

**Minutes of ordinary meeting of Britford Parish Council held on Thursday 20<sup>th</sup> May 2021 at 7.30pm at Britford Memorial & Community Hall.**

As the Press and Public were invited to speak at the Annual Parish Council meeting, a public session was not held again at this meeting.

## **Agenda**

### **21.03.01 To Elect a Chairman**

Jane Ranaboldo proposed Derek Finnis as Chairman, this was seconded by Tim Bonallack, **all voted in favour of this.**

### **21.03.02 To Elect Vice Chair**

Derek Finnis proposed Jane Ranaboldo as Vice-Chair, this was seconded by Tim Bonallack, **all voted in favour.**

### **21.03.03 Signing of Declaration of Acceptance of Office by councillors.**

**All councillors completed and signed their Declaration of Acceptance of Office forms. Action: Clerk will amend Register of Interest on Wiltshire Council website.**

### **21.03.04 Vacancies in Parish Office – Two. Action: All councillors will pursue possible councillors.**

### **21.03.05 Apologies - None**

### **21.03.06 Declaration of Interest:**

Members to disclose their interests in matters to be discussed and to decide requests for dispensation.

**Councillor Bonallack declared in interest in Thatch Cottage – item no: 21.03.08a**

### **21.03.05 To consider any urgent matters raised in the public session, and any other urgent matters or items from councillors. (For discussion only, no decisions can be taken). None**

### **21.03.06 To agree any items on the agenda that are to be dealt with following the exclusion of the press & public. None**

### **21.03.07 Minutes of Parish Council Meetings**

- a) Minutes of ordinary BPC meeting held 4<sup>th</sup> March 2021 to be approved and signed. **Resolved:** All attending members in agreement of minutes to be a true record.
- b) Notes from extra BPC meeting held 25<sup>th</sup> February 2021 regarding Wiltshire Council Local Plan Review Consultations. **Resolved:** All attending members in agreement of the notes being a true record.
- c) Notes from meeting held with Salisbury City Council on 1<sup>st</sup> March 2021 regarding Wiltshire Council Local Plan Review Consultations. **Resolved:** All attending members in agreement of the notes being a true record.

### **21.03.08 Matter Arising.**

- a) Thatch Cottage: To review the letter sent by Wiltshire Council and confirm if owners have acted upon the instructions. This is being dealt with by Wiltshire Council.
- b) Dog waste bins: to confirm the locations of the bins. Resolved: Locations of dog waste bins have been reviewed and confirmed. **Action: Clerk will wait to hear from JR regarding landowners.**

### 21.03.09 Planning.

a) **To consider a response to the current Planning Applications received.**

i. **Application Ref PL/2021/03179 - Full Planning Permission**

Address: Land North of The Old Vicarage, Church Lane, Britford, SP5 4DX

Proposal: Conversion of existing barn as ancillary accommodation to existing house and change the use of the agricultural land to residential.

Respond By 03-06-2021. **Resolved:** All councillors have considered the application and have no objections. **Action:** Clerk will submit the application with no objections from the Parish Council.

ii. **Application Ref PL/2021/04178 – Works to Listed Building**

Address: Land North of The Old Vicarage, Church Lane, Britford, SP5 4DX

Proposal: Conversion of existing barn as ancillary accommodation to existing house.

Respond By 03-06-2021. **Resolved:** All councillors have considered the application and have no objections. **Action:** Clerk will submit the application with no objections from the Parish Council.

b) **To consider a response to any Planning Applications received between publishing of the agenda, and date of the meeting.** None

c) **To note decisions made by Wiltshire Council since last meeting.** None

### 21.03.10 Parish Council Insurance.

To consider and review and quotes received for insurance renewal.

Community First is through Zurich Municipal and the policy is offered on a 3-year long term agreement. **It is based on core cover only** as we do not own any assets apart from the laptop and a very old mobile phone and I am the only employee.

1 Yr = £160.65 3 Yr = £152.62 (per annum) - However it **does not include street furniture** so when we get the dog waste bins installed to cover them our premium goes up £5.60 to £166.25. But this can be added once they have been fitted.

BHIB is through Aviva Insurance and based on our previous details.

1 Yr = £284.35 - however it does cover street furniture up to £30,000 so once the bins are fitted, we do not have to do anything as they will be automatically covered.

**Resolved:** Councillors considered both quotes and all in agreement that The Council will go ahead with cover through Community First. All in agreement to include street furniture cover for dog waste bins. **Action:** Clerk will return the completed forms and cover will start 01/06/2021. Clerk will raise payment for 1<sup>st</sup> year's cover.

### 21.03.11 To receive the final Internal Audit Report for year ending 31<sup>st</sup> March 2021.

The Internal Audit Report was received, and no issues were identified.

### 21.03.12 Bank Reconciliation: to receive bank statement year ending 31<sup>st</sup> March 2021.

Members reviewed and approved the final bank reconciliation.

### 21.03.13 Section 1 of the Annual Return for the Financial year ended 31<sup>st</sup> March 2021: to approve

Section 1 - Annual Governance Statement of the Annual Return for submission.

Approved by all members. Signed by DF and JMcG.

**21.03.14a Section 2 of The Annual Return for the Financial Year ended 31<sup>st</sup> March 2020:** to approve Section 2 – The Account Statements of the Annual Return and Statement Variances for 2020. Variances were noted and approved by all members. Signed by DF and JMcG.

21.03.14b To receive and approve the Certificate of Exemption AGAR 2020/2021 Part 2. **Resolved:** All members agreed Britford Parish Council met the qualifying criteria and therefore exempt from a review. Signed by DF and JMcG. **Action:** Clerk to submit form.

**21.03.15 VAT reclaim 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021:** to approve the VAT claim. **Resolved:** Members approved the amount of VAT reclaim. **Action:** Clerk will submit the claim.

### 21.03.16 Finance

a) To approve Schedule of Payments

Date	Payee	Amount	
15/04/2021	Hill Data Systems	£9.48	DD
30/04/2021	Staffing Costs	£250.00	TFR – To be raised
15/05/2021	Hill Data Systems	£9.48	DD
20/05/2021	WALC – Training	£36.00	TFR – to be raised
31/05/2021	WALC Subs	£182.75	TFR – to be raised
31/05/2021	Staffing Costs	£250.00	TFR - To be raised
15/06/2021	Hill Data Systems	£9.48	DD
16/06/2021	ICO	£35.00	DD
30/06/2021	Staffing Costs	£250.00	TFR – to be raised

#### Pending Payments:

Parish Council Insurance - agreed in item 21.03.10

Domain Name for BPC renewal - renewal due 18/06/2021: £10.00 + VAT

**Resolved:** All payments approved by attending members. **Action:** Clerk will raise payments.

b) To consider and approve payment of overtime for clerk during WCLRP Consultations.

**Resolved:** All members in agreement to pay clerk 17hours overtime for work completed during the WCLRP Consultations.

c) CIL Payment report year ending 31<sup>st</sup> March 2021 to be signed.

d) Precept for 2021/2022 received.

e) To note opening bank statement as of 1<sup>st</sup> April 2021: £13,056.92

### 21.03.17 Forthcoming Meetings

OFWG - Wednesday 16<sup>th</sup> June at 10am via TEAMS – DF may attend.

Southern Area Planning Committee – 3<sup>rd</sup> June 2021 at 3pm: TBA

Southern Area Planning Committee – 24<sup>th</sup> June 2021 at 3pm: TBA

### 21.03.18 Correspondence

- a) Temporary Closure of: A354 (Part), Salisbury, Britford and Coombe Bissett (Ref: TTRO 7239) Notice is hereby given that the Wiltshire Council has made an Order to close temporarily to all traffic: A354 (Part), Salisbury, Britford and Coombe Bissett; from its junction with Andrews Way, Salisbury to its junction with Stratford Tony Road, Coombe Bissett.

*Alternative route:* via A354 (unaffected length) - A338 - A31 - A350 - A354 (unaffected length) and vice versa. The closure and diversion route will be clearly indicated by traffic signs. This Order will come into operation on 09 June 2021 and the closure will be required between the hours of 19:00 and 06:00 until 12 June 2021.

- b) Notice is hereby given that Wiltshire Council has made an Order to close temporarily, to all vehicles, the lengths of road specified in the Schedule to this notice. A354 (Part), Salisbury, Britford and Coombe Bissett, from its junction with Andrews Way, Salisbury to its junction with Stratford Tony Road, Coombe Bissett. 12, road closure will be from 5-18<sup>th</sup> July 2021.

*Alternative routes (vice versa) via A354 (unaffected length) - A338 - A31 - A350 - A354 (unaffected length).*

- c) Temporary Closure of: Homington Road (Part), Coombe Bissett and Britford (Ref: TTRO 7237) Notice is hereby given that the Wiltshire Council has made an Order to close temporarily to all traffic: Homington Road (Part), Coombe Bissett and Britford; from its junction with C12 to its junction with Footpath 20, Britford.

*Alternative route:* via Homington Road (unaffected length) - A354 - C12 and vice versa. The closure and diversion route will be clearly indicated by traffic signs. This Order will come into operation on 09 June 2021 and the closure will be required between the hours of 09:30 and 15:30 for one day.

- d) Mike Hewitt is stepping down as Chairman of Southern OFWG.

- e) SSE Community Resilience Grant is still open till 10<sup>th</sup> June 2021. Information can be found at <https://www.ssen.co.uk/resiliencefund/>

- f) Wiltshire Council is currently recruiting for up to 4 Co-opted Non-Voting Members of the Standards Committee. The advert will run until **27 June 2021** for appointment in July for the council term ending May 2025. The link to the advert is below:

#### [Standards Committee Co-opted Member](#)

At least 2 of the 4 positions must be held by serving town, city or parish councillors in Wiltshire, so the Council would be most grateful if you could share this information with your new councillors after the elections on 6 May 2021.

The estimated time commitment would be 1 day a month on average, with current remuneration being £1262 per annum – this is presently being reviewed.

This is an important position that provides a parish or lay perspective for assessment and determination of complaints submitted against elected members, among other duties.

#### **21.03.19 Any other business**

- a) To consider the location of future PC meetings. **Resolved:** All members in agreement that future Parish Council meetings will be held at Britford Memorial and Community Hall.

- b) The issue of passing places on single track roads in Britford to be discussed at the next meeting.
- c) Great British Spring Clean: The Parish Council will meet on Thursday 17<sup>th</sup> June at 5pm for litter picking – public are welcome to join in.

**21.03.20 To note date of next meeting.**

Thursday 8<sup>th</sup> July 2021 - TBN this date has changed to Thursday 15<sup>th</sup> July 2021.

Thursday 2<sup>nd</sup> September 2021

Thursday 4<sup>th</sup> November 2021

**21.03.21 To Close the meeting**

**End Time 8.35pm**