



WEST DEAN
Parish Council

Minutes of the Parish Council meeting
held on Monday 15th January 2024 at
19:00 at King George's Hall, West Dean.

COUNCIL MEMBERS

	In Attendance	Apologies	Absent
Councillor Higgins	✓		
Councillor J Camilleri	✓		
Councillor Moseley		✓	
Councillor Seabrooke	✓		
Councillor Urquhart		✓	
Councillor M Camilleri (from item 07/24)	✓		
Vacancy	-	-	-

Also, in attendance:

Amanda Owen – Clerk, Wiltshire Councillor Richard Britton, Wiltshire PC Harry Murphy & 0 members of the public.

01/24	To receive Chair's opening remarks. Councillor Higgins welcomed everyone to the meeting.
02/24	To receive and accept apologies for absence. Apologies were received and accepted from Councillor Moseley & Councillor Urquhart.
03/24	To receive declarations of disclosable pecuniary interests relating to items on this agenda. No declaration of pecuniary interests were received. Councillor J Camilleri addressed the meeting to advise that his wife was potentially being co-opted that evening.
04/24	To approve the minutes of the full council held on Monday 20th November 2023. The minutes of the full council meeting held on Monday 20 th November 2023 were approved as a correct record of the meeting.
05/24	Public Forum. None.
06/24	To receive reports from Wiltshire Councillor Richard Britton & Wiltshire Police. PC Harry Murphy addressed the meeting to advise that thankfully he had nothing to report. Wiltshire Councillor Richard Britton provided a report with regards to the following: <u>Wiltshire Council budget.</u> Summary figures and emphasis that they are preliminary until February 20 th . Net budget, 486 million. 60% of that spend on 10% of population, the remainder on social care and services. Balancing of budget will increase council tax by 4.99% Savings of £4.9 million, made without any effect on public facing services. An extra £250,000 on planning enforcement.

	<p>Extra 1 million on flood prevention schemes. 4.5% pay awards. Noted that the council is in a strong financial position was reassuring. The five year land supply has been reduced to four years which has bought relief to surrounding villages.</p>																																								
07/24	<p>To consider the co-option of Melanie Camilleri. It was AGREED to co-opt Melanie Camilleri to fill the vacancy of Councillor. Proposed by Councillor Seabrooke, seconded by Councillor Higgins. All members voted unanimously to accept this resolution.</p>																																								
08/24	<p>To note the opening of the Community Ownership fund and consider supporting King Georges Hall with application process. Councillor Higgins addressed the meeting and advised with regards to the Community Ownership Fund. All information relating to the scheme can be found on the gov.uk website. https://www.find-government-grants.service.gov.uk/grants/the-community-ownership-fund-1 It was noted that the Parish Council would happily support the Village Hall with an application should they wish to go ahead. Councillor M Camilleri advised that she would also look into SSE Grants and the Community Ownership Scheme. It was noted that the emergency generator for the village is housed in the rather dilapidated shed behind the village hall, and a more robust housing for the generator would provide more resilience from the threat of flooding.</p>																																								
09/24	<p>To agree to the purchase of a replacement trellis for the History Trail Board. It was AGREED to purchase replacement trellis for the History Trail board at a cost of no more than £100.00. Proposed by Councillor Seabrooke, seconded by Councillor Higgins. All members voted unanimously to accept this resolution.</p>																																								
10/24	<p>To note the financial situation. The current financial situation and the reconciliation of the bank balance were NOTED with the bank balance at 31st December 2023 being £17,409.76. The bank reconciliation can be found as APPENDIX A.</p>																																								
11/24	<p>To approve the requests for payments for December 2023 & January 2024. The payments as listed in the tables below were APPROVED for payment. Proposed by Councillor Seabrooke, seconded by Councillor M Camilleri. All members voted unanimously to accept this resolution.</p> <table border="1" data-bbox="220 1458 1477 1637"> <thead> <tr> <th colspan="4">December Payment Requests</th> </tr> <tr> <th>From</th> <th>Item</th> <th>Invoice Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td>Salary - December</td> <td>December</td> <td>£807.68</td> </tr> <tr> <td>DM Payroll</td> <td>Payroll Administration - August 23 to March 2024</td> <td>Invoice 3625</td> <td>£80.00</td> </tr> <tr> <td></td> <td></td> <td>Total</td> <td>£887.68</td> </tr> </tbody> </table> <table border="1" data-bbox="220 1675 1477 1854"> <thead> <tr> <th colspan="4">January Payment Requests</th> </tr> <tr> <th>From</th> <th>Item</th> <th>Invoice Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td>Salary - January</td> <td>January</td> <td>£714.50</td> </tr> <tr> <td>M Rowe</td> <td>Expenses - Carols on the Green & Christmas Tree Lights</td> <td></td> <td>£98.99</td> </tr> <tr> <td></td> <td></td> <td>Total</td> <td>£813.49</td> </tr> </tbody> </table>	December Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary - December	December	£807.68	DM Payroll	Payroll Administration - August 23 to March 2024	Invoice 3625	£80.00			Total	£887.68	January Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary - January	January	£714.50	M Rowe	Expenses - Carols on the Green & Christmas Tree Lights		£98.99			Total	£813.49
December Payment Requests																																									
From	Item	Invoice Number	Amount																																						
Staff	Salary - December	December	£807.68																																						
DM Payroll	Payroll Administration - August 23 to March 2024	Invoice 3625	£80.00																																						
		Total	£887.68																																						
January Payment Requests																																									
From	Item	Invoice Number	Amount																																						
Staff	Salary - January	January	£714.50																																						
M Rowe	Expenses - Carols on the Green & Christmas Tree Lights		£98.99																																						
		Total	£813.49																																						
12/24	<p>*Item followed 07/24* To agree the budget. The budget was AGREED for financial year 2024 / 2025. Proposed by Councillor M Camilleri, seconded by Councillor Seabrooke. All members voted unanimously to accept this resolution. The budget can be found at APPENDIX B.</p>																																								

13/24	*Item followed 07/24* To agree the precept. The precept was AGREED for 2024 / 2025 as £19,000.00. Proposed by Councillor Seabrooke, seconded by Councillor J Camilleri. All members voted unanimously to accept this resolution.
14/24	To note the schedule of meeting dates for 2024. The schedule of meeting dates for 2024 were noted.
15/24	To agree the date of the next meeting as Monday 18th March 2024. The date of the next meeting was agreed as Monday 18 th March 2024.

There being no other business, the meeting closed at 20:25.

APPENDIX A

WEST DEAN PARISH COUNCIL				
Bank Reconciliation for the Year 2023/24				
Opening Balance Treasurers Account at 01/04/2023	£4,973.93		Opening Balance Business Bank Instant at 01/04/2023	£3,829.04
Receipts 2023/24	10,900.00		Receipts 2023/24	20,523.34
Payments 2023/24	13,572.06		Payments 2023/24	9,500.00
Unpresented Cheques 2023/24				
Closing Balance Current Account 31/12/2023	£1,157.38		Closing Balance Business Bank Instant 31/12/2023	£16,252.38
TOTAL BANK BALANCES		£17,409.76		

APPENDIX B

WEST DEAN PARISH COUNCIL

2024 / 2025
APPROVED BUDGET
£

Payments

Clerk's salary (net)	6,253.00
Clerk HMRC (Tax & NI - employee & employer)	2,333.00
Clerk's Pension (employee & employer)	621.00
Clerk's Office (WFH Allowance)	312.00
Payroll	120.00
Stationery/Admin	70.00
Clerk Trg	0.00
Councillor Training	0.00
Election expenses (next May 2025)	0.00
NDP	0.00
Insurance (3 yr fixed agreement expires June 2025)	500.00
Subscriptions (NALC/WALC and ICO)	175.00
Audit (internal + external if turnover >£25K)	190.00
Room Hire	300.00
<u>Rec Grd and Village Maintenance</u>	
-Grass cutting (£225 per cut excl VAT) x 15 cuts	3,375.00
-Hedge cutting (£250 excl VAT) x 1 cut	250.00
- River Dun Annual Vegetation Clearance (excl VAT) - not req'd if volunteers	120.00
- Rec Grd RoSPA + maintenance + Rec Grd resurfacing (excl VAT)	600.00
- Other : Defibs & Street furniture x 3 benches	200.00
Asset Purchase	0.00
S133	
Village Hall Insurance contribution (£300 payable Jan)	
Village Hall generator maintenance (£500 payable April)	800.00
S137 Grants	
£500 Wildlife Project (match funding) 2022/23	50.00
S142 (Dun Valley News contribution)	0.00
Website	150.00
Refreshments (Carols on the Green, Annual Parish Meeting, Spring Clean, River Clearance)	375.00

Queen's Platinum Jubilee Tree		0.00
SSEN Grant spend		0.00
VAT paid on good & services (reclaim next financial year)		1,000.00
TOTAL GROSS		17,794.00

		2024 / 2025
Receipts		
Bank Interest		100.00
Precept		19,000.00
VAT reclaim		1,430.00
WTPC Contribution Playground Maintenance		250.00
Other		0.00
SSEN Grant		0.00
Gross Receipts		20,780.00

Ear Marked Reserves		
<i>of which Rec Grd Capital Development Fund 2021/22</i>		1,000.00
<i>of which Rec Grd Capital Development Fund 2022/23</i>		1,000.00
<i>of which Rec Grd Capital Development Fund 2023/24</i>		1,000.00
<i>of which Rec Grd Capital Development Fund 2024/25</i>		1,000.00
<i>of which River Restoration Project 2022/23</i>		500.00
<i>of which River Restoration Project 2023/24</i>		500.00
<i>of which River Restoration Project 2024/25</i>		1,000.00
<i>Tree Maintenance</i>		500.00
<i>of which SSEN funds (for digital radios)</i>		0.00