

Odstock Parish Council
Draft Minutes of Ordinary Parish Council Meeting
held on Wednesday 3rd July 2024

Odstock Parish Councillors met on Wednesday 3rd July 2024 for the Ordinary Parish Council Meeting held at the Pavilion, Nunton Recreation Field.

The meeting started at 7.30pm.

Present: Cllrs Edward Riley (Chairman), Nigel Start (Vice Chair), Sally Nelson, Colin Berry

Also, present: Jay McGowan (Clerk) plus 1 member of the public

Public Session

A member of the Community Speed Watch Team attended the meeting and briefly explained the current data. Majority of drivers are sticking to the speed limit, and this is largely to the Speed Indicator Device being active. A small 2.5% were breaking the law and action taken. The team need more volunteers to continue with the same level of monitoring, they are asking any for residents to come forward and volunteer.

Water Monitoring Group have now taken samples of the Avon, the results showed some pollutants but nothing of concern. They proposed an E-Coli assessment be carried out at the cost of £15. *The Parish Council approved the cost of the assessment, and all agreed to test Jubilee Gardens area.*

Barker Room, the clean up after the flooding earlier this year continues. All carpets, panels, tables and chairs must be replaced due to the contaminated water. The Committee is seeking professional advice on the drainage in the area along Rose Lane. *The Parish Council requested the drain on Rose Lane corner to be cleared of the debris which was blocking the drain and contributed towards the flooding issue. This has now been cleared and opened. A further request to clear all the drains along Rose Lane will be submitted via the Discretionary Gully Service in July.*

Agenda

33.24 To receive and consider acceptance of apologies. Apologies were received from Cllrs Stanger, Trubshaw and Askew. **Resolved:** Cllrs considered and accepted the apologies.

34.24 Vacancies in Parish Council Office: None.

35.24 Declaration of Interest: Councillors to disclose their interests in matters to be discussed and to decide requests for dispensation.

36.24 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)

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

38.24 Minutes. To approve and sign the Minutes of Annual Parish Council meeting held 8th May 2024. **Resolved:** Cllrs approved the Minutes to be a true record of the meeting. Cllr Riley signed the Minutes.

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39.24 Financial Regulations.

To consider and adopt the updated NALC Financial Regulations 2024. **Resolved:** Cllrs reviewed the updated model Financial Regulations; it was agreed by all Cllrs to amend point 7.1 and 9.4 to adapt to the current Council financial requirements.

The Clerk would continue to raise the salary payments as a 2nd signatory would also verify and authorise the payment. This will be reviewed regularly. Adapted wording:

7.1 Where internet banking arrangements are made with any bank, the clerk shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk is also an authorised signatory, therefore has been approved by Full Council (Minutes 39.24) to raise payments to themselves following approval by two independent Cllrs, all payments are to be verified and authorised by a 2nd signatory.

The use of personal credit/debit cards was agreed as currently a Parish Council debit or credit card is not held. Adapted wording:

9.4 Personal credit or debit cards of members or staff may be used for expenses of up to £250 including VAT, incurred in accordance with council policy. All reimbursements will be approved by two independent Cllrs and then authorised by two bank signatories. This will be reviewed regularly.

The updated NALC model Financial Regulations 2024 were approved and adopted.

40.24 Nunton Pavilion.

a) To agree a date to clear out the outside building. The Ebbfest Committee have agreed to review the contents of the garage and storage container. **Resolved:** The Parish Council will clear the outside area in Autumn when the vegetation has died back therefore easier to clear. The possibility of replacing the garage door will be considered then.

The Parish Council would like to thank the Ebbfest Committee for organising the event, it was another successful year with all events being enjoyed by all.

b) Downton Football Club. To consider the renewing the contract with the club for another year. **Resolved:** It was agreed by all Cllrs to renew the contract for 2024/25 season.

41.24 Jubilee Gardens.

a) To review the recent risk assessment report and consider and works required. The following items were highlighted in the assessment:

i) **Steps leading into the water:** Resolved: It was agreed the steps would be removed. Professional advice will be sought as there is some erosion of the bank behind the steps which could require rebuilding. Advice and permissions will be sought from The Estate Office and Environment Agency.

ii) David Canty on behalf of the Estate will consider removal of the fallen trees and vegetation from the water in the Jubilee Gardens area.

iii) **River and Water Courses - Signage and Life Buoys.** Resolved: Deep Water warning signs have now been placed in the area. The Council feels this mitigates the risks, at this stage a life buoy is unnecessary for the following reasons: a life buoy may encourage swimming, and this is something that is not advocated. As we do not have a "stopper" in the water flow there is no danger of being trapped (as in a weir) The deepest water is around 3 feet and anyone in difficulty in the water would get washed to shallow water of around 1 – 2 feet.

iv) **Concrete Plinth Bridge:** Ongoing: As this is a very narrow bridge the Parish Council will assess and consider possible options for handrails, in consultation and with advice and permissions from The Estate Office.

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b. Parking Signs and parking concerns. **Resolved:** No Parking signs have now been installed. A request for bollards has been submitted to LHFIG.

42.24 Parish Walks. Many residents enjoyed previous Parish Walks led by David Canty and have expressed an interest for future walks. **Resolved:** The Parish Council will arrange to meet with David and his team to ask if more walks can be arranged for the future.

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

a. Litter bins. Bins at Nunton Recreation Field and Jubilee Gardens have now been installed. Unfortunately, the bin at Jubilee Gardens was vandalised within days of being installed, repairs and a more secure installation method will be completed on Friday 5th July 2024. It has also been noted the picnic bench has been damaged by BBQ's being placed on top of the bench.

b. Stiles on to A338. Three stiles have now been installed.

The Parish Council would like to thank the Heavy Gang Team and Highways for their time and effort to install the gates.

c. Odstock Play Area.

i) The new play equipment has now been installed. It has been noted the bench is very wobbly and the bolts need tightening. This will be completed shortly.

ii) Mole removal. To consider the ongoing mole infestation. After careful consideration and a proposal to remove the moles was put forward, **resolved:** majority of Cllrs voted to humanely remove the moles. *Afternote; mole removal initiated 10th July 2024, playpark closed until further notice.*

d. Parish Steward Visits. The August focus will be noxious weed removal, worksheets to be submitted as usual to Cllr Start. All requests for works will be submitted by Cllr Start.

44.24 Transport, Roads and Footpaths

a. LHFIG report submitted: Odstock Bus Shelter, Jubilee Gardens Parking.

b. Unnamed Road Signs. **Resolved:** It was decided to leave Odstock and Homington Roads as they are, without any road name signs. The Back Lane/Rose Lane is still ongoing.

c. Discretionary Gully Service. This will take place week commencing 22nd July 2024.

45.24 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.

PL/2024/04384: Sunnyside, Nunton Drove, Salisbury, SP5 4HZ. *No comment.*

d. To note any planning application decisions received by Wiltshire Council. None.

46.24 Finance

a. To note bank balance at 01.07.24. *See full list of payments below*

b. To approve schedule of payments. **Resolved:** All payments approved, see list below.

47.24 Correspondence Received.

a. Briefing Notes: 24/09 – 24/14

b. WALC Newsletter May 2024

48.24 Forthcoming Meetings

a. LHFIG: 6th August 2024, TBN

b. Southern Wiltshire Area Borad Health & Wellbeing Meeting: 13th August, TEAMS

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49.24 Items to be carried forward to the next meeting.

- a. Parish Walks – meeting with the Estate Team.
- b. Risk Assessment – Jubilee Gardens Bridge.

50.24 Dates of future meetings.

Wednesday 4th September 2024

Wednesday 6th November 2024

51.24 To close the meeting.

With no further business to discuss Cllr Riley closed the meeting at 9pm.

Schedule of Payments 03.07.24 – Odstock Parish Council

Bank Balance as at: 01.07.24 - £11,880.62

Account: £10,217.28

Account: £1,663.34

Current
Savings

Payments to be approved:

Date	Payee	Particulars	Amount
28.06.24	C Berry	Bin Installation	£9.90
30.06.24	Grist Environmental	Bin Collection	£7.35
30.06.24	Bawden	Grass Cutting (29639)	£258.65
05.07.24	E Riley	Bin Installation	£62.00
	E Riley	SID Fixings	£10.40
08.07.24	C Berry	Sign Installation	£9.90
10.07.24	HMRC	Clerk's Expenses	£10.20
Total			£368.40

Payments made since last meeting: 08.05.24 – 01.07.24

Date	Payee	Particulars	Amount
15.05.24	WALC	Annual Membership	£221.46
	J McGowan	Clerk's expenses	£4.75
	J McGowan	Clerk's Expenses	£3.99
	C Berry	Bridge Repairs	£30.59
	Britford PC	Microsoft Sub	£51.60
	Britford PC	Clerk Training	£10.00
16.05.24	HMRC	Clerk's Expenses	£24.00
29.05.24	Community First Ins	PC Insurance	£521.24
31.05.24	J McGowan	Clerk's Expenses	£295.46
01.06.24	Bawden	Grass Cutting (29526)	£258.65
11.06.24	C Berry	Bin Installation	£35.75
17.06.24	Redlynch Leisure	Play Equipment – Odstock	£12,240.00
	T Signs	Parish Signs	£342.00
25.06.24	Community First Ins	PC Insurance	£21.99
28.06.24	J McGowan	Clerk's Expenses	£281.46
28.06.24	SSE	Utility – Nunton Field	£126.27

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Total		£14,469.21
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Payments received since last meeting: 08.05.24 – 01.07.24

Date	Received From	Particulars	Amount
09.05.24	Lloyds Bank	Interest	£24.53
10.06.24	Lloyds Bank	Interest	£17.39
18.06.24	HMRC VTR	VAT Return	£126.27
Total			£168.59

DRAFT