

Odstock Parish Council
Minutes of Annual Parish Council Meeting
held on Wednesday 3rd May 2023

Odstock Parish Councillors met on Wednesday 3rd May 2023 for the Annual Parish Council Meeting held at the Pavilion, Nunton Recreation Field.

The meeting started at 7.30pm.

Present: Cllrs Edward Riley, Jackie Owen, Sally Nelson, Liz Stanger, Colin Berry, Nigel Start, Chris Trubshaw

Also, present: Jay McGowan (Clerk), Councillor Richard Clewer.

No members of the public were present at the meeting.

Agenda

01.23 To elect a chairman for 2023/2024:

Resolved: All Cllrs voted to re-elect Cllr Riley as Chairman, Cllr Riley confirmed he would be happy to act as Chair for 2023/24, the Declaration of Acceptance of Office was signed.

02.23 To elect a vice chairman for 2023/2024

Resolved: All Cllrs voted to elect Cllr Start as Vice-Chairman for 2023/24, Cllr Start confirmed his acceptance and signed the Declaration of Acceptance of Office.

03.23 To receive and consider acceptance of apologies. None.

04.23 Vacancies in Parish Council Office: None.

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

06.23 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.

07.23 To agree any items on the agenda that are to be dealt with following the exclusion of the press & public. N/A.

08.23 To approve and sign the Minutes of meeting held 11th January 2023.

Resolved: Cllrs approved the Minutes of meeting held 11th January 2023 as a true record, the Minutes were signed by Cllr Riley.

09.23 To consider and approve Parish Council representatives:

Resolved: The following were nominated and approved as representatives:

Odstock Parish Council
Minutes of Annual Parish Council Meeting
held on Wednesday 3rd May 2023

Finance and Staffing Committee: Cllrs E Riley, J Owen, S Nelson

Highways: Cllr C Berry

Nunton Recreation Field: Cllr S Nelson

Parish Council Website: Cllr E Riley

Parish Steward: Cllr N Start

10.23 To review and adopt the following policies:

Standing Orders

Code of Conduct

Financial Policies

Resolved: Cllrs reviewed and adopted the policies.

11.23 Finance Tracker. To review and note the budget spent for 2022/2023.

Cllr Riley reviewed the budget spending for 2022/23 and projects to be carried forward into 2023/24, Cllrs all in agreement.

12.23 To receive the internal audit for 2022/2023.

Resolved: The internal audit was completed on 28th April 2023, there were no issues.

The Parish Council would like to thank Adrian Taylor for his time and undertaking the internal audit for the Council.

13.23 Bank Reconciliation: to receive bank statement year ending 31st March 2023.

Resolved: Cllrs noted the Bank Reconciliation statement for year ending 31st March 2023.

14.23 To approve Certificate of Exemption for year ending 31st March 2023.

Resolved: Cllrs approved signing of the Certificate of Exemption.

15.23 Section 1 of Annual Return for the Financial Year ending 31st March 2023: to approve Section 1 – Annual Governance Statement of the Annual Return submission.

Resolved: Cllrs approved Section 1 – Annual Governance Statement.

16.23 Section 2 of the Annual Return for the Financial Year ending 31st March 2023: to approve Section 2 – The Account Statements of the Annual Return and Statement Variances for 2022/2023.

Resolved: Cllrs approved Section 2 – The Account Statement and Statement of Variances.

17.23 VAT Reclaim: to approve the VAT Claim

Resolved: Cllrs noted the VAT to be claim. Clerk will submit the claim.

Odstock Parish Council
Minutes of Annual Parish Council Meeting
held on Wednesday 3rd May 2023

18.23 To appoint an internal auditor for 2023/2024

Resolved: Cllrs agreed to appoint Mr A Taylor as the internal auditor for financial year 2023/24.

19.23 To approve Membership of WALC for 2023/2024.

Resolved: Cllrs reviewed the new renewal subscription and agreed to the membership for 2023/24.

20.23 To consider and review Parish Council Insurance for 2023/24.

Resolved: Cllrs agreed to accept a quote for up to £600 per year, with a 3yr lock in deal.

*Renewal quote received and agreed as within the resolution made at the meeting.

21.23 CIL report. To note the CIL funds for 2023/2024.

Resolved: Cllrs noted the reaming funds of £359.26 and agreed this would be used towards the cost of replacing the Nunton Field gates.

22.23 Vicarage Garden. To consider the ongoing maintenance to the area.

Resolved: Cllrs consider the costs of keeping the flower beds maintained and all agreed to a budget of up to £100 for this year. This will be reviewed annually.

23.23 Clerk's Report/Matters arising from previous meeting.

a. Parish Noticeboards. Cllr Tubshaw advised the Noticeboard is currently being made and will be installed as soon as possible.

b. Litter bins. To consider installing litter bins in the Villages.

Resolved: Cllrs voted to have litter bins installed at the following locations:

Jubilee Garden: 90l bin with fortnightly collection.

Nunton Field: 90l with a weekly collection.

c. Defibrillator. On delivery of the defibrillator, it was noted the cabinet could not be secured, Cllr Trubshaw is arranging the cabinet to be exchanged so the devices can be secured.

d. Stiles on to A338.

Resolved: Cllrs agreed to replacing the stiles with kissing gates. Clerk will submit a request.

e. Car Boot Sales: The first Car Boot Sale for 2023 was held on Sunday 23rd April 2023.

f. King's Coronation: A lunch event for all Parishioners to attend has been planned at Radnor Hall. A request for £500 towards the event has been granted towards the cost of the event.

Resolved: All Cllrs considered and agreed the grant towards the cost of the Coronation event.

Odstock Parish Council
Minutes of Annual Parish Council Meeting
held on Wednesday 3rd May 2023

- g. Parish Steward Visits. Focus will be on grass cutting throughout the summer months, however worksheets to be submitted as usual.
- h. Odstock Playground equipment: Cllrs Berry will complete the works as soon as possible.
- i. Jubilee Gardens: The undergrowth in is area has now been cleared and tidied up.

The Parish Council would like to thank everyone who helped for their time and effort.

24.23 AONB Landscape Improvement Scheme. Cllr Start continues with the submission. Nothing further to note.

Current position - application not successful. Cllr Start may re-submit at a later stage should new evidence emerge to support the application. No further Parish Council action until further notice

25.23 Transport, Roads and Footpaths

- a. Odstock Hospital Signpost. A request to reinstate this signpost, Councillors to consider this request.

Resolved: Cllrs considered the request and agreed to reinstate the sign. Quotes for the work will be obtained.

- b. Bus Shelter Bodenham Dual Carriageway. It has been noted the shelter may need some maintenance.

Resolved: Cllrs checked the shelter, and all agreed it was still in good working order. Nothing further would be done at this time.

- c. Unnamed Road Sign.

Resolved: Cllrs agreed the following as possible names: The Lane, Back Lane or Church Lane. Cllr Start will speak to residents on the unnamed road and will use the preferred choice.

26.23 Grass Cutting Contract. The grass cutting contract is due for renewal, to review and consider the quotes for renewal.

Resolved: Cllrs consider both quotes submitted, and all agreed to a 1yr contract with Bawden Landscapes.

27.23 Planning

- a. To consider a response to any new planning applications received.

PL/2023/02945: 4 Ebbleside Villas, Odstock Road, Nunton, SP5 4HT. Household planning permission - Demolition of existing garage and single storey kitchen to the rear of the property. Construction of single storey side and rear extension to provide inclusive and accessible accommodation.

Resolved: Cllrs agreed to support this application.

- b. To consider a response to any planning applications received between publishing of the agenda, and date of the meeting. None.

Odstock Parish Council
Minutes of Annual Parish Council Meeting
held on Wednesday 3rd May 2023

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. None.

28.24 Finance

a. To note bank balance at 01.05.23

Current: £1,741.43

Savings: £19,472.51

Resolved: It was agreed to transfer £12,000 from the savings account to the current account for 1yrs running costs.

b. To approve schedule of payments:

Resolved: It was agreed to share (50%) the cost of 1yrs Microsoft subscription with Britford Parish Council for the Clerk's use.

Resolved: All payments approved.

Date	Payee	Particulars	Amount
01.04.2023	WALC	Membership	£221.92
01.05.2023	Britford PC	50% of Software Use	£47.50
31.05.2023	J McGowan	Salary	£287.50
01.06.2023	*Community First Ltd	PC Insurance	£508.69
30.06.2023	J McGowan	Salary	£287.50
Total			£1,351.11

29.23 Correspondence Received.

- Briefing Note 23-10: Guidance for Neighbourhood Planning Within Wiltshire Police and Crime Commissioner Quarterly Newsletter.
- Beech Tree Solar Farm. Clerk will keep Cllrs informed of any updated.
- New Hall Hospital Development – Grand Opening. Cllrs Riley was invited to the event - Cllr Riley gave a brief report on the event.
- New Southern Wiltshire Area Board Health & Wellbeing Group
- Quote for Solar Panels – SID Device.

Resolved: All Cllrs considered and agreed the cost of £478.66 for the purchase of Solar Panel and mounting kit for the Speed Indicator Device.

30.23 Forthcoming Meetings

Southern Wiltshire Area Board Summer Event: 15th July 2023 - Winterslow

Southern Wiltshire Area Board Health & Wellbeing Meeting: 24th May 2023.

31.23 Items to be carried forward to the next meeting.

Odstock Parish Council
Minutes of Annual Parish Council Meeting
held on Wednesday 3rd May 2023

32.23 Dates of future meetings.

Wednesday 5th July 2023

Wednesday 6th September 2023

Wednesday 1st November 2023

33.23 To close the meeting.

With no further business to discuss the meeting was brought to a close by Cllr Riley.

End time: 8.40pm.