

Minutes of the Parish Council meeting held on Monday 16th June at 19:00 at King George's Hall, West Dean.

COUNCIL MEMBERS

	In Attendance	Apologies	Absent
Councillor Higgins	✓		
Councillor J Camilleri	✓		
Councillor Seabrooke	✓		
Councillor M Camilleri		✓	
Councillor N Hiddleston		✓	
Councillor M Lee	✓		
Councillor B Livesey	✓		

Also, in attendance:

Amanda Owen – Clerk, Wiltshire Councillor Gregory Cooper & no members of the public.

72/24	To receive Chair's opening remarks.				
	Councillor Higgins welcomed everyone to the meeting and advised that the Fete was a great success and				
	thanked the village for their participation towards the Fete.				
73/24	To receive and accept apologies for absence.				
	Apologies were RECEIVED and ACCEPTED from Councillor Hiddleston & Councillor M Camilleri.				
74/24	To receive declarations of interest relating to items on this agenda.				
	No declarations of pecuniary interest were received.				
	Councillor J Camilleri advised that he would abstain from voting on item 80/24 due to previous working				
	relationships.				
75/24	To approve the following policies:				
	Financial regulations Standing orders				
	It was RESOVLED to ACCEPT the financial regulations and standing orders.				
	Proposed by Councillor Seabrooke, seconded by Councillor Livesey.				
	All members voted unanimously to accept this resolution.				
76/24	To approve the minutes of the full council held on Tuesday 6 th May.				
	The minutes of the meeting held on Tuesday 6 th May were signed as a correct record of the meeting.				
77/24	Public Forum.				
	None.				
78/24	To receive reports from Wiltshire Council & Wiltshire Police.				
	Wiltshire Councillor Cooper addressed the meeting with regards to the following:				
	- West Dean Fete was very good and an enjoyable event.				
	- Minority administration at Wiltshire Council led by Liberal Democrats with varying support from				
	independents. Committees started 10 days ago, the next Full council meeting is taking place on				
	20 th July.				
	Wiltshire Councillor Cooper advised he is happy to meet to discuss plans for Fete traffic next year when a				
	response is received from Wiltshire Council.				
	Wiltshire Police report can be found at APPENDIX A				
	Wiltshire Police report can be found at APPENDIX A .				

79/24 To receive updates with regards to: **River Group** No update. 80/24 To note the receipt of the draft \$106 agreement from Test Valley Borough Council and receive comments, and consider Solicitor representation. The receipt of the S106 and Councillor comments were **NOTED**. It was AGREED to appoint Moore Barlow LLP as solicitor to review and advise the Parish Council what the liabilities are with regards to the S106 document. The Parish Council also request a 75% of fee quotation notification to allow maintenance of finances. Proposed by Councillor Livesey, seconded by Councillor Seabrooke. This motion was passed on a vote of 4 FOR and 1 ABSTENTION. 81/24 To agree the following: Creation of gov.uk domain and associated email addresses. Creation of an IT policy. It was AGREED to create a gov.uk domain and associated email addresses and ADOPT the IT policy. Proposed by Councillor Higgins, seconded by Councillor J Camilleri. All members voted unanimously to accept this resolution. 82/24 To note westdeanvillage.co.uk is operated in accordance with WCAG 2.2 AA accessibility standards and **GDPR** requirements. It was NOTED that westdeanvillage.co.uk is operated in accordance with WCAG 2.2 AA accessibility standards and GDPR requirements. 83/24 To adopt the Freedom of Information Policy & associated publication scheme. It was **RESOLVED** to adopt the Freedom of Information Policy & associated publication scheme. Proposed by Councillor Livesey, seconded by Councillor Higgins. All members voted unanimously to accept this resolution. 84/24 To note that the Parish Council operate in accordance with the Transparency Code 2015. It was NOTED that the Parish Council operate in accordance with the Transparency Code 2015. 85/24 To agree the installation of a memorial bench on the green for Mr & Mrs Futcher. It was AGREED to allow the installation of a memorial bench for Mr & Mrs Futcher in principle. Councillor Higgins will discuss location and suggest potential anchoring of the bench to prevent movement during flooding. Proposed by Councillor Higgins, seconded by Councillor J Camilleri. All members voted unanimously to accept this resolution. 86/24 To note the financial situation.

The current financial situation and the reconciliation of the bank balance were **NOTED** with the bank balance at 31st May 2025 being £33,282.22. The bank reconciliation can be found at **APPENDIX B**.

87/24 To approve the requests for payments for June.

The payments as listed in the table below were **APPROVED** for payment.

Proposed by Councillor Livesey, seconded by Councillor Higgins.

All members voted unanimously to accept this resolution.

June Payment Requests				
From	Item	Invoice Number	Amount	
Staff	Salary	June	£891.28	
Lloyds	Bank Charges		£4.25	
Hugo Fox	Website Subscription	Inv 14559	£143.86	
WALC	Councillor Essentials Training Course	Inv 0750	£36.00	
Clear Councils	Insurance 01/06/25 - 01/06/26	LCO02561	£564.94	
Councillor Higgins	Parish Assembly Refreshments		£38.80	
Do The Numbers	Internal Audit - Year Ending 31.03.2025	12/1803	£250.00	
		Total	£1,929.13	

88/24	To note the internal Auditors report and accept recommendations therein.		
	The Internal Auditor report was NOTED and can be found at APPENDIX C .		
89/24	To complete Section 1 of the AGAR.		
	Section 1 on the AGAR was COMPLETED and SIGNED .		
90/24	To complete Section 2 of the AGAR.		
	Section 2 on the AGAR was COMPLETED and SIGNED .		
91/24	To note the dates of exercise of Public Rights for audit.		
	The dates of the exercise of public rights for audit were NOTED as Thursday 19 th June to Wednesday 30 th		
	July.		
	To consider the following planning application:		
92/24	PL/2025/04683		
	Proposed first floor rear extension over existing ground floor rear extension to provide 4th bedroom		
	with en suite. 3 Hillside Close, West Dean, Salisbury, SP5 1EX		
	West Dean Parish Council has NO OBJECTION to this planning application.		
	Proposed by Councillor Livesey, seconded by Councillor Lee.		
	All members voted unanimously to accept this resolution.		
93/24	PL/2025/04781		
	Create new menage for equestrian use. Howe Farm, Bentley Woods, Farley, Salisbury, SP5 1AQ		
	West Dean Parish Council OBJECTS to this planning application due to the menage being constructed over		
	an existing public right of way.		
	Proposed by Councillor Lee, seconded by Councillor J Camilleri.		
	All members voted unanimously to accept this resolution.		
94/24	To agree the date of the next meeting as Monday 21st July.		
	The date of the next meeting was agreed as Monday 21st July.		

There being no other business, the meeting closed at 20:16.



WILTSHIRE POLICE PARISH COUNCIL REPORT

West Dean

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On the team

PC Kelvin RAMSEY 70855	PCSO John TAYLOR 9465	Sgt Susan MALKINSON 2775

Crimes and incidents

Wiltshire Police record crimes and incidents by the National Crime and incident recording standards. Not all incidents that one would consider a crime are necessarily classified as a crime for recording purposes.

NB- The statistics do not account for incidents that police respond to but do not need any follow up (Road traffic incidents, minor incidents of Anti-social behaviour)

Report for past 30 days:

No Anti-social behaviour or crimes in the area to report on, again!

APPENDIX B

WEST DEAN PA	ARISH COUNCIL			
Bank Reconciliation for the Year	2025 / 26			
Opening Balance Community Account	at 01/04/2025	£963.60	Opening Balance Instant Access Account at 01/04/2025	£25,394.00
Receipts 2024/25		4,000.00	Receipts 2024/25	11,078.72
Payments 2024/25		4,154.10	Payments 2024/25	4,000.00
Unpresented Cheques 2024/25				
Closing Balance Community Account 3	1/05/2025	£809.50	Closing Balance Business Bank Instant 31/05/2025	£32,472.72
TOTAL	BANK BALANCES	£33,282.22		

Do the Numbers Limited

22nd May 2025

Amanda Owen, Clerk West Dean Parish Council

Dear Amanda,

Subject: Review of matters arising from Internal Audit for 31 March 2025

Following my visit with you today, please find below the list of matters arising.

I found the records and systems to be in excellent order.

The internal audit was carried out in accordance with the requirements of the <u>Audit and Accounts Regulations 2015</u> and the guidance and instruction in the <u>Practitioners Guide 2025</u>

Test	Matter arising	Recommended Action	
Α	Appropriate accounting records have been properly kept throughout the financial		
	year		
	The records of the council co		
В		I regulations, payments were supported by	
	invoices, all expenditure was approved		
	The records of the council now	comply with this test	
С		risks to achieving its objectives and reviewed	
	the adequacy of arrangements to mana	·	
	The records of the council now		
D		budgetary process, progress against the	
	budget was regularly monitored, the re-		
	The records of the council comply		
E		ased on correct prices, properly recorded	
	and promptly banked; and VAT was ap	propriately accounted for	
	The records of the council comply		
F	Petty cash payments were properly sup		
	approved and VAT appropriately accou	nted for	
	Not applicable to th		
G		to members we paid in accordance wit this	
	authority's approvals, and PAYE and N	I requirements were properly applied	
	The records of the council now	comply with this test	
Н	Asset and investment registers were co	Asset and investment registers were complete and accurate and properly	
	maintained		
	The records of the council comply		
1	Periodic Bank reconciliations were carr	ied out during the year	
	The records of the council comply	with this test	
J	Accounting statements prepared during the year were prepared on the correct		
		ook, supported by an adequate audit trail	
	and debtors and creditors recorded.		
	The records of the council nov	v comply with this test	
K	Certified Exempt in prior year		
	Not applicable to th	is council	
L	Transparency Code		
	The records of the council nov	v comply with this test	
	The records of the countries	T OUTING WILLI WILL WOOL	

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

М	Public Rights	
Councillor	From 1st April 2025 the requirement	Although .gov.uk is the ideal
emails	for councillors to have emails linked	intention, a .co.uk address under the
	to the domain name of the council	full control of the clerk is acceptable
	website has become stricter.	
N	Publication of prior year AGAR	
	The records of the council now	comply with this test
0	Trust funds	
Development	It appears that the developers of	Privately owned roads and open
site	multiple houses in the parish wish	spaces are commonly used by
management	to have the open spaces adopted	developers as a way around
company	by a management company rather	compliance with full council
	than the borough / unitary council.	standards. The parish should take
	This is not to the benefit of the	legal advice before getting involved
	parish.	in any such scheme.
P	Borrowing	
	The records of the council comply	with this test

Please find attached my invoice for the agreed fee.

Den 5-Come.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,

Eleanor S Greene

Director: Eleanor S Greene