

West Ashton Parish Council

Please reply to The Acting Parish Clerk, Mrs Carol Hackett, 23 Orchard Close, West Ashton, Wiltshire. BA14 6AU
Tel: 01225 760372 Email: westashtonpc@outlook.com

Minutes of remote meeting of the Parish Council held on **Wednesday 24th June 2020**
at 7.20 pm by Zoom Teleconferencing.

Present: Cllr Covington (Chairman), Cllr Prickett, Cllr Molloy, Cllr Robertson and Cllr Alford (joined meeting at 7.22pm).

In attendance: One member of the public (left meeting at 7.33pm) and Carol Hackett (Acting Parish Clerk).

Public Participation: The member of public, who was a member of the Neighbourhood Planning Steering Group, confirmed his approval of the Neighbourhood Planning documents during item 2020/5.

	AGENDA ITEM
2020/1	Apologies for Absence and to consider the reasons given None - All councillors present.
2020/2	Declarations of Interest and Dispensations to Participate a) Cllr Molloy declared an interest in item 2020/7b as one of the payments due for approval was payable to him. He therefore abstained from the voting during this item. b) None received.
2020/3	Covid-19 / Coronavirus pandemic implications for Parish Council – The following updates were noted, and matters considered further as necessary: a) Parish Council meetings – Government legislation permits the holding of remote Parish Council meetings, and removes the requirement to hold an Annual Meeting, although a council may do so if they so choose. No reference to Annual Parish Meeting, however with current Government legislation it is not permissible to hold such a meeting at the current time – Considered further: Following a brief discussion it was agreed to defer the Annual meeting until later in the year. b) Parish Council Assets – As per Government restrictions, the play area at Shepherds Drove had been padlocked shut and signs erected noting closures. The Grounds Maintenance contractor was continuing to maintain the area. Government guidance issued on the 23 rd of June will permit the re-opening of play areas on the 4 th of July. Considered further: Members agreed to re-open the Recreation Area on the 4 th of July, putting up appropriate information signage for users – ACTIONS – Cllr Alford to make necessary arrangements.
2020/4	Minutes of previous meeting The minutes of the previous meeting held on 15 th January 2020 were approved for accuracy. Members also approved the use of electronic initials/signature on the minutes, whilst meetings were being held remotely (proposed Cllr Robertson, seconded Cllr Prickett).

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2020/5	<p>Neighbourhood Plan</p> <p>The Chairman made reference to the draft plan and other accompanying documents that had been circulated with the agenda papers, and provided a brief overview to members. It was then proposed by Cllr Prickett, seconded by Cllr Robertson, and resolved to approve submission of the Neighbourhood Plan to Wiltshire Council for the Regulation 15 and 16 stages – ACTIONS – Acting Clerk to action as necessary.</p>
2020/6	<p>Parish Councillor Reports – The following updates were noted and matters considered further as necessary:</p> <ul style="list-style-type: none">• Highways – Nothing to report.• Wiltshire Council – Cllr Covington - Trowbridge Town Council (TTC) has embarked on another “Community Governance Review”. The latest information published by the Wiltshire Council working group is that the West Ashton land should not be transferred to TTC.• Police – PCSO Matthew Till - reports of antisocial behaviour from youths at the Green Lane Woods, which officers attended. He will continue to make patrols around West Ashton and has been parking up more at St John’s Church carpark to monitor any traffic going up there.• Community Speed Watch (CSW) – Cllr Covington - This has currently been suspended due to COVID-19. The Police have recently got in touch asking for completion of risk assessments for the possible resumption of activities. There have also been on-going discussions with the Police to arrange for a device to be allocated to the team. Considered further: Cllr Alford confirmed that he had filled in the necessary forms, and completed the on-line training to become a CSW volunteer, there just remained the practical training to be undertaken – ACTIONS – Acting Clerk to follow this up with the Police.• Village Hall – Cllr Covington - The Village Hall is currently closed because of Coronavirus, and although following the government guidelines could be opened again on the 4th July, it is thought impractical because of the “crowd nature” of events held in the hall, and that regular hirers are unlikely to wish to start gain before September. There is a hirers questionnaire to further assess the need to reopen on the 4th July.• Neighbourhood Plan – Covered under item 2020/5.• Traffic calming – Nothing to report.• Footpaths – Cllr Molloy - Path opposite East Town Road has been cleared – Fence needs repairing. Reported to Wiltshire Council. The far end (kettle lane) still has unauthorised detour, stile at village boundary (WASH7) needs repair. Reported to Wiltshire Council – ACTIONS – Cllr Prickett to also follow-up.
2020/7	<p>Finance</p> <ol style="list-style-type: none">a) Councillors received and approved the financial report as at 31/5/20.b) Payments as listed in the appendix at the end of the minutes were approved (proposed Cllr Covington, seconded Cllr Robertson).c) Draft Financial Regulations document – The Acting Clerk referred to the draft document circulated to members with the agenda papers. Cllr Alford agreed to take on the role of carrying out the quarterly check of the Parish Council accounts (as per the requirement in para. 2.2 of the Financial

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	<p>Regulations). It was proposed by Cllr Molloy, seconded by Cllr Robertson and resolved to approve the document without amendment – ACTIONS – Acting Clerk to make necessary arrangements for the quarterly checks to be carried out.</p> <p>d) Information Commissioner’s Office (ICO) annual renewal fee, and Recreation Area grounds maintenance contract methods of payment – The Acting Clerk advised members that the ICO were offering a £5 reduction if the renewal fee were to be paid by Direct Debit. It was proposed by Cllr Alford, seconded by Cllr Covington, and resolved to set-up a direct debit instruction for this payment (Financial Regs. Para. 6.3). The Chairman confirmed that the grounds maintenance contract was for a fixed amount of £72 per month. It was proposed by Cllr Prickett, seconded by Cllr Covington, and resolved to set-up a Standing Order instruction for this payment (Financial Regs. Para. 6.7) – ACTIONS – Acting Clerk and Chairman to make necessary arrangements and advise contractor accordingly.</p> <p>e) Use of on-line banking facility to make payments by BACS – The Chairman referred to the draft procedures circulated to members with the agenda papers. It was recognised that as per the Financial Regulations Para. 6.14 the Clerk/RFO should be appointed as the Service Administrator; and be responsible for processing any online payment instructions, as detailed in the draft procedures. However, until such times that a permanent Clerk is appointed, it was agreed that the Chairman would take on this role with the support of the Acting Clerk, and the Vice-Chairman checking the details as necessary. It was therefore proposed by Cllr Molloy, seconded by Cllr Robertson, and resolved to approve the draft procedures, subject to inclusion of the additional arrangements which would apply in the interim period until a permanent Clerk is appointed – ACTIONS – Acting Clerk to amend procedures accordingly and circulate revised document to members.</p>
2020/8	<p>Parish Council accounts year ending 31st March 2020</p> <p>To approve the accounts for the year ending 31st March 2020 including:</p> <p>a) Internal Audit - Members received and considered the findings of the Internal Auditor, detailed in the Annual Internal Audit Report. With regards to the Auditors comment that expenditure was 32% less than budgeted. It was recognised that the two main reasons for this were as follows - Acting Clerk started in January, but not paid for hours worked until after year-end (£354.92 budget underspend) / ‘Capital funding’ budget of £1,500 transferred to ‘Recreation Area’ Restricted Reserve, to build back-up funds previously used to part-fund traffic calming measures in the village. It was proposed by Cllr Malloy, seconded by Cllr Alford and resolved to accept the report – ACTIONS – Acting Clerk to provide explanation to Internal Auditor as detailed above.</p> <p>Financial Risk Assessment / effectiveness of internal control – The Acting Clerk referred to the document circulated to members with the agenda papers, noting that it was due to have been reviewed before the year-end, at the March Parish council meeting, which had been cancelled due to</p>

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	<p>COVID-19. She requested that members consider if the document detailed effective internal controls for processes that were in place at the year-end, whilst recognising that it would be prudent to review and update the document again during this financial year, to reflect the changes to be implemented with regards to on-line banking. It was proposed by Cllr Covington, seconded by Cllr Molloy and resolved to approve the Financial Risk Assessment / effectiveness of internal control as at 31/3/20 –</p> <p>ACTIONS – Acting Clerk to prepare updated document to reflect new banking arrangements for consideration at next Parish Council meeting.</p> <p>b) Section 1 – (Annual Governance Statement 2019/20) of the Annual Governance and Accountability Return (AGAR) was prepared and approved (proposed Cllr Covington, seconded Cllr Molloy). Statement to be signed and dated as soon as practically possible after the remote meeting.</p> <p>c) Section 2 – (Accounting Statements 2019/20) of the AGAR was considered and approved (proposed Cllr Prickett, seconded Cllr Robertson). Statement to be signed and dated as soon as practically possible after the remote meeting.</p> <p>d) The Certificate of Exemption, as a smaller authority with income and expenditure of less than £25,000 per annum was certified (proposed Cllr Molloy, seconded Cllr Prickett). Certificate to be signed and dated as soon as practically possible after the remote meeting.</p>
2020/9	<p>Planning applications, decisions, enforcement issues and appeals</p> <p>a) The Parish Council considered the planning application received as listed below (as this application was the home of the Acting Clerk, members exchanged views via email regarding their response, prior to the meeting):</p> <p>i. 20/04166/FUL 23 Orchard Close, West Ashton. Proposed alterations to provide accommodation for dependant relative – No Objections – Chairman to submit response to Planning Department.</p>
2020/10	<p>Correspondence</p> <p>The following items of correspondence were received, noted, and considered further as necessary:</p> <p>a) Enquiry from local resident regarding possible purchase of land – The Chairman briefed members regarding the proposal. Following a full discussion, it was agreed to request additional information from the local resident, before considering the matter further, and seeking advice from Wiltshire Council.</p> <p>b) Notice of Resignation from Councillor Helen Barrow – Acting Clerk advised Wiltshire Council, and statutory notice of vacancy placed on Notice Board – Noted.</p> <p>NALC – Notification of new Council website accessibility requirements which come into force 23/9/20 – The Chairman provided a brief overview of the current situation regarding the website, and questioned whether it might be appropriate to consider looking at an alternative provision. Following a brief discussion, it was agreed that the Chairman would investigate this possibility further and report back his findings.</p>
2020/11	<p>Parish Matters - Cllr Robertson made reference to land he understood was being purchased along East Town Road, with the intention of creating a car-parking area,</p>

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	and questioned whether or not this would require planning permission – ACTIONS – Cllr Prickett to follow-up with Officers at Wiltshire Council. Cllr Robertson questioned whether any update had been received regarding his request made at the previous Parish Council meeting to re-paint the ‘Keep Clear’ road markings outside Ashton Farm – ACTIONS – Chairman to follow-up and report back. The Chairman referred to the Speed Indicator Device that he had recently noticed in Bratton, and suggested that this might be suitable for use in the village, and other members agreed – ACTIONS – Cllr Covington and Cllr Molloy to make enquiries to enable matter to be considered further at next Parish Council meeting.
2020/12	Dates of next meetings Dates of meetings for the remainder of the municipal year are as follows: Wednesday 15 th July, 16 th September, 18 th November, 20 th January 2021, and 17 th of March 2021.

There being no further business the meeting was closed at 8.47pm.

Appendix.

Payments made in between meetings

Payee name	Details	Payment date	Chq No.	Amount
Evans Above	Grounds Maintenance January	6/2/20	692	£72.00
Evans Above	Grounds Maintenance February	3/3/20	693	£72.00
North Bradley PC	Contribution towards Solicitor response to WC CGR	16/3/20	694	£250.00
Fowler Architecture & Planning	Part amount of invoice	23/3/20	695	£1,000.00
Evans Above	Grounds Maintenance March	8/4/20	696	£72.00
Fowler Architecture & Planning	Outstanding amount of invoice	14/4/20	697	£260.00
Indigo Landscape Architects	Amendments to Neighbourhood Plan Landscape analysis report	6/5/20	698	£180.00
Evans Above	Grounds Maintenance April	6/5/20	699	£72.00
D E Abbott	Internal Audit fee Y/E 31/3/20	6/5/20	700	£40.00
Evans Above	Grounds Maintenance May	4/6/20	701	£72.00
Parish Mag Printers Ltd	Spring & Summer editions	10/6/20	702	£558.00

Payments made at Parish Council meeting

Carol Hackett	Acting Clerk hours worked etc. *	24/6/20	703	£712.93
S Molloy	Reimburse cost of materials to repair post on footpath WASH3	24/6/20	704	£55.82
WALC	Annual Subscription	24/6/20	705	£192.94

* Acting Clerk wages 6/1/20 to 14/6/20 (55 hours @ £11ph) £605.00 + reimburse cost of postages £7.93 + Home Working Allowance at (£17 per month for 5 months) £85.00 + reimburse part cost of fruit tree £15 (community tree planting initiative) = TOTAL £712.93.