

**FROXFIELD PARISH COUNCIL**

<p><b>Clerk to the Council</b> Lynn Casey-Sturt 2 The Limes, Froxfield, Wiltshire SN8 3LB</p>	<p style="text-align: right;"><b>Contact Information</b> Telephone Number: 07590 637165 Email: clerk@froxford.org</p>
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**The Minutes of the Annual Meeting**

Froxfield War Memorial Hall, The Green, Froxfield  
Monday 15 May 2023 at 8.00 pm

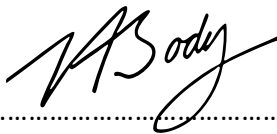
<b>Present</b>
<p>Cllr V Body (Chairman), Cllr S Heppenstall (Vice-Chairman), Cllr C Wilson, Cllr E Morton, Mrs L Casey-Sturt (Clerk),</p> <p><b>The meeting was confirmed as quorate.</b></p>

Agenda item	Minutes
001/2023	<p><b>Election of the Chairman for the forthcoming year, and the signing of the Acceptance of Office</b></p> <p>To transact this item of business, Cllr Body stood down as Chairman and Cllr Heppenstall took the Chair.</p> <p>Cllr Heppenstall put forward his nomination for Cllr Body to continue in the role of Chairman. Cllr Morton seconded the nomination, supported by Cllr Wilson.</p> <p>Cllr Body duly signed the Acceptance of Office.</p>
002/2023	<p><b>Election of the Vice-Chairman for the forthcoming year, and the signing of the Acceptance of Office</b></p> <p>Cllr Body (Chairman) asked for nominations for the position of Vice-Chairman.</p> <p>Cllr Heppenstall (Vice-Chairman) put forward notice of resignation of office, and which took effect upon receipt of notification.</p> <p>The position of Vice-Chairman will remain vacant until a replacement is elected.</p>
003/2023	<p><b>Apologies for Absence, Declarations of Interest and Dispensations</b></p> <p>Apologies received from: Cllr A Miles, Cllr T Till and Cllr R Smith.</p> <p>No declarations made.</p>
004/2023	<p><b>Minutes from the previous meeting (13 March 2023)</b></p> <p>The minutes of the 13 March 2023 were approved as a true record.</p>
005/2023	<p><b>Questions from Members of the Public</b></p> <p>None.</p>

006/2023	<p><b>Appointing to Committees and Councillor responsibilities, and signing of the Acceptance of Office</b></p> <p>It was agreed that in the absence of Committees/Sub-Committees being established, the following Councillor roles and responsibilities would be put forward for consideration.</p> <table border="1" data-bbox="341 360 1447 573"> <thead> <tr> <th>Role/Responsibility</th> <th>Councillor</th> </tr> </thead> <tbody> <tr> <td>Planning Matters</td> <td>Cllr A Miles and Cllr S Heppenstall</td> </tr> <tr> <td>Water Meadow</td> <td>Cllr V Body, Cllr C Wilson, and Cllr R Smith</td> </tr> <tr> <td>Highways</td> <td>Cllr V Body and Cllr S Heppenstall</td> </tr> <tr> <td>Fund Raising /Best Kept Village</td> <td>Cllr E Morton and Cllr T Till</td> </tr> </tbody> </table> <p><b>Action:</b> Clerk to circulate to Councillors for approval.</p>	Role/Responsibility	Councillor	Planning Matters	Cllr A Miles and Cllr S Heppenstall	Water Meadow	Cllr V Body, Cllr C Wilson, and Cllr R Smith	Highways	Cllr V Body and Cllr S Heppenstall	Fund Raising /Best Kept Village	Cllr E Morton and Cllr T Till
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007/2023	<p><b>Reviewing Policy Documents and proposed meeting calendar 2023/2024</b></p> <p>Councillors considered and <b>approved</b> the following policies:</p> <p><u>007.01: Code of Conduct (Revised 2021)</u>  <u>007.02: Financial Regulations (Revised 2019)</u>  <u>007.03: Standing Orders 2021 (updated April 2022) – Revised April 2023</u>  <u>007.04: The Meeting Calendar dates for 2023/24 and 2024/25 - <b>approved</b>.</u></p> <p><b>Action:</b> Clerk to confirm availability for 2024/25 and book the Memorial Hall.</p>										
008/2023	<p><b>Chairman’s Report</b></p> <p>The Chairman outlined the Council’s key activities for 2023/24, including: General Responsibilities; The Green (playground swings and other equipment); Roads; Water Meadow; Community Payback.</p> <p><i>A full report (Appendix 1) is appended to the minutes.</i></p> <p><b>Action:</b> Due to inconsistencies in playground equipment quotes, Cllr Body to confirm requirements and request a revised quote from Wicksteed.</p>										
009/2023	<p><b>Matters Outstanding</b></p> <p><u>009.01: Froxfield Speed Limit Survey and Speed Indicator Device (SID) Project</u>  <u>Traffic Survey:</u> This is expected to be carried out in June, when Automatic Traffic Counts will be positioned near the College, and within the 40mph zone.  <u>SID Project:</u> Following discussion around affordability and the value it would serve, Councillors agreed that the Council should put forward a bid to obtain one device, initially.</p> <p><b>Action:</b> Cllr Body and Cllr Heppenstall to apply and confirm costs to the Clerk.</p> <p><u>009.02: Community payback update to payment for unpaid work.</u></p> <p>Councillors recognised the good work carried out by the Community Payback Team. The Clerk confirmed that in lieu of payment, a £500 budget was available to be drawn on for equipment.</p> <p><u>009.03: Village Green replacement swings</u></p> <p>A lottery application has been submitted for £9,500, with notification of outcome expected within the next few weeks.</p> <p><u>009.04: Seeking further local sponsors</u></p> <p>Cllr Morton has been writing to local businesses requesting donations to assist in the purchasing of playground equipment for the village. It was noted that positive feedback had been received and that a further offer of support had been received from a resident.</p>										

	<p><b>Action:</b> Cllr Body to follow-up all offers of support.</p> <p><u>009.05: A new Logo for Froxfield Parish Council</u> In the absence of Cllr R Smith, this item has been deferred to the next meeting (17 July 2023)</p> <p><u>009.06: New on demand local bus service</u> The service has been funded by the Department for Transport and will operate across the Pewsey Vale and Marlborough area. A start date is yet to be confirmed.</p> <p><u>009.07: The blocked drain, Church Lane</u> Following a long and protracted process by the Parish Council in trying to resolve this issue on behalf of its community, confirmation has now been sought from Wiltshire Council that as the drain is fully functioning, they will not be sanctioning any work to be carried out to rectify the outlet issues. It will be up to parties concerned, to take this issue forward towards resolution independent of the Parish Council.</p>
010/2023	<p><b>New Matters</b></p> <p><u>010.01: Defibrillator training and monthly checks</u> <u>Defibrillator training:</u> Councillors were asked to consider the following options put forward:</p> <ul style="list-style-type: none"> <li>• British Red Cross: First Aid training – Free (5-15 Adults)</li> <li>• Community Heartbeat Trust: Defibrillator training - £175 plus VAT (up to 50 people)</li> </ul> <p>Councillors agreed that although this would be beneficial, there was not sufficient demand within the village to take up the offer.</p> <p><u>Defibrillator monthly checks:</u> Cllr Wilson confirmed the continuation and reporting of regular checks to the Clerk.</p> <p><u>010.02: Play area, village green and water meadow monthly checks.</u> <b>Action:</b> The Clerk to seek confirmation of continuation of role with Cllr R Smith</p> <p><u>010.03: Merging of FPC bank accounts</u> Agreed in principle, and subject to approval of the bank. <b>Action:</b> Cllr Body and the Clerk to contact and visit the bank (NatWest).</p>
011/2023	<p><b>Planning – Weekly Lists</b> PL/2023/02621: Noted.</p>
012/2023	<p><b>Finance – Year-end Report (FY 2022/23)</b></p> <p><u>012.01: WALC Membership Renewal: <b>Approved</b></u></p> <p><u>012.02: Budget Report (April 2023)</u> Councillors received for Approval:</p> <ul style="list-style-type: none"> <li>• The Financial Statement (April) monthly expenditure/transactions (<b>Appendix 2</b>)</li> <li>• Income and Expenditure (Actual) report.</li> </ul> <p><b>Approved and signed</b> by the Chairman.</p> <p><u>012.03: Annual Accounts (Final)</u> The Clerk advised that due to unforeseen circumstances, the appointed Auditor was not yet in a position to approve the Annual Accounts. <b>Action:</b> Upon completion, the Parish Council will hold an extraordinary meeting to approve the Accounts virtually.</p>

	<p><u>012.04: Internal Audit Report: As above</u></p> <p><u>012.05: Chairman and Clerk to sign the Accounting Statements (AGAR Section 1,2 and Certificate of Exemption)</u></p> <p><b>Action:</b> To be signed following the approval of the Final Accounts, and upon completion of the Auditors Report. This will take place and be submitted no later than 24 June 2023.</p>
013/2023	<p><b>Any Other Business / Correspondence Received</b></p> <p><u>013.01: Parish Council Insurance Renewal (New Provider – Ansvar (Scheme Insurer))</u></p> <p><b>Approved</b> in principle, subject to costs.</p>
014/2023	<p><b>Date for next meeting</b></p> <p>17 July 2023</p>



17/07/23

Signed:.....

**(Appendix 1)****Chairman's Report**

The Parish Council is made up of volunteers, whose role is to listen to the views of its community; gaining information about any concerns and aspirations of the people it represents. Our Councillors have worked tirelessly to carry out their duties, without remittance, to ensure that as 'the voice of the community' they continue to work together to not only fulfil the requirements of their role, but to ensure that the parish they look after, is well supported and is considerate to the needs of its occupants.

The Parish Council continues to be responsible for the public areas of the village — the Green and the Water Meadow Nature Reserve and will contract a local groundsman to mow the green every two weeks and organise for an annual safety inspection of the playground equipment.

We plan to replace the swings on the green and are awaiting a decision on Lottery Grants Funding. The cost of the proposed replacement swings has risen during the months spent seeking funding, but some fundraising has already taken place — including approximately £500 from the Kings Coronation celebrations. We have had a positive response to a call for local donations which are now being followed up, including generous offers from residents. If we do achieve what we hope for from the Lottery Funding, we can potentially use these offers of additional donations to make up any short-fall and even to buy more equipment for the playground. The intention is to commission the equipment from 'Wicksteed Playground Equipment' as this company is a trusted and long-standing provider of play equipment to local authorities with a reassuring safety record.

We will continue to work with WCC and the LHFIG to push for a lowering of the speed limit at the eastern end of the village, near The Pelican. We are awaiting a date for the Speed Limit Review which will be carried out by WCC contractors Atkins. Following this we anticipate up a process lasting upwards of a year before we get any action. We will continue to attend the quarterly LHFIG meetings (currently on-line) to follow up on this activity. We are also now near the front of the queue for a formal Traffic Survey, which should be carried out in June and should help identify any excessive speeding through the village near The College. The last similar survey was carried out in 2014.

Best Kept Village: We are having a 'rest year' this year but anticipate entering the village into the CPRE Best Kept Village contest in 2024.

We will continue to maintain and enhance the Water Meadow Nature Reserve and work with the Community Payback team to keep the boardwalk clear of weeds. We have discussed placing a bench seat on a small, cleared area near the dipping platform. The CP team also has a workshop producing furniture from pellets which may well be suitable. We have some £600 remaining from the original grant money and would aim to do some more planting of wild flowers and oxygenating pond plants.

(Appendix 2)

**Financial Statement 1 April - 31 April 2023 (Q1 - FY2023/24)**

<b>Expenditure</b>	<b>Business Account - 79249299</b>		
18.4.23	Chair - Coronation Bunting (Midland Flags)	£37.93	
19.4.23	Clerk re-imburement - Easily Domain: Froxfield.org	£18.00	
19.4.23	My Little Blue Duck - Coronation Mugs	£185.25	
19.4.23	TP Jones & Co LLP (Payroll Services)	£85.92	
25.4.23	DGM Landscape/GRD (Grass cutting)	£170.00	
		<b>£497.10</b>	<b>£497.10</b>
<b>Expenditure</b>	<b>Business Reserve Account - 20612109</b>		
19.4.23	Clerk Supplies	£12.87	<b>£12.87</b>
<b>Total</b>			<b>£509.97</b>
<b>Closing Balances at 31.4.2023</b>			
<b>Total Balances</b>		<b>£12,909.43</b>	

\*Balances excludes second Precept payment of £6,250 - due October 2023