

**FROXFIELD PARISH COUNCIL**

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

Froxfield War Memorial Hall, The Green, Froxfield  
Monday 20 November 2023 at 7.00 pm

<b>Present</b>
<p>Cllr V Body (Chairman), Cllr T Till (in-part), Cllr A Miles, Cllr R Smith, Cllr E Morton, Mrs L Casey-Sturt (Clerk). Guest: Cllr Stuart Wheeler, Pewsey Vale East (Wiltshire Council)</p> <p style="text-align: center;"><b>The meeting was confirmed as quorate.</b></p>

Agenda item	Minutes
039/2023	<p><b>Apologies for Absence, Declarations of Interest</b></p> <p>Apologies received from: Cllr C Wilson and Cllr S Heppenstall.</p> <p>No declarations of interest made.</p> <ul style="list-style-type: none"> <li>• Cllr Toby Till resigned as Councillor to Froxfield Parish Council. The Chairman, on behalf of the Council, thanked Cllr Till for his service to the Parish. <i>(Post meeting note: Formal notification of resignation was received on 21 November 2023).</i></li> </ul> <p>Items requiring decision were approved by Cllr T Till prior to resigning and leaving the meeting.</p>
040/2023	<p><b>Minutes from the previous meeting: 25 September 2023</b></p> <p>The minutes were <b>approved</b> and <b>signed</b> as a true record.</p>
041/2023	<p><b>Questions from Members of the Public</b></p> <p><u>041.01: Memorial Hall Community Committee:</u> In response to the request put forward for an update on the long-standing village drain issues; the Chairman advised that a response on the position had not yet been received from Wiltshire Council, and that a request for an update would be taken forward. It was also noted that the Chairman will be attending the next Pewsey Area Board meeting on Monday, 27 November 2023, where there may be an opportunity to raise as part of public questions.</p> <p><u>041.02: Wiltshire Local Plan – Consultation:</u> The Chairman drew members attention to the closing date of the Consultation and reminded members to ‘have their say’ if interested.</p>

042/2023	<p><b>Matters Outstanding</b></p> <p><u>042.01: Froxfield Speed Limit Survey and SID Project:</u> The results of the LTP4 Survey (previous circulated) have been received, recommending that the speed limit between the white gates (A4, Bath Road, Froxfield) is reduced from 50 to 40 miles per hour. Funding has been approved and is currently with Mark Stansby (Principal Highways Engineer Manager) for actioning (works expected before the New Year); and upon completion of a 28-day consultation period. Costings have yet to be confirmed, with a Parish Council contribution to be in the region of 25% (no less than £1500 and no more than £1800). Costs will include signage and new road markings.</p> <p><u>SID Project:</u> The positioning of the pole, upon which the SID is to be attached, will be installed on the eastern side of the access to the water-treatment pumping station in front of Riverview, and this work is expected to co-inside with the reduction in the speed limit timescales. The Parish Council will look to ensure that the SID device is attached to the pole within two weeks of the pole being erected. The Council agreed formally that the procurement of the device (currently estimated at £2,336.99) would be paid for out of the Parish Council Community Fund, in FY2023/24.</p> <p><u>042.02: A new Logo for Froxfield Parish Council:</u> Cllr Smith advised that this is in hand and will be ready for review at the meeting of the Parish Council (15 January 2024).</p> <p><u>042.03: Water Meadow Update (inc. Monthly checks):</u> A recent check of the Meadow was carried out on the 28 October 2023 following the successful bulb planting by community volunteers. Following a handover by Cllr Smith, regular inspections, for safety and auditing purposes, will be carried out by Cllr Miles and Cllr Wilson.</p> <p><u>042.04: Lottery Grant Response/ Newsletter:</u> Notification to the National Lottery and the public (PC website/village newsletter) on how grant monies have been spent has taken place, with no further action by the Council required.</p> <p><u>042.05: Play area annual inspection (Wicksteed):</u> The annual inspection of the playground and green, took place on 30 October 2023; with nine areas of ‘Remedial Action’ (Maintenance) recommendations put forward. These will be monitored as part of the monthly checks.</p> <p><b>Action (PC):</b> A notice is to be placed on the notice board requested that members of the public report any areas of deterioration/safety concerns to the Parish Clerk.</p> <p><u>042.06: Defibrillator: replacement pads (exp 1.11.23):</u> Replaced, with no further action required.</p> <p><u>042.07: Wreaths for Memorial Service (November):</u> Action completed.</p>
043/2023	<p><b>New Matters</b></p> <p><u>043.01: Road Improvements, Upper Oakhill</u></p> <p>A Froxfield resident has submitted a request to the Council for support in obtaining re-instatement and further works to laybys situated at residence address.</p> <p><b>Resolution:</b> Cllrs agreed to assist the applicant in their request for support, and will submit an application to Wiltshire Council, on behalf of the applicant.</p>
044/2023	<p><b>Planning – weekly lists</b></p> <p>Cllr C Miles provided a summary of current planning applications, as follows:</p> <ul style="list-style-type: none"> <li>• PL/2023/05389: 1 Manor Park, Froxfield: Proposed Single Storey Extension – <b>Approved</b></li> </ul>

	<ul style="list-style-type: none"> <li>• PL/2023/06559&amp;06558: Building at Harrow Farm, Froxfield: Agricultural buildings to a flexible commercial use – <b>Prior Approval Granted</b></li> <li>• PL/2022/07516&amp;07229: Refurbishment and Extension – <b>Under Consultation</b></li> </ul>
045/2023	<p><b>Finance – Q2 (July-Sept) FY 2023/24</b></p> <p><i>(All papers circulated in advance of this meeting)</i></p> <p><u>045.01: Budget Report:</u> Councillors received for Approval.</p> <ul style="list-style-type: none"> <li>• Budget Report: M6, M7 (<b>Appendix 1</b>)</li> <li>• M8 Deep Dive - Forecast spend against budget.</li> </ul> <p><b>Resolution:</b> Approved and signed by the Chair.</p> <p><u>045.02: M8 Deep Dive:</u> Recommendations put forward following M8 financial report deep dive.</p> <ul style="list-style-type: none"> <li>• Draft budget for 2024/25: £12,144</li> <li>• Proposed Parish Council Precept requirement: £13,000</li> </ul> <p><b>Resolution:</b> Cllrs <b>Approved</b> the 2024/25 PC Budget, and <b>Approved</b> in principle, the Council Precept requirement for 2024/25 (5% increase). A final decision will be made at the 15 January 2024 meeting.</p> <p>It was noted that the deadline for confirmation of Froxfield Parish Council precept requirement is <b>18 January 2024</b>.</p>
046/2023	<p><b>Any Other Business / Correspondence Received</b></p> <p><u>046.01: Plaque – Lottery Funding/BK Grain Donation:</u> In recognition of the donations received from the Lottery and BK Drain for the playground equipment (Swings), a commemorative plaque is to be procured.</p> <p><b>Action:</b> The Chairman to obtain quotes and circulate to members.</p> <p><b>Resolution:</b> Agreed subject to costs.</p> <p><u>046.02: Community Emergency Contacts – Wiltshire and Swindon Prepared:</u> Communication was received from the Local Resilience Forum, Community Resilience Officer, asking Town and Parish Councils across Wiltshire for help in developing a database of emergency contacts in the Wiltshire and Swindon communities.</p> <p><b>Resolution:</b> It was agreed that the emergency contacts for Froxfield Parish Council will be:</p> <ul style="list-style-type: none"> <li>• Toby Till</li> <li>• Vanya Body</li> <li>• Stephen Heppenstall (subject to agreement).</li> </ul> <p><b>Action:</b> The Chairman to obtain Cllr Heppenstall’s agreement.</p> <p><b>Action:</b> The Parish Clerk to submit the contacts once agreement has been sought.</p>
048/2023	<p><b>Date for next meeting:</b> Monday, 15 January 2024</p>

APPENDIX 1

<b>Financial Statement 1 Sep - 30 Sep 2023 (Q2 - FY2023/24)</b>			
<b>* Opening Balances from 1 June 2023</b>			
Business Reserve Account - 20612095		£5,197.98	
Business Account - 79249299		£17,535.46	
Business Reserve Account - 20612109		£630.31	
<b>Total</b>		<b>£23,363.75</b>	<b>£23,363.75</b>
<b>Income</b>	<b>Business Account - 79249299</b>		
26.9.23	Wiltshire Council (Precept - October 23)	£6,250.00	<b>£6,250.00</b>
<b>Income</b>	<b>Business Reserve Account - 20612109</b>		
29.9.23	Interest	£0.30	<b>£0.30</b>
<b>Income</b>	<b>Business Reserve Account - 20612095</b>		
	Transferred from Account 20612109	£630.31	<b>£630.31</b>
29.9.23	Interest	£6.41	<b>£6.41</b>
<b>Total</b>			<b>£30,250.77</b>
<b>Expenditure</b>	<b>Business Account - 79249299</b>		
11.9.23	DGM Landscape	£85.00	
12.9.23	Wicksteed Ltd	£13,607.36	
18.9.23	Netwise Prem Package (17/10/23 - 16/10/24)	£528.00	
25.9.23	DGM Landscape	£85.00	
<b>Expenditure</b>	<b>Business Reserve Account - 20612109</b>		
		£630.31	
		<b>£14,935.67</b>	<b>£15,315.10</b>
<b>Closing Balances at 3.7.2023</b>			
Business Reserve Account - 20612095 (Community Fund)		£5,834.70	
Business Account - 79249299		£9,480.10	
Business Reserve Account - 20612109 (CLOSED)		£0.30	
<b>Total Balances</b>		<b>£15,315.10</b>	

<b>Financial Statement 1 Oct - 31 Oct 2023 (Q3 - FY2023/24)</b>			
<b>* Opening Balances from 1 October 2023</b>			
Business Reserve Account - 20612095		£5,834.70	
Business Account - 79249299		£9,480.10	
Business Reserve Account - 20612109 (CLOSED)		£0.30	
<b>Total</b>		<b>£15,315.10</b>	<b>£15,315.10</b>
<b>Income</b>	<b>Business Account - 79249299</b>		
		£0.00	<b>£0.00</b>
<b>Income</b>	<b>Business Reserve Account - 20612095</b>		
31.10.23	Interest	7.28	<b>7.28</b>
<b>Total</b>			<b>£15,322.38</b>
<b>Expenditure</b>	<b>Business Account - 79249299</b>		
03.10.23	FPC Clark Salary	683.61	
12.10.23	DGM Landscape	£85.00	
24.10.23	HMRC payment	£163.40	
24.10.23	DGM Landscape	£235.00	
27.10.23	L Casey-Sturt (Defib Pads payment)	£91.74	
30.10.23	Poppy Appeal Payment	£30.00	
<b>Expenditure</b>	<b>Business Reserve Account - 20612095</b>		
5.10.23	V Body (Meadowmania Bulbs for watermeadow)	£135.98	
		<b>£1,424.73</b>	<b>£13,897.65</b>
<b>Closing Balances at 31.10.2023</b>			
Business Reserve Account - 20612095 (Community Fund)		£5,706.00	
Business Account - 79249299		£8,191.35	
Business Reserve Account - 20612109 (CLOSED)		£0.30	
<b>Total Balances</b>		<b>£13,897.65</b>	