



Atworth Parish Council

Minutes of a Meeting of the Parish Council held on Wednesday 15th
January 2020 at 6.45pm in Atworth Village Hall

www.atworth.org

Present:

Cllrs. Effie Gale-Sides (EGS) (Chairman), Richard Clark (RC) (vice-chair), Arnold Snowball (AS), and Heather Chaplin (HC)

Clerk: Philip McMullen

Cllr. Phil Alford (Wiltshire Council)

Ref. Agenda items

102/20 1. **Welcome**

EGS welcomed those present to the meeting this evening.

103/20 2. **Apologies for absence**

The Clerk reported that apologies had been received from Andrew Gooding (AG) this evening. It was noted that Cllr. K. Hartley was absent.

104/20 3. **Declarations of interest**

To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 17th September 2017

It was noted that RC and AS are trustees of the Atworth Village Hall Committee.

105/20 4. **Questions to the Chair of the Council by Members of the Public**

Public speaking time is restricted to 15 minutes in total

Public Participation

There was one member of the public present at the meeting this evening. He wished to address the council regarding speeding traffic in Purlpit and two potholes in Purlpit. He also spoke separately to Cllr. Alford from Wiltshire Council regarding some overhanging trees which were disproportionately large and excessive relative to the adjacent bungalows.

Reconvene meeting

The meeting was reconvened.

106/20 5. **To Receive Reports from our partner organisations**

5.1 Police report

There was no crime report received from PCSO Adam Almond this evening.

The Clerk noted that there had been one crime of note reported via Community Messaging GREAT CHALFIELD, MELKSHAM, (ED12) Overnight on the 4th Jan offenders have entered a building by smashing the back window, entry has been gained and untidy search has been conducted and power tools have been stolen Property includes: Drill driver set £190.00 & Chop Saw £600.00.

5.2 Wiltshire Councillor

Cllr Phil Alford gave the meeting an update on the recent Melksham Area Board including the Youth Intervention Project update, Public Open Space network initiative which helped groups purchase equipment that groups could share, St Damien's Surgery possible closure and enlargement of Lackham College.

5.3 Village Hall committee

The Trustees have now installed a sound system. Speakers and a projector are now in place along with a much bigger screen.

The Clerk reported that he had enquired about the insurance implications of this.

The insurers had confirmed that the items can be included within the contents sum insured, unless they are taken out of the hall at any time. RC confirmed that it was not intended that it should be used outside of the hall. The current sum insured is £8791, and as this figure is likely to cover the equipment then there is no need to increase it. No further action required at this time.

5.4 CATG report

RC reported that he has submitted a request to CATG regarding the issue of cars parked illegally by the Bear Garage – there is a suggestion that double yellow lines should be installed. EGS is meeting with Highways engineers on site to discuss greening the grass verge with additional shrubs opposite, so the issue of illegal parking can be discussed at that time.

The Clerk reported that the yellow line proposals from Wiltshire Council had been sent to the wrong address and not received by the Parish Council. He had now, two months later, seen the proposals and circulated copies amongst councillors. The draft documents were not entirely accurate and lacked detail. Councillors would be holding a site meeting with Highways to establish the correct measurements.

Next CATG meeting: 23rd March 2020 at Melksham Fire Station

5.5 Footpaths Warden

No report received

107/20 6. Planning Applications

There had been no Planning Applications received during the month to 15th January.

108/20 7. Minutes of Previous Meeting

7.1 To consider, approve and sign the minutes of the Parish Council Meeting held in December 2019

[Link to December's minutes](#)

Proposed by RC, seconded by HC and all those present agreed that the minutes represented a true record of the meeting. The minutes were presented to the Chairman for signature.

109/20 **8. Clerk's Report**

Updates on the following actions arising from previous minutes:

8.1 Benches

8.1.1 Furnitubes benches

The Clerk reported that these were, once again, currently out of stock. Furnitubes had stated that delivery is likely to be 14/16 weeks.

EGS confirmed that this was acceptable and that the Clerk should write and confirm.

8.1.2 David Ogilvie Benches (metal memorial benches for clock tower)

The Clerk reported that these had been ordered, and EGS confirmed that the benches had in fact now been delivered and were being stored. Clerk to request an invoice so that payment could be made. They would be installed at the same time as the new noticeboard.

8.2 Jack and Jill bench at Purlpit

Work completed 19th December – invoice to be paid

8.3 SID update

The Clerk reported that no update had been received since the previous meeting. Clerk to chase.

8.4 Community noticeboard – update

The Clerk reported that this had now been ordered and paid for. Delivery was awaited. Unfortunately the Clerk's numeric dyslexia got the better of him on this occasion and he paid £1984.56 instead of £1894.56. The company is checking this and will issue a refund of £90 once their accountant confirms the error.

110/20 **9. Finance**

9.1 Approval of Payment Schedule and authorisation of cheques

| Approvals for the meeting taking place in | | | January 2020 | | | | |
|---|-----------------------|-----------|--------------|--------|----------|--------------------------------------|-------------|
| Date | Payee Name | DD/Chq No | Net £ | VAT £ | Gross £ | Payment Details | Approved By |
| | Gary Ashworth (SCS) | DD | 50.00 | - | 50.00 | Removal & disposal of bench | |
| | HMRC | 001021 | 1,200.00 | - | 1,200.00 | Refund to HMRC | |
| | David Ogilvie Benches | DD | 1,841.00 | 368.20 | 2,209.20 | 1 x WW2 bench 1 x Armed Forces bench | |
| | | | | | | | |
| | Philip McMullen | DD | 462.88 | - | 462.88 | Salary and Office Allowance | |
| | HMRC | DD | 115.72 | - | 115.72 | HMRC income tax for wages | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

RC proposed, HC seconded and all were in favour.

9.2 The Clerk explained that he had now heard back from HMRC who had finally admitted that the VAT refund they owed us and insisted had been paid already had NOT in fact been paid. The following payments had now been authorised and received:

01/10/17-01/11/18 £2275.70

01/12/17-30/6/19 £3964.58

01/11/18-30/6/19 £1734.61

Total: £7,974.89

HMRC also admitted that the £1200 sent to us in May 2018 had been in error as we suspected and requested a refund via cheque.

9.3 Approval to accept Budget Monitoring Statement to end of November 2019

9.4 The Clerk confirmed that the Precept had been sent to Wiltshire Council in good time.

| Atworth Parish Budget Monitoring 2019/20 | | | | |
|--|---------------|----------------|-------------------|------|
| January 2020 | | | | |
| | Annual Budget | Spend to date | Balance Remaining | CODE |
| <u>Expenditure</u> | £ | £ | £ | |
| CLERKS SALARY | 5,600 | 4,117 | 1,483 | 4000 |
| CLERK'S OFFICE EXPENSES | 500 | 412 | 148 | 4005 |
| WI VILLAGE CLEAN & TIDY | 500 | 288 | 292 | 4010 |
| GENERAL ADMIN | 250 | 252 | (2) | 4020 |
| INSURANCE | 4,300 | 2,119 | 2,181 | 4030 |
| WALC | 500 | 454 | 46 | 4050 |
| SLCC | 50 | 43 | 7 | 4052 |
| BENCHES | 2,300 | - | 2,300 | 4065 |
| SID DEPLOYMENT | 400 | 13 | 387 | 4070 |
| VILLAGE MAINTENANCE | 1,690 | 665 | 1,025 | 4100 |
| AUDIT FEES | 300 | 275 | 25 | 4157 |
| VILLAGE HALL RATES | 130 | 135 | (5) | 4200 |
| REC RATES | 170 | 171 | (1) | 4201 |
| VILLAGE HALL | 4,500 | 4,545 | (45) | 4203 |
| WATER RATES | 160 | 143 | 17 | 4205 |
| GRASS CUTTING | 4,500 | 4,294 | 206 | 4215 |
| ARMISTICE WREATH (S.137*) | 20 | 17 | 3 | 4250 |
| YOUTH CLUB RENT | 30 | - | 30 | 4261 |
| PRESENTATIONS | 100 | 65 | 35 | 4265 |
| HIGHWAYS WORK | 2,500 | - | 2,500 | 4300 |
| COMMUNITY RESILIENCE EQUIPMENT | 200 | - | 200 | 4320 |
| NOTICE BOARDS | 1,500 | 1,895 | (395) | 4335 |
| VILLAGE ENHANCEMENTS | 1,250 | 55 | 1,195 | 4336 |
| CLOCK TOWER SITE IMPROVEMENTS eg 250 | | 4,094 | - £3,844 | 4337 |
| VAT | | 1,018 | - 1,018 | 515 |
| Total Expenditure | 31,840 | 25,070 | 6,770 | |
| Income | £ | £ | £ | |
| PRECEPT | 28,521 | 28,521 | - | 1176 |
| B/F from existing balances | 3,319 | 306 | 3,319 | 1180 |
| Grants | - | - | - | 1050 |
| Interest | - | - | - | 1190 |
| HMRC Tax refund | - | - £41 | - | 120 |
| VAT refund | - | - | 0 | 115 |
| Total Income | 31,840 | 28,786 | 3,319 | |
| Net Expenditure | - | (3,716) | 3,451 | |
| Balance Brought Forward | 20,216 | | | |
| Current Balance (Cashbook) | 23,932 | | | |
| Current Balance (Deposit A/c) | - | | | |
| Current Balance (Bank) | 23,841 | | | |
| <i>=Unpresented cheques</i> | <i>- £90</i> | | | |

Acceptance of the Budget Monitoring Statement was Proposed by HC and seconded by RC and approved by all.

111/20 10. Agenda items

10.1 Repairs to bell at clock tower

RC explained that the clock repairer had attended on 27th December to repair the cable. He still needs to come and fix a new shorter cable, which he will do before the date of the next meeting.

10.2 Verges – EGS stated that a member of the public had been in contact confirming that damaged verges would be reinstated by those responsible. It was confirmed that the gas utilities would be reinstating the bench at the bus shelter verge.

10.3 Planning enforcement: Wiltshire Council have contacted the Parish Council regarding an extremely high fence that had been erected in Godwins Close. Planning Control will be updating us on progress.

112/20 11. Correspondence

There had been no correspondence received beyond that which has been discussed as part of the Agenda.

113/20 12. Any Other Business

EGS asked the Clerk to ensure a contract was placed to install a window in the Eastern Bus Shelter. EGS asked that the Village Hall be booked for Saturday 9th May for villagers to discuss the next Parish Plan.

EGS noted that we have two street lights out in the village. The first was reported to Wiltshire Council on 23rd October 2019. The estimated repair date was 24th February 2020, which was extremely disappointing.

EGS returned to flowers at the village gateways. Two members of the Public had now approached the Council as volunteers, which was good news.

Post minute note: Clerk reported the potholes in Purlpit via the appropriate Wiltshire Council App. Service request # 4944257 refers.

114/20 **13. Date of the Next Meeting of Atworth Parish Council**

26th February 2020 in the Village Hall

Followed by 25th March 2020 again in the Village Hall.

Meeting closed at 20:30

Signed.....

Date