

# West Ashton Parish Council

Please reply to the Clerk – Ms N Duke, 6 Shetland Close, Westbury, Wiltshire BA13 2GN  
Tel: 01373 864127 email: westashtonpc@outlook.com

Minutes of the **Annual General Meeting** of the Parish Council held on **Tuesday 9<sup>th</sup> May 2017** at 6.30 pm in the Village Hall, West Ashton

Present: Cllr R Covington (Chair), Cllrs Alford, Barrow, Prickett and Workman.

In attendance: Nicola Duke (Parish Clerk) one member of the public and PCSO Ella Badder.

## Public Participation

	<b>AGENDA ITEM</b>
2017/01	<b>Election of Chairman</b> In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) it was proposed by Cllr Prickett, seconded by Cllr Workman and resolved to elect Cllr Covington as Chairman of the Parish Council for the municipal year 2017/2018.
2017/02	<b>Declaration of acceptance of office</b> The Chairman duly signed his declaration of acceptance of office.
2017/03	<b>Apologies for Absence and to consider the reasons given</b> Cllr Molloy had sent apologies due to holiday, which were accepted. Cllr Barrow had sent apologies for a late arrival due to work commitments, which were noted and accepted.
2017/04	<b>Election of Vice-Chairman</b> In accordance with the Local Government Act 1972 ss 15 (6) and 34 (6) it was proposed by Cllr Prickett, seconded by Cllr Covington and resolved to elect Cllr Alford as Vice-Chairman of the Parish Council for the municipal year 2017/2018.
2017/05	<b>Declaration of Acceptance of Office</b> The Vice-Chair duly signed his declaration of acceptance of office.
2017/06	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
2017/07	<b>Minutes of Council Meetings</b> The minutes of the following meetings of the Parish Council were approved for accuracy and adoption: a) Annual General Meeting 31 <sup>st</sup> May 2016 (proposed Cllr Workman, seconded Cllr Prickett) b) Ordinary Council 29 <sup>th</sup> March 2017 (proposed Cllr Workman, seconded Cllr Prickett)
2017/08	<b>Parish Councillor Reports</b> a) Members agreed the following portfolios for 2017/2018: <ul style="list-style-type: none"><li>• Highways – Cllr Prickett</li><li>• Parish Steward – Cllr Alford</li><li>• Community speed watch – Cllr Workman</li></ul>

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	<ul style="list-style-type: none"> <li>• Village Hall – Cllr Covington</li> <li>• Website – Mr Le Mare.</li> <li>• Neighbourhood Planning including consideration of the change in boundary – it was proposed by Cllr Covington , seconded by Cllr Prickett and resolved that the parish council would request an adjustment in the neighbourhood plan area given the alterations in the parish boundary. Cllr Workman would act as the parish council representative for 2017/18.</li> <li>• Play Area including note of the arrangements for the annual RoSPA inspection – it was agreed to appoint Wicksteed Leisure to carry out the inspection for 2017 at the cost of £45.00. The council representative to the play area would be referred to the next council meeting.</li> <li>• Neighbourhood Policing – PCSO Badder provided members with a report on the previous month. Police were now provided with body cameras and the use of tasers was now optional for officers.</li> </ul>												
2017/09	<p><b>Parish Council Insurance 2017/2018</b> The cost of the renewal was reported as £450.82 (£424.00 in previous year). This was approved (proposed Cllr Workman, seconded Cllr Prickett).</p>												
2017/10	<p><b>Bank signatories 2017/2018</b> The bank signatories for 2017/2018 were agreed as Cllr Covington, Cllr Workman, Cllr Barrow and Cllr Alford (proposed Cllr Covington, seconded Cllr Workman).</p>												
2017/11	<p><b>Financial reports</b></p> <p>a) Receipt of the precept from Wiltshire Council at £6,500 was confirmed.</p> <p>b) The below listed payments were approved (proposed Cllr Barrow, seconded Cllr Prickett).</p> <p>c) Members confirmed the continued arrangements for the payment of the Parish Clerk’s salary via BACS on a monthly basis (proposed Cllr, seconded Cllr). The Chairman requested that the latest NJC Spinal Column Points be circulated so that the council could review the salary level and this would be added to the next agenda.</p> <table border="1" data-bbox="363 1563 1469 1720"> <tr> <td>HMRC</td> <td>PAYE April/May 2017</td> <td>£63.80</td> </tr> <tr> <td>CPRE</td> <td>Membership 2017/2018</td> <td>£36.00</td> </tr> <tr> <td>WALC</td> <td>Annual subs</td> <td>£180.35</td> </tr> <tr> <td>Community First</td> <td>Annual insurance</td> <td>£450.82</td> </tr> </table>	HMRC	PAYE April/May 2017	£63.80	CPRE	Membership 2017/2018	£36.00	WALC	Annual subs	£180.35	Community First	Annual insurance	£450.82
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2017/12	<p><b>Parish Council accounts year ending 31 March 2017</b></p> <p>The Internal Auditor's report was tabled and it was noted that no concerns had been raised relating to the accounts or the council's governance arrangements. There were no actions required. The report was noted and accepted (proposed Cllr Prickett, seconded Cllr Barrow).</p> <p>Members received the documents for the finances year ending 31 March 2017:</p> <ol style="list-style-type: none"><li>It was resolved to approve and sign section 1 of the Annual Return – Annual Governance Statement (proposed Cllr Barrow, seconded Cllr Prickett).</li><li>It was resolved to approve and sign section 2 of the Annual Return – Accounting Statements (proposed Cllr Barrow, seconded Cllr Prickett).</li><li>It was resolved to approve the schedule of restricted/earmarked reserves (proposed Cllr Covington, seconded Cllr Workman).</li></ol> <p>It was agreed to ask Cllr Barrow to prepare a Treasury Management Policy for the parish council. The clerk would provide the model template documents.</p>
2017/13	<p><b>Planning applications, decisions and appeals</b></p> <p>There were no planning applications requiring consideration. Decision notices had been circulated at the time they were received.</p> <p>Members considered a response to Wiltshire Council's recently issued Housing Needs Survey for the parish of West Ashton (previously circulated) and it was agreed to write to Wiltshire Council with a formal response. The clerk would prepare a letter based on the minutes of the April Steering Group meeting and send a draft to the Chairman and the Steering Group for comment.</p> <p>Members discussed the issues experienced with the removal of trees in the parish, instances of which had involved the Forestry Commission. It was agreed that the parish council may want to raise this issue with the local M.P.</p>
2017/14	<p><b>Correspondence</b></p> <p>There were no additional items of correspondence.</p>
2017/15	<p><b>Parish Matters</b></p> <p>Cllr Covington – thanked members for returning as councillors following the Ordinary Elections on May 4<sup>th</sup> 2017.</p> <p>Cllr Alford – reported that he had repaired the palings at the play area and removed the rubbish, for which he was thanked.</p> <p>Cllr Workman – reminded members that the defibrillator sign still needed to be installed and asked for an update on the damaged West Ashton sign. Cllr Prickett confirmed that he had had chased this and would do so again. Cllr Workman suggested that it would be a good idea to invite a representative from the Acorn Trust Academy to attend a meeting to hear the plans for the school.</p> <p>Cllr Barrow – no report.</p> <p>Cllr Prickett – no report.</p>

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2017/16	<p><b>Dates of next meeting</b></p> <p>It was agreed that the parish council would revert to bi-monthly meetings to be held at 7.15 pm on the third Wednesday of the month:</p> <p>19<sup>th</sup> July 2017 20<sup>th</sup> September 2017 15<sup>th</sup> November 2017 17<sup>th</sup> January 2018 21<sup>st</sup> March 2018 16<sup>th</sup> May 2018 – AGM and APM.</p>
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There being no further business the meeting was closed at 7.50 pm.