

Odstock Parish Council
Minutes of Annual Parish Council Meeting
held on Wednesday 8th May 2024

Odstock Parish Councillors met on Wednesday 8th May 2024 for the Annual Parish Council Meeting held at the Pavilion, Nunton Recreation Field.

The meeting started at 7.30pm.

Present: Cllrs Edward Riley (Chairman), Nigel Start (Vice Chairman), Sally Nelson, Liz Stanger, Shaun Askew, Colin Berry, Chris Trubshaw

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

The following items had been notified to Cllrs:

Crossroads at Odstock: a concern regarding visibility for drivers had been brought to Cllr Trubshaw's attention by several Parishioners. It was suggested a mirror could be placed to help with visibility. **Resolved:** Cllrs agreed there was a visibility concern at the crossroads and would submit a LHFIC request.

Water Testing, Ebble: a Parishioner is concerned about the water quality in the Ebble, a testing kit is available which has been requested. He is looking for volunteers to help with weekly testing.

Odstock Bridge: the bridge is listed; however overgrown vegetation is starting to damage the bridge. This will need cleaning.

Community Orchard: details of a grant; Coronation Living Heritage Fund, towards a community orchard (briefing note 23-26) will be sent to D Canty, Estate office.

Agenda

01.24 To elect a chairman for 2024/2025.

Resolved: Cllr Trubshaw proposed Cllr Riley, Cllr Start seconded. All Cllrs voted to re-elect Cllr Riley as Chairman; Cllr Riley confirmed his acceptance as Chairman for 2024/25.

02.24 To elect a vice chairman for 2024/25.

Resolved: Cllr Riley proposed Cllr Start as Vice Chair, Cllr Nelson seconded. All Cllrs voted to re-elect Cllr Start as Vice-Chairman for 2024/25. Cllr Start confirmed his acceptance to act as Vice-Chair.

03.24 To receive and consider acceptance of apologies. None.

04.24 Vacancies in Parish Council Office: None.

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

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06.24 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) None.

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

08.24 To approve and sign the Minutes of meeting held 10th January and 6th March 2024.

Resolved:

Cllrs approved the Minutes of meeting held 10th January 2024, signed by Cllr Start.

Cllrs approved the Minutes of meeting held 6th March 2024, signed by Cllr Riley.

09.24 To consider and approve Parish Council representatives.

Resolved: The following were nominated and approved as representatives:

Finance and Staffing Committee: Cllrs E Riley, N Start, S Nelson

Highways: Cllr C Berry

Nunton Recreation Field: Cllr S Nelson

Parish Council Website: Cllr E Riley

Parish Steward: Cllr N Start

10.24 To review and adopt the following policies.

Resolved: The policies below were reviewed and accepted:

Standing Orders

Code of Conduct

Financial Policies

Resolved: Cllrs reviewed and adopted the policies.

11.24 To receive the internal audit for 2023/2024.

Resolved: The internal audit was successfully completed, no issues to report back.

The Parish Council would like to thank Adrian Taylor for taking the time to carry out and complete the internal audit for 2023/24.

12.24 Bank Reconciliation: to receive bank reconciliation year ending 31st March 2024.

Resolved: Cllrs reviewed and noted the bank reconciliation for year ending 31st March 2024.

13.24 To approve Certificate of Exemption.

Resolved: Cllrs considered and approved the Certificate of Exemption for Financial Year 2023/24.

14.24 Annual Return for the Financial Year ending 31st March 2024: to approve Section 1 – Annual Governance Statement of the Annual Return submission.

Resolved: Cllrs considered and agreed the Annual Governance Statement.

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15.24 Annual Return for the Financial Year ending 31st March 2024: to approve Section 2 – The Account Statements of the Annual Return and Statement Variances for 2023/2024.

Resolved: Cllrs approved the Accounts Statements and Variances for 2023/24.

16.23 VAT Reclaim: to approve the VAT Claim

Resolved: The VAT Claim was approved and will be submitted by the Clerk.

17.24 To appoint an internal auditor for 2024/2025.

Resolved: Mr Adrian Taylor has confirmed he will continue as the internal auditor on behalf of the Parish Council for year 2024/25.

18.24 To approve Membership of WALC for 2024/2025.

Resolved: All members considered and approved the Annual WALC Membership for 2024/25.

19.24 To consider and review Parish Council Insurance for 2024/25.

Resolved: A renewal quote of £524.60 as per the 3yr Long Term Agreement was approved.

20.24 CIL report.

Resolved: Cllrs noted there are no remaining CIL funds.

21.24 Nunton Pavilion. To agree a date to clear out the outside building.

Resolved: Cllr Riley will contact Downton Football Club and The Ebbfest Committee to set a date for clearance of the outbuilding.

22.24 Jubilee Garden Bridge repairs.

Resolved: The Jubilee Bridge repairs have now been completed.

The Parish Council would like to thank Rod Poynting and Cllr Berry for acting so quickly to the prompt response in ensuring the safety of the bridge.

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

- a. Parish Noticeboards. **Resolved:** Wording agreed, sign to be ordered.
- b. Litter bins. **Resolved:** Cllrs Berry and Riley will install the bins as soon as possible.
- c. Defibrillator. **Resolved:** The second defibrillator is now installed and ready for use. Cllr Trubshaw will order location signs for both devices.

The Parish Council would like to thank Cllr Trubshaw for overseeing the installation of this device so it can be used when needed.

- d. Stiles on to A338. No further update.
- e. Car Boot Sales: The first Car Boot Sale for 2024 will be 12th May 2024.
- f. Odstock Playground equipment: Cllr Nelson has chased the manufacture for an installation date, Monday 13th May 2024 has been provisionally set.
- g. Jubilee Gardens: To agree the wording for the parking signs. **Resolved:** The wording for all the safety signs has been agreed. Cllr Berry will order the signs.
- h. Parish Steward Visits. The focus will currently be on grass verges, however worksheets to be submitted as usual to Cllr Start.

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24.24 Transport, Roads and Footpaths

- a. Odstock Bus Shelter. To consider submitting a LHFIG report for the repairs. **Resolved:** Cllr Riley will submit a request to LHFIG for consideration
- b. Jubilee Gardens Parking. To consider submitting a LHFIG report for bollards. **Resolved:** Cllr Riley will submit a request for LHFIG to consider.
- c. Unnamed Road Signs. *Still ongoing, no further update.*

25.24 Grass Cutting Contract. The grass cutting contract is due for renewal, to review and consider the quote for renewal. **Resolved:** Cllrs considered and approved the renewal quote of £3,103.75 for 2024/25.

26.24 Planning

- a. To consider a response to any new planning applications received.
PL/2024/03106: Elm Tree Barn, Nunton. Demolition of barn, erection of two dwellings, garaging, car port, ground mounted PV array, swimming pool to plot 1 and associated works.
Resolved: *No objection.*
- b. To consider a response to any planning applications received between publishing of the agenda, and date of the meeting.
- c. To confirm any planning application responses determined email for applications received since last meeting.
- d. To note any planning application decisions received by Wiltshire Council.
PL/2024/03169: New Hall Hospital, Bodenham, SP5 4EW. No objection.

27.24 Finance

- a. To note bank balance at 08.05.24
Current Account: £446.49
Savings Account: £25,733.97
Resolved: Cllrs agreed to the transfer of £12,000 for the day to day running costs of The Council.
- b. To approve standing Direct Debit payments: **Resolved:** All payments approved.
 - Clerk's Salary: £291.66 per month
 - ICO Fee: £35 per year
 - Bawden: £258.65
 - Payment to Britford Parish Council for shared laptop - £51.60
- c. To approve schedule of payments: **Resolved:** Cllrs considered and approved all payments. See attached for full list of payments.

28.24 Correspondence Received.

Briefing Note 24-07 & 08
WALC Newsletter March & April 2024

29.24 Forthcoming Meetings

Wiltshire Council Town & Clerk's meeting: 24th May 2024, TEAMS
LHFIG: 6th August 2024, TBN

30.24 Items to be carried forward to the next meeting.

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31.24 Dates of future meetings.

Wednesday 3rd July 2024

Wednesday 4th September 2024

Wednesday 6th November 2024

32.24 To close the meeting.

With no further business to discuss Cllr Riley closed the meeting at 8.40pm

List of payments below.

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Payments to be approved:

Date	Payee	Particulars	Amount
01.04.24	WALC	Annual Membership	£221.46
04.04.24	J McGowan	Clerk's expenses	£4.75
01.05.24	Britford PC	Clerk's Training	£10.00
06.05.24	J McGowan	Clerk's Expenses	£3.99
08.05.24	Britford PC	Clerk's Expenses	£51.60
08.05.24	C Berry	JG Bridge Repairs	£30.59
31.05.24	J McGowan	Clerk's Expenses	£291.66
28.06.24	J McGowan	Clerk's Expenses	£291.66
Total			£905.71

Payments made since last meeting: 06.03.24 – 07.05.24.

Date	Payee	Particulars	Amount
11.03.24	London Hearts	Defib & Box	£750.00
13.03.24	S Ford	Noticeboard	£650.00
13.03.24	ONB PCC	Annual Grant	£600.00
13.03.24	Bawden	Grass Cutting	£249.90
13.03.24	J McGowan	Clerk's Expenses	£15.00
13.03.24	ICO	Data Protection Fee	£35.00
28.03.24	SSE	Utility Bill	£237.70
29.03.24	J McGowan	Clerk's Expenses	£287.50
03.04.24	Safestate Cons	Risk Assessment Fee	£427.00
03.04.24	Bawden	Grass Cutting	£249.90
08.04.24	Glasdon UK	Litter Bins	£767.69
30.04.24	J McGowan	Clerk's Expenses	£291.66
02.05.24	Mayberry Elect	Defib installation	£282.00
Total			£4,843.35

Payments received since last meeting: 06.03.24 – 07.05.24.

Date	Received From	Particulars	Amount
09.04.24	Lloyds Bank	Interest	£17.86
19.04.24	Wiltshire Council	Precept	£9,250.00
Total			£9,267.86