

**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 Annual Meeting**

Froxfield War Memorial Hall, The Green, Froxfield  
Monday 13 May 2024 at 8.00 pm

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

Agenda item	Minutes
001/2024	<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 a nomination for Cllr Body to continue in the role of Chairman. Cllr Morton seconded the nomination, supported by Cllr Miles, Cllr Wilson, Cllr Smith, and Cllr Cowans.</p> <p>Cllr Body duly signed the Acceptance of Office.</p>
002/2024	<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>Councillors <b>agreed</b> that for FY 2025/26, the position of Vice-Chairman would remain vacant, and that if called upon, the position of vice-chair would be enacted on a meeting-by-meeting basis.</p>
	<p><b>Signing of the Acceptance of Office for new Councillor (Paul Cowans)</b></p> <p>The acceptance of Office was duly signed.</p>
003/2024	<p><b>Apologies for Absence, Declarations of Interest and Dispensations</b></p> <p>None received.</p> <p>All Councillors present confirmed 'no change' to current Declarations of Interest and Dispensations.</p> <p>No conflicts of interests declared in relation to today's order of business.</p>

004/2024	<p><b>Minutes from the previous meeting (18 March 2023)</b> The minutes of the 18 March 2024 were <b>approved</b> as a true record.</p>												
005/2024	<p><b>Questions from Members of the Public</b> None.</p>												
006/2024	<p><b>Appointing to Committees and Councillor responsibilities, and signing of the Acceptance of Office</b> It was <b>agreed</b> 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="339 555 1444 842"> <thead> <tr> <th data-bbox="339 555 858 607">Role/Responsibility</th> <th data-bbox="858 555 1444 607">Councillor</th> </tr> </thead> <tbody> <tr> <td data-bbox="339 607 858 651">Planning Matters</td> <td data-bbox="858 607 1444 651">Cllr A Miles and Cllr S Heppenstall</td> </tr> <tr> <td data-bbox="339 651 858 696">Water Meadow (Management Group)</td> <td data-bbox="858 651 1444 696">Cllr V Body, Cllr C Wilson, and Cllr R Smith</td> </tr> <tr> <td data-bbox="339 696 858 741">Highways/Attending Meetings</td> <td data-bbox="858 696 1444 741">Cllr V Body and Cllr S Heppenstall</td> </tr> <tr> <td data-bbox="339 741 858 786">SID Device</td> <td data-bbox="858 741 1444 786">Cllr P Cowans</td> </tr> <tr> <td data-bbox="339 786 858 842">Memorial Hall Committee / Fundraiser</td> <td data-bbox="858 786 1444 842">Cllr E Morton</td> </tr> </tbody> </table> <p><b>Action:</b> Water Meadow Management Group to hold a meeting to discuss the Water meadow Maintenance and associated Risk Assessment on a bi-yearly basis.</p> <p><b>Action:</b> Parish clerk to schedule for discussion at its meeting in September 2024 and March 2025.</p>	Role/Responsibility	Councillor	Planning Matters	Cllr A Miles and Cllr S Heppenstall	Water Meadow (Management Group)	Cllr V Body, Cllr C Wilson, and Cllr R Smith	Highways/Attending Meetings	Cllr V Body and Cllr S Heppenstall	SID Device	Cllr P Cowans	Memorial Hall Committee / Fundraiser	Cllr E Morton
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007/2024	<p><b>Reviewing Policy Documents and proposed meeting calendar 2024/2025</b> Councillors considered and <b>approved</b> the following policies: <u>007.01: Code of Conduct (Revised 2021)</u> <u>007.02: Financial Regulations (Revised May 2024)</u> <u>007.03: Standing Orders 2021 (updated April 2022) – Revised April 2023</u> <u>007.04: The Meeting Calendar dates for 2024/25 and 2025/26</u> The meeting dates for 2025/26 were <b>agreed</b>. <b>Action:</b> Clerk to confirm availability for 2025/26 and book the Memorial Hall.</p>												
008/2024	<p><b>Chairman’s Report</b> The Chairman outlined the Council’s key activities for 2024/25, including:</p> <ul style="list-style-type: none"> <li>• Village Green and its Assets</li> <li>• Traffic Calming (A4)</li> <li>• Water Meadow Nature Reserve</li> <li>• D-Day 80<sup>th</sup> Anniversary</li> <li>• Community Payback Team</li> </ul> <p><i>A full report (Appendix 1) is appended to the minutes.</i></p>												
009/2024	<p><b>Matters Outstanding</b> <u>009.01: Froxfield Speed Limit Survey and Speed Indicator Device (SID) Project</u> Covered in Chairman’s report (Appendix 1) <u>009.02: A new Logo for Froxfield Parish Council</u> Cllr Smith circulated for review draft templates for comment/approval. <b>Action:</b> Cllrs to provide comment by Monday, 20 May 2024</p>												

	<p><u>009.03: 2024 Wiltshire Best Kept Village Competition (May 24)</u></p> <p>Froxfield Parish Council submitted its application, with inspection of the village to be carried out in May 2024 (date not advised).</p>
010/2024	<p><b>New Matters</b></p> <p><u>010.01: D-Day – Tree Planting &amp; Memorial Plaque</u></p> <p>A commemorative Tree (Liriodendron Tulipifera) and plaque is to be procured and situated on the village green to mark the 80<sup>th</sup> Anniversary of D-Day</p> <p><b>Agreed:</b> in principle, subject to costs not exceeding £300.</p> <p><u>010.02: Bawden Tree Care (Quote £635.34)</u></p> <p>As significant work had already been carried out following the results of the tree survey undertaken two years ago, Councillors <b>agreed</b> that there was no requirement to carry out a further assessment this year. All future assessments are to take place every five years and will be kept under review as part of the Parish Council’s risk assessment.</p>
011/2024	<p><b>Planning – Weekly Lists</b></p> <p>The following application was <b>noted</b>.</p> <ul style="list-style-type: none"> <li>PL/2024/02107: Hill House, Brewhouse Hill (Replace front 5 Sash windows)</li> </ul> <p><b>Decision:</b> Refused.</p>
012/2024	<p><b>Finance – Year-end Report (FY 2023/24)</b></p> <p><u>012.01: Budget Report (April 2024)</u></p> <p>Councillors received for Approval:</p> <ul style="list-style-type: none"> <li>The Financial Statement (April) monthly expenditure/transactions</li> <li>Income and Expenditure (Actual) report.</li> </ul> <p><b>Approved and signed</b> by the Chairman.</p> <p><u>012.02: Annual Accounts (Final)</u></p> <p><b>Approved and signed</b> by the Chairman.</p> <p>Financial Statement attached at <b>Appendix 2</b></p> <p><u>012.03: Internal Audit Report:</u></p> <p>Completed by Internal Auditor: Andrew R W Ross on 29 April 2024.</p> <p><u>012.04: Chairman and Clerk to sign the Accounting Statements (AGAR Section 1)</u></p> <p>As Froxfield Parish Council received income in excess of £25,000 the Clerk to complete and submit an AGAR (Form 3).</p> <p><b>Action:</b> To be submitted to external auditors (PKF Littlejohn) no later than 24 June 2023.</p> <p><b>Approved and signed</b> by the Chairman.</p> <p><u>012.05: WALC Membership Renewal: <b>Approved</b></u></p> <p><u>012.06: Ansvar Insurance Renewal: <b>Approved</b></u></p> <p><u>012.07: FPC Risk Policy/Risk Assessment: <b>Approved</b></u></p> <p><u>012.08: Register of Assets: <b>Approved</b></u></p> <p><b>Action:</b> To assist in budget setting for 2025/26, and to assist in the maintenance of the village, the Clerk to keep a list of any jobs/repairs that need to be carried out (e.g., waterproof notice board for bus shelter).</p>

013/2023	<p><b>Any Other Business / Correspondence Received</b></p> <p><u>Clerks pay increase:</u> In line with NALC incremental pay scale. Cllrs <b>Approved</b> the recommendation put forward.</p> <p><b>Action:</b> Clerk to inform TP Jones (Payroll)</p> <p><u>013.01: Community Fund Policy:</u></p> <p>The Chairman circulated for approval a new Community Fund Policy for Council approval. Councillors <b>Approved</b> the Policy for adoption, subject to an agreed slight change.</p> <p><b>Action:</b> The Chairman to forward the final version to the Clerk for uploading to the Froxfield Parish Council website.</p> <p><u>Item for future consideration in 2025/26</u></p> <ul style="list-style-type: none"> <li>• <u>Community shop - run by volunteers.</u></li> </ul>
014/2023	<p><b>Date for next meeting</b></p> <p>15 July 2023</p>

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

**FROXFIELD PARISH COUNCIL**  
**Wiltshire**

**Looking ahead to Parish Council activities 2024/25**

After an extremely busy 2023/24, the year ahead is looking somewhat quieter for the Parish Council. As well as our regular responsibilities for maintaining the village green and other assets, we will be able to celebrate the achievement of a big target around traffic calming on the A4.

In June we expect Wiltshire Council to complete the works to change the speed limit from 50mph to 40mph in the zone near The Pelican. This completes the second 'action target' from our original plan of 2016. At the same time, we will erect our own Speed Indicator Device (already purchased) at the approved site, which is near the entry to the sewerage works.

The Parish Council will then review the original list of ambitions from 2016 and discuss where to direct our energies next for the enhancement of the village environment and improvement in the safety of residents in relation to the A4.

We will also aim to continue developing the Water Meadow Nature Reserve and look at further planting of bulbs, and of aquatic plants in the ponds to improve water quality. We will also sensitively maintain the new hedging as it matures and work alongside ARK to ensure that the chalk stream habits are protected and enhanced.

We plan to plant a commemorative tree on the village green to mark the 80th Anniversary of D-Day, from the village Community Fund.

We will continue to work closely with the Community Payback teams to help maintain the water meadow, the grounds of both All Saints Church grounds and the Memorial Hall and will arrange with the Prison & Probation Service for appropriate reimbursement through the donation of equipment.

We will also continue to be represented on the Management Committee of the Memorial Hall and plan to attend regular meetings of the WCC Local Highways and Footpaths Improvement Group (LHFIG) as well as the quarterly Pewsey Area Board, and to liaise with the Local Parochial Parish Committee of All Saints Church.

**Vanya Body,**  
**Chair Froxfield Parish Council**  
**May 13th, 2024**

(Appendix 2) – Financial Statement.

<b>Financial Statement 1 April - 30 April 2024 (Q1 - FY2024/25)</b>			
<b>* Opening Balances from 1 Apr 2024</b>			
Business Reserve Account - 20612095		£5,739.86	
Business Account - 79249299		£6,980.11	
Business Reserve Account - 20612109 (CLOSED)		£0.30	
<b>Total</b>		<b>£12,720.27</b>	<b>£12,720.27</b>
<b>Income</b>			
<b>Business Account - 79249299</b>			
19.4.24	Wiltshire Council - April Precent (1st Payment)	£6,500.00	
25.4.24	HMRC VAT Return (XZV126000102127)	124.76	
			<b>£6,624.76</b>
<b>Business Reserve Account - 20612095</b>			
30.4.24	Interest	£7.52	<b>£7.52</b>
<b>Total</b>			<b>£19,352.55</b>
<b>Expenditure</b>			
<b>Business Account - 79249299</b>			
5.4.24	Brunel Engraving - lottery funding/donation plaque	£214.91	
17.4.24	DGM Landscape	£85.00	
22.4.24	ElanCity - Froxfield SID Device	£2,807.99	
29.4.24	Froxfield PC Domain Renewal (Easily)	£18.72	
30.4.24	DGM Landscape	£85.00	
<b>Business Reserve Account - 20612095</b>			
		£0.00	
		<b>£3,211.62</b>	<b>£16,140.93</b>
<b>Closing Balances at 31.04.2024</b>			
Business Reserve Account - 20612095 (Community Fund)		£5,747.38	
Business Account - 79249299		£10,393.25	
Business Reserve Account - 20612109 (CLOSED)		£0.30	
<b>Total Balances</b>		<b>£16,140.93</b>	