eadon had now painted the arrow on to the wooden sign at Yatesbury. He had also contacted Mr Eadon regarding costings for a wooden surround to any further signage.

Parish Steward – Cllr M Purslow agreed to circulate the latest Parish Steward calendar. **Action: Cllr M Purslow**

3452 Accounts

Clerk's expenses of £160.24 for refreshments, stationery, mobile phone and SLCC Membership - proposed to be approved by Cllr D Evans, seconded by Cllr J Cavanagh. **APPROVED**

It was agreed the SLCC Membership fee of £92 should be recorded separately on the expenditure spreadsheet to ensure it is not lost within expenses, for audit purposes.

There followed a discussion on the use of online banking for Cherhill Parish Council. Cllr M Purslow had approached Lloyds Bank regarding setting up an online account. It was agreed that the Parish Council should proceed with online banking, and that one approver for each transaction would be sufficient. It was also agreed that the Parish Clerk as the Responsible Finance Officer should also have responsibility to authorise payments online. Cllr M Purslow agreed to follow up discussions with Lloyds Bank regarding how to set up the process. **Action: Cllr M Purslow**

It was noted that the Standing Orders will need to be amended to reflect the change.

3453 Planning

Application No	Address	Conclusion
18/04125/FUL	11 Middle Lane, Cherhill, Calne, Wiltshire, SN11 8XX	No objections

Cllr S Tomlinson stated that there had been negative comments received regarding the siting of a mobile toilet by Ozzies' Kebabs. He asked if permission had been given to locate the toilet in its current position and whether the Parish Council's request to place a condition on the Street Trading licence that the site should be cleared at the end of each day had been included, in which case the toilet should not be left overnight. He also asked if this was a planning or street trading issue.

It was requested the Parish Clerk follow up the legalities regarding the siting of the mobile toilet with Wiltshire Council. **Action: Parish Clerk.**

3454 Countryside Access

As a result of serious damage to the footpath running from Redbarn East to the Downs, a request to reverse the permissive use of the footpath as a bridleway was discussed. This was agreed by the Parish Council. Cllr D Grafton agreed to provide a paragraph for Cllr D Evans to put into the Parish Newsletter. **Action: Cllr D Grafton**

3455 Newsletter

Councillors provided articles for Cllr D Evans to put into the next Parish Newsletter as follows:

- Verge mowing – once a year only now so 'pedestrians be aware' notice
- Form to fill in and return, provided by Cllr J Cavanagh, for requesting of e-mail copies of the Newsletter (to be compliant with GDPR) – **Action: Cllr J Cavanagh**
- Defibrillator awareness session at Cherhill – date reminder
- Wiltshire App for fly tipping reporting
- Thank you to WI for maintaining the Cherhill planters and to note new planter being bought.
Action: Cllr A Shantry to provide paragraph
- WI First Aid course on 16 July from 1 - 3 pm, Cherhill Village Hall
- Update and link/s to the New Village Hall project – **Action: Cllr J Cavanagh/Cllr S Tomlinson to provide**

Any further items for the Newsletter to Cllr D Evans by **15 June**.

3456 Annual Governance Statement (AGAR)

The Parish Clerk reported that the Internal Auditor had signed the audit form for the accounts to Year End 2017/18. The Internal Auditor had requested it be Minuted at this meeting the following:

'The new Parish Clerk had acted on a self-employed basis as Acting Clerk for Cherhill Parish Council for the period 10 October 2017 to 31 January 2018 at a fee of £250 per month, before being interviewed and receiving the permanent, salaried position, commencing on 1 February 2018.'

Proposed to be approved by Cllr D Evans, seconded by Cllr A Shantry. **APPROVED**

The Annual Governance Statement, which had previously been circulated to Council members, was discussed and approved by all Councillors at the meeting. It was noted that the reduction in the cost of the Parish Council Assets following the update and change of figures now reflect purchase costs instead of insurance values.

The Accounting Statements were approved by all Parish Councillors.

Action: Parish Clerk to return all the forms to the auditors and to ensure publication of the dates for the 'Period for the Exercise of Public Rights'. All relevant financial information will then be published on the Cherhill Parish Council website.

3457 Compliance

Cllr J Cavanagh had produced the Privacy Notice and Data Breach Policy to ensure compliance by the enactment date of 25 May. A Risk Assessment document had also been drafted. The documents were proposed to be approved by Cllr M Purslow, seconded by Cllr S Tomlinson. **APPROVED**

Action: Parish Clerk to produce the documents in the house style, with a hard copy kept on file and documents published on the website.

3458 Councillor Responsibilities

Area Board – Cllr D Evans reported on the meeting held on 29 May.

The next Health and Social Care Forum will be held on 17 July.

CATG – The Parish Council discussed the amended proposals by Mr Mark Stansby from Wiltshire Council Highways for the siting of gates and signs at Cherhill and Yatesbury. It was agreed Cllr M Purslow will reply to Mr Stansby requesting the original locations proposed by the Parish Council be kept in place if possible. **Action: Cllr M Purslow**

Website – Cllr J Cavanagh reported that the website had been hacked over the previous weekend. The support company had been extremely helpful in getting the site back up and running safely. Extra security measures have now been put in place to dissuade potential hackers.

Defibrillators – Cllr M Purslow reported that the Yatesbury defibrillator session had successfully been held.

Cllr S Tomlinson mentioned another car had been abandoned by the Church in Cherhill. He agreed to contact the Council using the Wiltshire App. **Action: Cllr S Tomlinson**

3459 Date of next meeting

Tuesday 31 July, 7.30 pm, Cherhill
Thursday 30 August, 7.30 pm, Cherhill
Thursday 27 September, 7.30 pm, Yatesbury
Thursday 25 October, 7.30 pm, Cherhill

The meeting closed at 9.42 pm.