

**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 Meeting**

Froxfield War Memorial Hall, The Green, Froxfield  
Monday 25 September 2023 at 7.00 pm

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

Agenda item	Minutes
029/2023	<p><b>Apologies for Absence, Declarations of Interest</b></p> <p>Apologies received from: Cllr A Miles and Toby Till.</p> <p>No declarations made.</p>
030/2023	<p><b>Minutes from the previous meeting: 17 July 2023</b></p> <p>The minutes were <b>approved</b> and <b>signed</b> as a true record.</p>
031/2023	<p><b>Questions from Members of the Public</b></p> <p>None.</p>
032/2023	<p><b>Matters Outstanding</b></p> <p><u>032.01: Froxfield Speed Limit Survey and Speed Indicator Device (SID) Project</u></p> <p>As previously reported, the Wiltshire Council Traffic Survey has been carried out with no intervention required. The results of the Speed Limit Review, as requested by the Council, will be available at the next meeting of the Local Highways and Footway Improvement Group (LHFIG) on 18 October 2023.</p> <p><u>SID Project:</u> Cllr Heppenstall, met with Mark Stansby (Principal Highways Engineer Manager) on 20 September 2023 to discuss the positioning of the SID (<a href="#">EVOLIS - Elan City</a>). It was agreed that the pole, upon which the SID is attached, should be installed on the eastern side of the access to the water-treatment pumping station in front of Riverview. This location is suitable for monitoring traffic in both directions by rotating the unit. Once in place, the SID will be procured, with the expectation that the device will be fully operational around the time of the next Council meeting (20 November 2023).</p>

	<p>At a meeting of the Local Highways and Footway Improvement Group (LHFIG) an estimate of costs was provided, and which falls within the costs budgeted by the Council.</p> <p><b>Action:</b> Cllr Heppenstall to liaise with the Parish Clerk regarding payment.</p> <p><b>Resolution:</b> Agreed.</p> <p><u>032.02: A new Logo for Froxfield Parish Council</u></p> <p>The Chair put forward a preferred logo design for consideration.</p> <p><b>Action:</b> It was agreed that Cllr Smith provide variations of the option proposed and distribute for review, prior to approval at the next PC meeting on 20 November 2023.</p> <p><u>032.03: New on demand local bus service</u></p> <p>The revised start date of the 30 October 2023 is still on track for the implementation of the on-demand bus service.</p> <p><u>032.04: Water Meadow update</u></p> <p><b>Action:</b> Cllr Smith, Cllr Morton, and Cllr Willson, to review current procedures, with a view to updating on regular checks and putting in place a revised 'Risk Assessment'.</p> <p><u>032.05: Merging of FPC bank accounts</u></p> <p>Two of the bank accounts have been merged into one savings account. The Parish Council's Business Account, which holds Annual Precept monies, requires updating.</p> <p><b>Action:</b> Parish Clerk to take forward for discussion with the NatWest Bank.</p> <p><u>032.06: Netwise Flexmail for Councillors</u></p> <p>Cllrs direct mailing software, Flexmail, has been updated providing additional capacity and access to additional features.</p>
033/2023	<p><b>New Matters</b></p> <p><u>033/01: Water-meadow plants</u></p> <p>To enhance the water-meadow, it was proposed that spring bulbs, from 'MeadowMania' are purchased, at a cost of £46 for 250 bulbs. Planting will take place following the removal of nettles by the Community Payback Team, and upon the sourcing of volunteers to carry out the work, on a proposed date of Saturday 28 October 2023.</p> <p><b>Action:</b> The chair to put out a notice for volunteers.</p> <p><b>Resolution:</b> Agreed</p> <p><u>033/02: Footway Resurfacing Scheme 2023-24 (A4)</u></p> <p>The resurfacing works that involved repairs to the footway, kerb replacement and the adjustment of ironwork is now complete. A satisfactory outcome was achieved.</p> <p><u>033/03: Play area annual inspection (Wicksteed)</u></p> <p>Confirmation has been received from Wicksteed that the annual inspection of the playground will take place in November 2023, at a cost of £134.64 (inc. of VAT).</p> <p><b>Resolution:</b> Agreed (Budgeted Cost).</p> <p><u>033/04: Wreaths for Memorial Service (November)</u></p> <p>To commemorate 'Memorial Day', Cllr Heppenstall agreed to liaise with Jan Heppenstall regarding the procuring of a memorial wreath and wooden cross.</p>

	<p><b>Resolution:</b> Agreed (Budgeted Cost).</p> <p><u>033/05: Froxfield Memorial Hall – Community Payback: £250 cost contribution proposal</u></p> <p>As a valued community amenity within the village, it was agreed that the Council would donate £250 per annum towards the Memorial Hall upkeep. To facilitate this, the Probation Service (Community Payback Scheme), will carry out an agreed programme of works on behalf of the Council, and the contribution of funds will be used to purchase equipment.</p> <p><b>Resolution:</b> Cllrs agreed to the additional payment, and that the annual budgeted expenditure to CP is increased from £500 to £750 per annum.</p> <p><u>033/06: Defibrillator: replacement pads (exp 1.11.12)</u></p> <p>The Council was advised that the Defibrillator ‘pads’ were due to expire and would require replacing. As the device is more than 10 years old, it was agreed that the Council would consider replacing the device with a newer model.</p> <p><b>Action:</b> Cllr Wilson to investigate devices available and funding options.</p> <p><b>Action:</b> Clerk to procure (budgeted) replacement pads.</p>
034/2023	<p><b>Planning – weekly lists</b></p> <p>Cllr Heppenstall provided a summary of current planning applications, as follows:</p> <ul style="list-style-type: none"> <li>• <b>Manor Park:</b> single storey extension. Approved.</li> <li>• <b>Rudge Farm House:</b> Matter outstanding.</li> <li>• <b>Harrow Farm:</b> Applied for change of use from agricultural to flexible commercial.</li> </ul>
035/2023	<p><b>Finance – Q2 (July-Sept) FY 2023/24)</b></p> <p>(All papers circulated in advance of this meeting)</p> <p>Councillors received for approval:</p> <ul style="list-style-type: none"> <li>• Budget Report: M4, M5 &amp; M6 (in-part)</li> <li>• Forecast spend against budget (half-yearly)</li> <li>• Agree draft budget (in principle) for 2024/25 prior to November approval.</li> </ul> <p><b>Resolution:</b> Approved and signed by the Chair.</p>
036/2023	<p><b>Parish Clerk – revised Terms of Contract</b></p> <p>Upon review of the Clerks time commitment, and to enable the Clerk to fulfil the role of Clerk/RFO successfully, it was agreed that the currently agreed contracted hours of 5 per week, is increased to 6.5 hours per week; from October onwards.</p> <p>The Clerk received an additional payment during the period April -June due to the level of work required upon starting a new role.</p> <p><b>Resolution:</b> Agreed. (Budgeted contingency to be used to offset additional cost).</p>
037/2023	<p><b>Any Other Business / Correspondence Received</b></p> <p><u>037/01: Lottery response / Newsletter</u></p> <p><b>Action:</b> Chair to write a piece for the Parish Newsletter on the recent installation of the new swings.</p> <p><b>Action:</b> Cllr Morton to notify the National Lottery on the successful installation.</p>

	<u>037/02: Memorial Hall AGM – 11 October 2023 at 7.30pm</u> Councillors were informed of the upcoming AGM, and asked to attend, if available.
038/2023	<b>Date for next meeting:</b> Monday, 20 November 2023

DRAFT - For Agreement: 20 November 2023

**Financial Statement 4 July - 31 July 2023 (Q1 - FY2023/24)**

**\* Opening Balances from 1 June 2023**

Business Reserve Account - 20612095		£5,185.97	
Business Account - 79249299		£18,249.87	
Business Reserve Account - 20612109		£628.85	
<b>Total</b>		<b>£24,064.69</b>	<b>£24,064.69</b>
<b>Income</b>	<b>Business Account - 79249299</b>		
		£0.00	<b>£0.00</b>
<b>Income</b>	<b>Business Reserve Account - 20612109</b>		
		£0.71	<b>£0.71</b>
<b>Income</b>	<b>Business Reserve Account - 20612095</b>		
		£5.83	<b>£5.83</b>
<b>Total</b>			<b>£24,071.23</b>
<b>Expenditure</b>	<b>Business Account - 79249299</b>		
21.7.23	DGM Landscaping - grass cutting	£85.00	
31.7.23	DGM Landscaping - grass cutting	£85.00	
		<b>£170.00</b>	<b>£170.00</b>
			<b>£23,901.23</b>
<b>Closing Balances at 3.7.2023</b>			
Business Reserve Account - 20612095		£5,191.80	
Business Account - 79249299		£18,079.87	
Business Reserve Account - 20612109		£629.56	
<b>Total Balances</b>		<b>£23,901.23</b>	

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

**\* Opening Balances from 1 June 2023**

Business Reserve Account - 20612095		£5,191.80	
Business Account - 79249299		£18,079.87	
Business Reserve Account - 20612109		£629.56	
<b>Total</b>		<b>£23,901.23</b>	<b>£23,901.23</b>
<b>Income</b>	<b>Business Account - 79249299</b>		
		£0.00	<b>£0.00</b>
<b>Income</b>	<b>Business Reserve Account - 20612109</b>		
		£0.75	<b>£0.75</b>
<b>Income</b>	<b>Business Reserve Account - 20612095</b>		
		£6.18	<b>£6.18</b>
<b>Total</b>			<b>£23,908.16</b>
<b>Expenditure</b>	<b>Business Account - 79249299</b>		
14.8.23	DGM Landscaping - grass cutting	£85.00	
15.8.23	Eleanor R Morton (Plants)	£94.89	
22.8.23	RP Warrick (Hedges)	£260.00	
24.8.23	Netwise UK Ltd	£19.52	
29.8.23	DGM Landscaping - grass cutting	£85.00	
		<b>£544.41</b>	<b>£23,363.75</b>
<b>Closing Balances at 3.7.2023</b>			
Business Reserve Account - 20612095		£5,197.98	
Business Account - 79249299		£17,535.46	
Business Reserve Account - 20612109		£630.31	
<b>Total Balances</b>		<b>£23,363.75</b>	

**Financial Statement 1 Sep - 17 Sep 2023 (Q2 - FY2023/24)**

**\* Opening Balances from 1 June 2023**

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>		
		£0.00	£0.00
<b>Income</b>	<b>Business Reserve Account - 20612109</b>		
		£0.00	£0.00
<b>Income</b>	<b>Business Reserve Account - 20612095</b>		
		£630.31	£630.31
<b>Total</b>			<b>£23,994.06</b>
<b>Expenditure</b>	<b>Business Account - 79249299</b>		
11.9.23	DGM Landscape	£85.00	
12.9.23	Wicksteed Ltd	£13,607.36	
17.9.23	Netwise Prem Package (17/10/23 - 16/10/24)	£528.00	
<b>Expenditure</b>	<b>Business Reserve Account - 20612109</b>		
		£630.31	
		<b>£14,850.67</b>	<b>£9,143.39</b>
<b>Closing Balances at 3.7.2023</b>			
Business Reserve Account - 20612095		£5,828.29	
Business Account - 79249299		£3,315.10	
Business Reserve Account - 20612109 (CLOSED)		£0.00	
<b>Total Balances</b>		<b>£9,143.39</b>	