



West Dean Parish Council

By Order of Cllr Jane Higgins, acting Clerk

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14 May 2023

**MINUTES of
ANNUAL PARISH COUNCIL MEETING of WEST DEAN PARISH COUNCIL
Thursday 11 May 2023 7pm in the King George's Hall**

THE ANNUAL PARISH MEETING WILL NOW BE HELD AT A LATER DATE IN MAY (Agenda 30/23)

19/23 Election of the Chair and acceptance of office

By invitation, Richard Britton, Wiltshire Council, as an independent officer, presided over the election of chair and vice chair.

Current members of the council – 3

Membership to WDPC up to 7.

Jane Higgins was unanimously elected as Chair, and signed the declaration of acceptance.

20/23 Election of the Vice-chair and acceptance of office

Yasmin Taylor was unanimously elected as Vice-Chair, and signed the declaration of acceptance.

21/2 Minutes of the Meeting

Yasmin Taylor agreed to take the minutes in the absence of a Clerk.

All in agreement to sign off previous meeting minutes.

22/23 Apologies for Absence - None

23/23 Declarations of interest - None declared.

The Chair recognized and thanked the support and effort over the last year by those who have moved on from councillor roles.

Ben Rowe, Derek Howland, Bill Seabrooke and the Clerk, Melanie Camilleri

Carly Mosely has been approved as a councillor for WDPC. She will be appointed at the next meeting when she is present.

24/23 **Minutes:** to consider approval of the Minutes of the West Dean Parish Council Extraordinary General Meeting held on **19 April 2023**
Glebe farm option from WDPC – agreement to do nothing until TVBC application is submitted.
The minutes were approved and signed.

25/23 **Public Forum**

John Camilleri updated the council on the progress relating to Glebe farm development. The developers are building on plans to incorporate more landscaping between development and current residents. They are looking into drainage options for the new development.

A member of the public raised concerns about potholes in the village – risk of injury to public due to location and being on bike route. Reported several times to Wiltshire council with little response. Recommendation to write to Greame Axwell to raise this concern within Wiltshire council at highways.

Raised concerns around white lines out of the village on dangerous bend have been worn out and could cause a road incident with right of way not clear enough. Plan for an email to be sent over safety concerns.

26/23 **To receive a report from Cllr Richard Britton (Wiltshire Council)**

Ringway lost the contract for highways and taken over by Miles Stone infrastructure. Parish steward schemes have change of terms, so currently normal duties are off the agenda.

27/23 **Governance**

- s29(1) of the Localism Act 2011: resolve to confirm Councillors' Register of Interests are published and up to date
- Resolve to confirm Councillor's commitment to abide by The Local Government Association's Model Councillor Code of Conduct
- Resolve to re-adopt the Standing Orders
- Resolve to re-adopt the Financial Regulations
- To assign responsibilities to each Councillor including memberships of groups and committees, and representatives to external bodies
- To note the grass cutting contract
- To note arrangements for the annual RoSPA Play Park safety inspection

- Annual Subscriptions: WALC/NALC and the ICO

- Resolve to appoint an Internal Auditor for 2023/24

LGA discussed and up to date, Resolved to approve. Cllr Taylor proposed and Cllr Urquhart seconded.

28/23 **Finance** i) Resolved to approve the signatories on the Council's Bank Accounts for which two Councillors must sign any order for payment

- ii) Resolved to approve the Parish Council's Insurance renewal quote (commencing 01 June 2023)
- iii) Annual Governance and Accountability Return 2022/23 Form 2
 - a. Received and noted: the Bank Reconciliation ending 31 March 2023
 - b. Received and noted: the Internal Auditor's Report
 - c. Resolved to approve the Certificate of Exemption for submission to the external auditor
 - d. Resolved to approve the Annual Governance Statement
 - e. Resolved to approve the Accounting Statements and Explanation of Significant Variances Report
 - f. Resolved to approve the dates for the period of the exercise of Public Rights for the Annual Governance and Accountability Return
- iv) Resolved to approve the Cash Flow Report and payments

The grass cutting contract to remain

Annual inspection of rec ground to continue

Annual subscription of ALC and ICO to remain

Appointment of internal auditor. John Murray to continue – Cllr Higgins proposed and Cllr Urquhart seconded.

Auditor signed off by Chair.

Annual governance signed off.

Accounting statement signed off

Governance and returns signed off

Notice of public right approved

Cash flow report approved.

29/23 Councillors Reports

Vote of thanks to the Clerk, Mel Camilleri for working her resignation notice to support the parish council in transition.

30/23 Correspondence, AOB, urgent matters

i) A request (on behalf of SSEN) for essential tree and vegetation management at the West Dean Rec Ground was considered and approved (as long as it is after the bird nesting season)

ii) The West Dean Annual Parish Meeting will be held on 25 May at 7.30pm in King George's Hall

Derek Howland to contact Mike Marx (Churchwarden) re annual church report for next meeting.

Yasmin to contact Friends of Bentley woods to join for our next meeting and discuss their projects locally.

iii) **To agree arrangements for advertising Councillor/Clerk vacancies**

Vacancy for new Parish Clerk to go in Dun Valley News, Winterslow news and Wiltshire Council website

31/23 Resolved that Agenda items 32/23 will be closed to members of the

public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2)

by reason of the confidential nature of the business to be transacted

32/23 **Confidential employment matters**

33/23 **Date of next meeting**

If agreed, the date of the next Meeting for **West Dean Parish Council** will be held on

Thursday 13 July 2023 at 7:00pm in the **King George's Hall**.