

FROXFIELD PARISH COUNCIL

Clerk to the Council

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The Minutes of the Annual Meeting held at 8:10pm on Monday 23rd May 2022 at the Froxfield War Memorial Hall, The Green, Froxfield

Present:

Cllr V Body (Chairman), Cllr S Heppenstall (Vice-Chairman), Cllr R Smith, Cllr E Morton, Cllr A Miles, Miss E Cope (Clerk) and 7 members of the public.

Cllr Body stood down as Chairman for the meeting and Cllr Heppenstall took the Chair.

001/2022 Election of the Chairman for the forthcoming year and the signing of the Acceptance of Office.

Cllr Body asked if there were any nominations for Chairman.

Cllr Miles nominated Cllr Body as the Chairman. Cllr Heppenstall seconded. Vote Unanimous.

Cllr Body signed the Declaration of Acceptance of Office.

Cllr Heppenstall stood down as Chairman for the meeting and Cllr Body took the Chair.

002/2022 Election of the Vice-Chairman for the forthcoming year and the signing of the Acceptance of Office.

Cllr Body asked if there were any nominations for Vice-Chairman.

Cllr Body nominated Cllr Heppenstall as Vice-Chairman. Cllr Morton seconded. Vote Unanimous.

003/2022 Apologies for absence, declarations of Interest and Dispensations.

Apologies were received from Cllr Till and Cllr Wilson.

004/2022 Minutes from the previous meeting

The minutes of the meeting held on Monday 14th March 2022 were approved to be a true and accurate record.

005/2022 Public Question Time

There being no questions from the public, the meeting continued without interruption.

006/2022 Appointing Committees

It was approved for Cllr Heppenstall and Cllr Miles to continue as the Planning Committee.

007/2022 Reviewing Policy Documents and proposed meeting calendar 22/23

Councillors considered and approved the following policies;

007.1 Code of Conduct (Revised 2021)

007.2 Financial Regulations (Revised 2021)

007.3 Standing Orders 2021 (Revised 2021)

Cllr Heppenstall requested an amendment to 007.3 - Planning Item 4 - To read Froxfield Parish Council currently has a Planning Committee consisting of ~~three~~ (replace with) two members of the main council and which takes responsibility to oversee planning applications and other planning matters in the village and report findings and recommendations to the full Parish Council meeting. Cllrs approved the amendment. Clerk to update.

007.4 Meeting calendar for 22/23.

The Clerk noted 2 meeting dates towards the end of the Council year to be confirmed at a later date.

008/2022 Chairman's Report

The Chairman thanked Froxfield Community groups for their continued hard work.

The Parish Council is considering implementing a speed indicator device (SID) in an effort to reduce speed within the village.

Cllr Body thanked Cllr Morton for organising the Best Kept Village entry. A small but efficient team of volunteers along with the Community Payback Team (CPT), have completed weekend 'tidy ups' in readiness for judging.

009/2022 Matters Outstanding

Councillors received a report of the following;

009.1 The final stages of the Church Lane parking project

Cllr Body confirmed the final stages of the Church Lane parking project are due for completion in the next few weeks. Advice from the supplier of the plastic matting, was to delay the work until the spring. The CPT have agreed in principle to prepare the ground and lay the matting, with residents of Church Lane being advised by letter prior to the work.

Wiltshire Council have confirmed that white lines will be painted on the road in front of the new bollards to discourage parking and to keep driveway access clear. Work is expected to be completed early Summer 2022.

009.2 The blocked drain, Church Lane

Cllr Heppenstall reported speaking with the house owner regarding the blocked drain which exits onto their land. The landowner is in this case responsible for the ditch and pipe. It was approved for the Clerk to write to the house owner, requesting a meeting with the Parish Council and the Highways Engineer to try and resolve the issue.

009.3 Report on the recent tree survey, circulated prior to the meeting

Cllr Body noted work required to make safe, several mature trees within the water meadow. Cllrs approved for the Clerk to source a quote from local tree surgeon Ben Howell. The Clerk noted funds within the budget to complete remedial tree work.

009.4 Wiltshire Council grass cutting schedule

Cllr Body reported further contact with the Wiltshire Highways team, the aim to resolve the issue of the overgrown A4 path to the Pelican Pub. Thankfully, Wiltshire Council have finally agreed to ensure the path is included in the contractors cut list.

009.5 Community payback update to payment for unpaid work

Cllr Body invited the Clerk to explain the revised method for supporting the CPT.

The Clerk reported changes to acceptable methods of payment, whilst noting the intention to continue supporting All Saints Church by providing the CPT with the tools to complete the grass and hedge cutting.

Cllrs considered and approved the new payment terms.

010/2022 New Matters

Councillors to consider the following;

010.1 Councillor training opportunities

The Clerk reported opportunities for Councillors to update their knowledge and requested permission to support group training by offering the Froxfield Memorial Hall as a venue. Cllrs considered and agreed to approve.

010.2 Defibrillator training and monthly checks

Cllr Body requested that in the absence of Cllr Wilson, this item be moved to the next meeting.

010.3 Play area, village green and water meadow monthly checks

Cllr Body noted the requirement to complete monthly visual checks, for overall condition and damages, suggesting Councillors work on a rota system to spread the load. Cllr Smith offered to complete the first checks, with change over at the next meeting of the Council.

010.4 A new Logo for Froxfield Parish Council

Cllrs considered and approved the creation of a Froxfield logo. Cllr Miles was invited to assist with creation and will present at the next meeting.

010.5 Froxfield.org domain amendments

Cllr Body reported the recent renewal of the domain name. It was approved for the register to the Clerk, rather than to Netwise who currently provide IT support.

011/2022 Planning

Cllr Heppenstall reported applications received since the previous meeting Monday 14th March 2022, noting PL/2022/03003 and PL/2022/02881 no longer showing on Wiltshire Council planning portal.

Cllr Heppenstall reported the approval by Wiltshire Council for work to Rudge Farmhouse, noting the planning application for change of use to Agricultural buildings at the disused Harrow Farm had been refused.

PL/2022/00844 - The Old Bakehouse- Replacement of 21 old and inefficient windows to A+ energy rated double glazed units in keeping with the style of the property.

PL/2022/03003 - 44 Brewhouse Hill - Proposed single storey rear extension. Replace all uPVC windows with new uPVC windows. Convert out buildings into accommodation used for friends and family for occasional use.

PL/2022/02881 - 44 Brewhouse Hill - Proposed single storey rear extension. Replace all uPVC windows with new uPVC windows. Convert out buildings into accommodation used for friends and family for occasional use.

012/2022 Finance

The Clerk provided a report for year ending 31st March 2022 including;

012.1 Budget report FY 21/22, circulated prior to the meeting

012.2 Councillors to consider and approve the final accounts FY 21/22, circulated prior to the meeting

Cllrs considered and approved the final accounts.

012.3 Councillors to consider and approve the Internal Auditor report, circulated prior to the meeting

Cllrs considered and approved the Internal Auditor report.

012.4 Chairman and Clerk to sign the Accounting Statements (AGAR Section 1, 2 and Certificate of Exemption), circulated prior to the meeting.

The Chairman and Clerk signed the Accounting Statements (AGAR Section 1 and 2 and Certificate of Exemption).

013/2022 Any other business / Correspondence received

The Clerk reported receiving correspondence from;

013.1 Pewsey Community Area Partnership - Annual report FY 21/22

013.2 Wiltshire Council and Swindon Borough Council - Solar panel and storage group-buying scheme

013.3 Wiltshire Council Levelling Up White Paper.

014/2022 Date for next meeting

The date for the next meeting is Monday 11th July at 7:30pm.

There being no other business the meeting closed at 9:24pm.