

**Odstock Parish Council**  
**Annual Parish Council Minutes**  
**Clerk, Jay McGowan – clerk@odstock-pc.org.uk**

**Odstock Parish Councillors met on Wednesday 18th May 2022 for the Annual Parish Council Meeting at The Pavilion, Nunton Recreation Field. Starting at 7.30pm**

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**Present:** Cllrs Edward Riley, Jackie Owen, Sally Nelson, Nigel Start, Chris Trubshaw

**Also, present:** Jay McGowan (Clerk), Cllr Richard Clewer

No members of public attended the meeting.

**Agenda**

**01.22 To elect a chairman for 2022/2023**

**Resolved:** Cllr Nelson proposed Cllr Riley to continue as Chairman, Cllr Owen seconded. All attending members supported Cllr Riley as Chairman. Cllr Riley agreed and duly signed Declaration of Acceptance of Office.

**02.22 To elect a vice chairman for 2022/2023**

**Resolved:** Cllr Nelson proposed Cllr Owen to continue her role as Vice Chair, which Cllr Start seconded. All attending members supported this and Cllr Owen agreed and duly signed her Declaration of Acceptance of Office.

**03.22 To receive and consider acceptance of apologies.**

**Resolved:** Apologies were received from Cllrs Berry and Newman. Apologies were considered and accepted by attending members.

**04.22 Vacancies in Parish Council Office:** None.

**05.22 Declaration of Interest:** Councillors to disclose their interests in matters to be discussed and to decide requests for dispensation. None

**06.22 To consider any urgent matters raised in the public session, and any other urgent matters or items from councillors. (For discussions only, no decisions can be taken).** None

**07.22 To agree any items on the agenda that are to be dealt with following the exclusion of the press & public.** None

**08.22 To approve and sign as a correct record Minutes of:**

The Ordinary Council meeting held 6<sup>th</sup> April 2022. **Resolved:** Attending Councillors agreed minutes were a true record. Cllr Riley signed the minutes.

The Extra Ordinary Council meeting held 20<sup>th</sup> April 2022. **Resolved:** Attending Councillors agreed the minutes to be an accurate record. Cllr Riley signed the minutes.

**09.22 To consider and approve Parish Council representatives:**

**Resolved:** The following representatives were considered and agreed by all attending Councillors:

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Finance and Staffing Committee: Cllr Riley, Owen and Newman

Highways: Cllr Berry

Nunton Recreation Field: Cllrs Nelson, Trubshaw and Owen

Parish Council Website: Cllr Riley and J McGowan (Clerk)

**10.22 To review and adopt the following policies.**

Standing Orders – **Resolved:** Approved and adopted the Standing Orders issued by National Association of Local Council 2018.

Code of Conduct – **Resolved:** Approved and adopted Local Government Association Model Code of Conduct as applicable within the context of Odstock Parish Council.

Financial Policies. **Resolved:** Approved and adopted. Cllrs considered item 4.5a of the Financial Policy and agreed to set the limit to £250.00

**11.22 To receive the internal audit for 2021/2022.** The Council would like to thank Adrian Taylor for completing the internal audit for 2021/22, no issues were noted, however it would simplify accounts and save time to consider holding 1 years running costs in the current account. **Resolved:** Cllrs considered the benefits of holding 1 year's funds in the current account. Proposed by Cllr Start and seconded by Cllr Riley.

**12.22 Bank Reconciliation: to receive bank statement year ending 31<sup>st</sup> March 2022.**

Cllrs were circulated the End of Year bank reconciliation prior to the meeting. Closing bank balance as of 31<sup>st</sup> March 2022 was noted.

**13.22 To approve Certificate of Exemption. Resolved:** Cllrs noted the income/expenditure and approved the Certificate of Exemption. Cllr Riley and J McGowan signed the form.

**14.22 Section 1 of Annual Return for the Financial Year ending 31<sup>st</sup> March 2022: to approve Section 1 – Annual Governance Statement of the Annual Return submission.**

Cllrs were circulated the statement prior to the meeting and approved the signing of Section 1. Signed by Cllr Riley and J McGowan.

**15.22 Section 2 of the Annual Return for the Financial Year ending 31<sup>st</sup> March 2022: to approve Section 2 – The Account Statements of the Annual Return and Statement**

**Variiances for 2021/2022.** Cllrs were circulated the Accounts Statement prior to the meeting, all approved the statement. Cllr Riley and J McGowan signed the form.

**16.22 VAT Reclaim: to approve the VAT Claim 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022.**

**Resolved:** Considered and approved.

**17.22 To appoint an internal auditor for 2022/2023. Resolved:** To ask Adrian Taylor to complete the audit for 2022/23.

**18.22 To approve Membership of WALC for 2022/2023: Resolved:** Approved membership for 2022/23.

**19.22 Clerk's Report/Matters arising from previous meeting.**

**a. SID:** A budget of £507.65 was allocated in the budget towards the NAL socket, as the works totalled £333.39, a saving of 174.26 has been made. Cllr Riley has the device ready to be installed, this is planned for the coming week. The monitor will be monitored on a weekly basis. Cllrs would like to thank Cllr Riley for all his time and efforts to get the devices installed and running.

**b. Parish Noticeboards:** It has been noted two of the Parish Noticeboards, Odstock and

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Nunton need to be replaced. Resolved: Cllrs agreed two of the noticeboards will be replaced and depending on costs, the noticeboard in Bodenham may also be replaced. Cllr Trubshaw will be obtaining a quote for replacements. Location of the noticeboards will be reviewed at the next meeting.

**c. Cleaning of the Pavilion:** Cllr Riley proposed the Pavilion would benefit of a deep clean at least twice a year. **Resolved:** All attending Cllrs agreed to a deep clean twice a year. A quote for a professional cleaner will be obtained.

**d. Odstock Parish Council Website:** Number of visits to the website are still high and proved very useful for publishing the Parish Walks. Cllr Riley proposed purchasing extra storage to increase our limit to 5GB, approximate cost would be £50.00. **Resolved:** Cllrs considered and approved the purchase of extra storage.

**e. CATG Nunton Footway Project:** Commencement of works will hopefully take place in September 2022. Highways have requested the area be closed for approximately 5 days for the works to be carried out. Paul Shaddock from Wiltshire Council will be in contact nearer the time.

**f. Car Boot Sales:** Resolved: Cllrs agreed to Nunton Field being used on a regular basis to host car boot sales, however these will have to be held on a regular basis to be effective. Resolved: Cllrs considered and agreed to invite a donation of £50 per seller.

**g. Hosted walks through the Parish:** The first hosted walk took place Saturday 14<sup>th</sup> May 2022 and was very informative and successful. The Parish Council would like to thank the Estate for all their time and support in hosting the walk. Future dates for walks are planned and will be published on the Parish Council website.

**h. Parish Steward Visits:** The summer schedule has been circulated to Cllrs, worksheets must be submitted to Highways two weeks prior to the visit. Cllr Start to look into the possibility the Parish Steward being allocated a full day to complete works in all three villages.

**i. Odstock Playground equipment:** A request for anti-bird spikes was received for some of the equipment. **Resolved:** Cllrs approved the purchase and fitting of the spikes.

**j. Nunton playing field parking proposal:** To consider allocating part of the field for parking. Cllr start will draft two options for proposed parking and how many cars (approx.) each proposal will accommodate. The Council will also need to consider leaving the gate open or closed or consider installing a height rail. **Resolved:** Cllrs agreed to carry this item forward to the next meeting when they have had time to consider all the information and to liaise with the estate office to discuss options. Cllr Riley will meet with Downton FC to discuss the use of the field and any contributions they may want to make.

**k. Vicarage Gardens Corner:** Mr H Joynt has been maintaining the gardens, he will submit his invoice shortly.

**l. Community Orchard:** To consider a community orchard in Odstock. Cllrs considered the needs of maintaining of a community orchard which would need to be done on a regular basis. Resolved: This item will be deferred until the planning application has been submitted.

**20.22 AONB Landscape Improvement Scheme.** No further updates.

### **21.22 Transport, Roads and Footpaths**

**a. Rose Lane – New Road Sign:** Resolved: To be deferred until Cllr Berry can give an update.

**b. Unnamed Roads:** to collate a list of the unnamed roads in the villages. Cllr Start circulated a map of the unnamed roads to Cllrs prior to the meeting. **Resolved:** Cllrs considered and agreed road names for the roads that currently have no names.

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**c. Village Flower Boxes.** A requested for flower boxes by the village name signs was submitted. **Resolved:** Cllrs considered the funding and installation of flower boxes through various locations around the villages. It was put to a vote, and all voted against funding of the boxes, however the Council would liaise with Highways to complete the Section 96 form for a license that would allow others to proceed if they wished to.

**22.22 Queen’s Platinum Jubilee Celebrations**

**a. Nunton Field Power Supply:** to try and increase the power to enable events to be held on the field. Cllr Riley has received quotes to install a cable to increase the supply:  
 £500.00 + VAT- £10 per meter for the cable  
 £800.00 + VAT – Cost for Electrician

OR

£580 + VAT to install a 63amp socket on the far wall of the Pavilion.

**Resolved:** Cllrs considered the costs and timescale till the event and agreed to install the 62amp socket. It was noted the fuse box may need to be upgraded. Cllr Riley proposed a budget of £1000.00 to cover the cost of the upgrade, Cllr Start seconded and all Cllrs agreed to the proposal.

**b. Sunday Lunch Event:** The Sunday Lunch event will be hosted by the Parish Council and will be a street party theme. Strawberries and cream will be available for purchase and tea and coffee will be complementary. Cllr Owen has requested Cllrs to volunteer to help with the event, Cllrs agreed to help. It was proposed to apply for a Booker Card to help keep costs of refreshments down, all Cllrs agreed to apply for a card. Cllr Owen submitted invoices to the Clerk for payment.

**c. Tree Planting:** Two locations for commemorative trees to be planted were proposed – Jubilee Gardens and Nunton Recreation Field. The WI requested to plant a tree in Jubilee Gardens, Ebbfest committee will have a tree planted in Nunton Field. Species of trees will be considered taking into account soil and maintenance.

**23.22 Planning**

- a. To consider a response to any new planning applications received. None.
- b. To consider a response to any planning applications received between publishing of the agenda, and date of the meeting. None.
- c. To confirm any planning application responses determined email for applications received since last meeting. None.
- d. To note any planning application decisions received by Wiltshire Council.

**PL/2022/02191:** Brensham, Nunton Drove, Nunton, SP5 4HZ – Approved.

**PL/2022/20252:** Amber Cottage, Bodenham, SP5 4EN – No Objection.

**PL/2022/02455:** Amber Cottage, Bodenham, SP5 4EN – Approved.

**24.22 Finance**

a. To note bank balance at 18.05.22

Current: £199.18

Savings: £24,240.16

c. To approve schedule of payments. **Resolved:** All payments were considered and approved.

Date	Payee	Amount	
31/05/2022	WALC - subs	£220.42	To be raised
31/05/2022	J McGowan – Staffing costs	£250.00	To be raised

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31/05/2022	Britford Parish Council – Shared Microsoft 365	£45.00	To be raised
09/05/2022	Wiltshire Council – NAL Socket	£333.39	To be raised
31/05/2022	J McGowan – Staffing costs	£250.00	To be raised
31/05/2022	Bawden – Grass Cutting	£232.46	To be raised
31/05/2022	J Owen – Reimbursement of Jubilee Costs	£273.94	To be raised

**25.22 Forthcoming Meetings**

Southern Wiltshire Area Board – 26<sup>th</sup> May at 7pm

**26.22 Items to be carried forward to the next meeting.**

Parish Noticeboards  
Cleaner for the Pavilion  
Odstock Play Equipment  
Nunton Playing Field Parking Proposal  
Rose Lane Road Sign

**27.22 To agree dates of meetings for 2022/2023**

Wednesday 29<sup>th</sup> June 2022 - To be rescheduled for Wednesday 13<sup>th</sup> July 2022

Wednesday 7<sup>th</sup> September 2022

Wednesday 5<sup>th</sup> October 2022

Wednesday 7<sup>th</sup> December 2022

**28.22 To close the meeting**

**The Chairman brought the meeting to a close at 9.30pm**