



**WEST DEAN**  
Parish Council

**Minutes of the Annual Parish Council meeting held on  
Monday 20<sup>th</sup> May 2024, which commenced at 20:00 after the Parish Assembly  
at King George’s Hall, West Dean.**

**COUNCIL MEMBERS**

	<b>In Attendance</b>	<b>Apologies</b>	<b>Absent</b>
<b>Councillor Higgins</b>	✓		
<b>Councillor J Camilleri</b>	✓		
<b>Councillor Seabrooke</b>	✓		
<b>Councillor M Camilleri</b>	✓		
<b>Councillor N Hiddleston</b>		✓	
<b>Vacancy</b>			
<b>Vacancy</b>			

Also, in attendance:

Amanda Owen – Clerk, Wiltshire Councillor Richard Britton & 4 members of the public.

<b>45/24</b>	<p><b>To elect the Chair and receive the signed declaration of office.</b> Councillor M Camilleri proposed Councillor Higgins as Chair, seconded by Councillor Seabrooke. All members voted unanimously to accept this resolution. Councillor Higgins accepted the position of Chair and signed the declaration of office.</p>
<b>46/24</b>	<p><b>To elect the Vice Chair and receive the signed declaration of office.</b> It was RESOLVED to not elect a vice chair. Proposed by Councillor Higgins, seconded by J Camilleri. All members voted unanimously to accept this resolution.</p>
<b>47/24</b>	<p><b>To confirm there are no amendments to Councillors declarations of pecuniary interests.</b> Councillors confirmed that there were no amendments to their declaration of pecuniary interests.</p>
<b>48/24</b>	<p><b>To approve the following policies:</b> <b>Code of Conduct   Standing Orders   Financial Regulations   Asset Register   Risk Assessment</b> It was RESOLVED to approve the following: <b>Code of Conduct</b> <b>Standing Orders</b> <b>Financial Regulations</b> <b>Asset Register</b> <b>Risk Assessment</b> Proposed by Councillor M Camilleri, seconded by Councillor Seabrooke. All members voted unanimously to accept this resolution.</p>
<b>49/24</b>	<p><b>To approve the following direct debits:</b> <b>Nest   ICO</b> It was RESOLVED to approve the following direct debits: <b>Nest</b> <b>ICO</b> Proposed by Councillor Seabrooke, seconded by Councillor Higgins. All members voted unanimously to accept this resolution.</p>
<b>50/24</b>	<p><b>To agree allocation of areas of responsibility to Councillors:</b> <b>West Dean Rec Ground   Planning   West Dean Emergency Plan   SWAB   River Group</b> The areas of responsibility were allocated as below:</p>

	<p>West Dean Rec Ground – Hopeful new Councillors will be able to take on when co-opted.          Planning – Councillor J Camillieri &amp; Councillor Seabrooke.          West Dean Emergency Plan – Councillor J Camillieri (with assistance from Village Hall).          SWAB – Councillor M Camillieri.          River Group – Councillor J Camillieri &amp; Councillor Hiddleston.</p>
<b>51/24</b>	<p><b>To receive Chair’s opening remarks.</b>          Councillor Higgins thanked those who attended the previous meeting for doing so. A record number at 17 visitors.</p>
<b>52/24</b>	<p><b>To receive and accept apologies for absence.</b>          Apologies were RECEIVED and ACCEPTED from Councillor Hiddleston.</p>
<b>53/24</b>	<p><b>To receive declarations of interest relating to items on this agenda.</b>          None.</p>
<b>54/24</b>	<p><b>To approve the minutes of the full council held on Monday 18<sup>th</sup> March &amp; Monday 22<sup>nd</sup> April 2024.</b>          The minutes of the full council meeting held on Monday 18<sup>th</sup> March were agreed noting a change to the month listed in 32/24. The clerk will amend and recirculate.          The minutes of the extraordinary meeting held on Monday 22<sup>nd</sup> April were approved as correct record of the meeting. Councillor M Camillieri abstained from comment on April minutes.</p>
<b>55/24</b>	<p><b>Public Forum.</b>          Following a query from a resident with regards to the Asset Register, Councillor Higgins provided an overview of assets owned by the Parish Council.</p>
<b>56/24</b>	<p><b>To receive reports from Wiltshire Councillor Richard Britton &amp; Wiltshire Police.</b>          Councillor Britton addressed the meeting:          Wiltshire AGM taking place tomorrow.          Flood Grant application – experience has taught that it becomes counterproductive to over chase. Diary notes to chase at the end of this week, will follow up again next week and then elevate to cabinet.           The report from PC Kelvin Ramsey can be found at <b>APPENDIX A.</b></p>
<b>57/24</b>	<p><b>To discuss plans to nominate a successor to receive a hand over from Dr Sutton with regards to village defibrillators.</b>          It was noted that the Clerk would take over the maintenance of the two village defibrillators.</p>
<b>58/24</b>	<p><b>To discuss defibrillator training.</b>          Councillor Higgins has spoken to local doctors with regards to defibrillator training, once a response has been received she will update in due course.</p>
<b>59/24</b>	<p><b>To agree the Parish Council is exempt from an external audit for financial year 2023 / 2024 as income less than £25,000.</b>          It was AGREED that West Dean Parish Council is exempt from external audit for financial year 2023 / 2024. Proposed by Councillor J Camillieri, seconded by Councillor M Camillieri.          All members voted unanimously to accept this resolution.           The Chair and Clerk signed the Certificate of Exemption form.</p>
<b>60/24</b>	<p><b>To agree the Parish Council insurance renewal at a cost of £413.12.</b>          It was AGREED to accept the insurance renewal at a cost of £413.12.          Proposed by Councillor Higgins, seconded by Councillor J Camillieri.          All members voted unanimously to accept this resolution.</p>
<b>61/24</b>	<p><b>To note the financial situation.</b>          The current financial situation and the reconciliation of the bank balance were <b>NOTED</b> with the bank balance at 31<sup>st</sup> March 2024 being £14,057.42.          The current financial situation and the reconciliation of the bank balance were <b>NOTED</b> with the bank balance at 30<sup>th</sup> April 2024 being £23,000.33.          The bank reconciliations can be found at <b>APPENDIX B.</b></p>
<b>62/24</b>	<p><b>To approve the requests for payments for April &amp; May 2024.</b>          The payments as listed in the tables below were <b>APPROVED</b> for payment.          Proposed by Councillor Higgins, seconded by Councillor Seabrooke.</p>

All members voted unanimously to accept this resolution.

<b>April Payment Requests</b>			
<b>From</b>	<b>Item</b>	<b>Invoice Number</b>	<b>Amount</b>
Staff	Salary - April	April	£761.09
Clive Francis	Grass Cutting	30324	£282.00
Dr Sutton	Replacement Battery for VH Defib	Inv 38159	£153.60
Dr Sutton	Replacement Battery for West Dean Club Defib	11960	£153.60
Wiltshire Association of Local Councils	Annual Subscription 24/25	SUB 24/25-246	£103.87
Clive Francis	Recreation Area tidy up	Invoice 0310424	£810.00
Hugo Fox	Website Subscription	Inv-5067	£122.28
Online Playgrounds	Replacement Chain for Swings	SIN058258	£174.12
		Total	£2,560.56

<b>May Payment Requests</b>			
<b>From</b>	<b>Item</b>	<b>Invoice Number</b>	<b>Amount</b>
Staff	Salary - May	May	£787.09
Gent Tree Limited	Fallen Tree Removal - Recreation Ground	Inv 0106	£384.00
Information Commisioners Office	Data Protection Fee		£35.00
Clear Councils	Insurance 2024 / 2025	LCO02561	£413.12
		Total	£1,619.21

**To consider the following planning application(s):**

<b>63/24</b>	<p><b>24/00681/FULLS</b>  <b>Landscaping works to include terracing, patio and retaining walls.</b>  <b>Little Thatch, 8 East Dean Road West Dean Salisbury Hampshire SP5 1JA</b>                      It was AGREED that West Dean Parish Council has no objection to this application including the following comments:                      - pending heritage requirements being fulfilled.                      Proposed by Councillor J Camilleri, seconded by Councillor Higgins.                      This resolution was reached by majority decision.</p>
<b>64/24</b>	<p><b>PL/2024/04199</b>  <b>Yew tree - reduce by 30% Apple tree – fell.</b>  <b>Yew Tree Cottage, 17, West Dean, Salisbury SP5 1JA</b>                      It was AGREED that West Dean Parish Council has no objection to this application.                      Proposed by Councillor Higgins, seconded by Councillor M Camilleri.                      All members voted unanimously to accept this resolution.</p>
<b>65/24</b>	<p><b>To agree the date of the next meeting as Monday 15<sup>th</sup> July 2024.</b>                      The date of the next meeting was agreed as Monday 15<sup>th</sup> July 2024. It was also noted that an extraordinary meeting would be held on Monday 17<sup>th</sup> June 2024.</p>

There being no other business, the meeting closed at 20:46.

## APPENDIX A

### Report for past 30 days:

No incidents in West Dean! The wider area has seen a slight increase in vehicle theft, outbuilding breaks and theft from motor vehicles so we are conducting high visibility targeted patrols in specific areas. There is a recent trend of scammers posing as police officers and bank officials who have been tricking residents in Wiltshire into handing over thousands of pounds after spending hours duping them over the phone. In a recent case of courier fraud an elderly male was told to withdraw a large amount of Euros from various cash machines equating to nearly £20,000. Courier fraud comes in many forms including conning the victim into purchasing expensive goods for 'undercover operations' which are then collected by the criminal. Another one involves the fraudster claiming your bank card is no longer valid, requesting the PIN and then collecting your card. Please look out for your vulnerable neighbours, friends and family in respect of these crimes. Needless to say any such contact needs to be reported to the Police.

I am looking forward to meeting residents at the Fete on Saturday 1<sup>st</sup> June. We will also be bringing the mobile Police Station to West Dean on Thursday 6<sup>th</sup> June 12.30pm -1.30pm outside the village hall - so please encourage residents to say hello and share any of their concerns.

Regards,

**PC Kelvin RAMSEY (70855)**

## APPENDIX B

### March Reconciliation

WEST DEAN PARISH COUNCIL			
Bank Reconciliation for the Year 2023/24			
<b>Opening Balance Treasurers Account at 01/04/2023</b>	<b>£4,973.93</b>	<b>Opening Balance Business Bank Instant at 01/04/2023</b>	<b>£3,829.04</b>
Receipts 2023/24	14,900.00	Receipts 2023/24	20,572.65
Payments 2023/24	16,718.20	Payments 2023/24	13,500.00
Unpresented Cheques 2023/24			
<b>Closing Balance Current Account 31/03/2024</b>	<b>£1,755.73</b>	<b>Closing Balance Business Bank Instant 31/03/2024</b>	<b>£12,301.69</b>
<b>TOTAL BANK BALANCES</b>	<b>£14,057.42</b>		

### April Reconciliation

WEST DEAN PARISH COUNCIL			
Bank Reconciliation for the Year 2024 / 25			
<b>Opening Balance Treasurers Account at 01/04/2024</b>	<b>£1,755.73</b>	<b>Opening Balance Business Bank Instant at 01/04/2024</b>	<b>£12,301.69</b>
Receipts 2024/25	2,250.00	Receipts 2024/25	10,571.20
Payments 2024/25	1,878.29	Payments 2024/25	2,000.00
Unpresented Cheques 2024/25			
<b>Closing Balance Current Account 30/04/2024</b>	<b>£1,877.44</b>	<b>Closing Balance Business Bank Instant 30/04/2023</b>	<b>£21,122.89</b>
<b>TOTAL BANK BALANCES</b>	<b>£23,000.33</b>		