



WEST DEAN  
Parish Council

**Minutes of the Parish Council meeting  
held on Monday 20<sup>th</sup> November at 19:00  
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 Camilleri</b>	✓		
<b>Councillor Moseley</b>		✓	
<b>Councillor Seabrooke</b>	✓		
<b>Councillor Urquhart</b>	✓		
<b>Vacancy</b>	-	-	-
<b>Vacancy</b>	-	-	-

Also, in attendance:

Amanda Owen – Clerk, Wiltshire Councillor Richard Britton & 2 members of the public.

<b>85/23</b>	<b>To receive Chair's opening remarks.</b> Councillor Higgins welcomed everyone to the meeting and advised the budget item of the agenda will be brought forward this evening.
<b>86/23</b>	<b>To receive and accept apologies for absence.</b> Apologies were received and accepted from Councillor Moseley and noted from PC Harry Murphy.  Councillor Higgins advised of Councillor Taylor's resignation.
<b>87/23</b>	<b>To receive declarations of disclosable pecuniary interests relating to items on this agenda.</b> No declarations of disclosable pecuniary interests were received.
<b>88/23</b>	<b>To approve the minutes of the full council held on Monday 18<sup>th</sup> September &amp; extraordinary meeting minutes 2nd October 2023.</b> The minutes of the full council meeting held on Monday 18 <sup>th</sup> September 2023 and the minutes of the extraordinary meeting held on Monday 2 <sup>nd</sup> October 2023 were approved as a correct record of the meetings.
<b>89/23</b>	<b>Public Forum.</b> None.
<b>90/23</b>	<b>To receive reports from Wiltshire Police and Wiltshire Councillor Richard Britton.</b> Wiltshire Councillor Richard Britton provided a report with regards to the following: - Planning: No objection / support. A good idea to interpret support as a positively enthusiastic response, and a distinct difference to no objection. - At the end of Wiltshire Council's second quarter, they are forecasting a year end position of an under spend of £.4 million. Wiltshire Council is on course to achieve savings of £26 million. The savings allow for the delivery of a balanced budget.  The Clerk read the following report from PC Harry Murphy: "Unfortunately Monday is not a duty day for me, and so I can't make the meeting. However, there is

	<p>actually no crime reports that I need to share with the council or make the village aware of in West Dean. Which is obviously great news!"</p>
<p><b>91/23</b></p>	<p><b>To receive a report from Nick Hiddleston with regards to the River Group.</b>  Nick Hiddleston provided a report with regards to the following:</p> <p>Summary:  The project has been ongoing and good progress being made. Wiltshire Wildlife Trust are overseeing any development. The main aim is to narrow the centre of the river so the water flows faster between both bridges, therefore minimising the risk of flood.</p> <p>Wiltshire Wildlife group need to oversee the project and approve any proposals before work commences. A flood risk activities environmental permit at a cost of £900.00 and an application fee of £170.00 is required, plus an additional two days supervising work at a cost of £600.00 then mileage is £89.10, excluding VAT.</p> <p>Steve Shutler has agreed to provide labour and machinery with help from the village. Pre planted rock and coir rolls (approximately 45metres) at a cost of £3500.00, posts at £780.00 and stone mix to make structure solid £3600.00, equalling £7880.00 in total (ex VAT) need to be purchased.</p> <p>On the upside, some funds have been raised via the Fete £1400.00, from the summer show £100.00 and the Parish Council have pledged £1000.00. Therefore, in total £2500.00 raised. The total project cost is £9639.00 (ex VAT), therefore £7139.00 + VAT remaining to find.</p> <p>It is noted that work cannot be started until April 2024 after the trout spawning season.</p> <p>The group have considered fund raising but noted the amount is a large amount to raise.</p> <p>The proposed plan is to ask Wiltshire wildlife to begin work, to approve the plans and to seek permission from land owners on either side of the river between the bridges.</p> <p>An appeal for donations has been considered which Councillor Higgins feels it would be welcomed by residents.</p> <p>Councillor Camilleri agreed to talk to Hampshire County Councillors Nick Adams-King &amp; Stewart McDonald re potential grant applications that could assist with the project.</p>
<p><b>92/23</b></p>	<p><b>To receive a report from Councillor Higgins and discuss the Rectory Hill pathway.</b>  Councillor Higgins advised that she and Councillor Seabrooke met with Penne Edwards to discuss how the pathway may work if it is agreed.</p> <p>Councillor Higgins reiterated the pathway would be subject to the S106 related to Glebe Farm and that the Pathway had been a village aspiration for many years.</p> <p>The surface of the pathway was discussed during their meeting and the landowners agreed that she was not averse to a gravel resin type surface.</p> <p>Councillor Seabrooke advised it is important to note it is not a footpath but a pathway for use of the village, to provide a suitable, safe surface for residents to walk safely. Councillor Higgins agreed as the term footpath comes with connotations and the project will henceforth be known as the Rectory Hill Pathway.</p> <p>Other discussions have taken place with regards to the pathway surface through the Churchyard. When the project is further along it was noted that the Church would need to seek permission from Diocese and Committee via a Faculty, which can be a lengthy process. During discussion with residents, Councillor Higgins was advised that there is a pathway through the Recreation Ground but it has been overtaken by weeds and greenery.</p>

	<p>Overall, a general consensus was reached that WDPC would be happy for a gravel resin pathway surface.</p> <p>Upcoming events &amp; items to note:</p> <p>Carols on the Green – Wednesday 20<sup>th</sup> December at 18:00.</p> <p>The footbridge has been repaired properly by Hampshire County Council. Two of the street lights are now out of action.</p>																																								
93/12	<p><b>To confirm and adopt the code of conduct.</b></p> <p>The Code of Conduct situation was discussed and it was decided that the Clerk contacts Wiltshire County Council to provide an update and advise that Councillors feel they agreed the LGA version as minuted in May 2023 and to apologise for any confusion.</p>																																								
94/23	<p><b>To note the financial situation and considerations for next year's budget.</b></p> <p>The current financial situation and the reconciliation of the bank balance were <b>NOTED</b> with the bank balance at 31<sup>st</sup> October 2023 being £20,808.40. The bank reconciliation can be found as <b>APPENDIX A</b>.</p> <p>Budget Considerations (followed item 91/23): Budget considerations can be seen at <b>APPENDIX B</b>.</p> <p>It was noted that the budget and precept were to be agreed at the January meeting.</p> <p>Councillor Camilleri left the meeting at 19:48.</p>																																								
95/23	<p><b>To approve the requests for payments for October and November.</b></p> <p>The payments as listed in the tables below were <b>APPROVED</b> for payment. Proposed by Councillor Seabrooke, seconded by Councillor Urquhart. All members voted unanimously to accept this resolution.</p> <table border="1" data-bbox="228 1104 1434 1599"> <thead> <tr> <th colspan="4">October 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 – October</td> <td>October</td> <td></td> </tr> <tr> <td>Staff</td> <td>Expenses</td> <td></td> <td>£17.10</td> </tr> <tr> <td>Cllr Higgins</td> <td>Expenses - River Clearance</td> <td></td> <td>£12.45</td> </tr> <tr> <td>King George's Hall</td> <td>Insurance Contribution 2023</td> <td>Inv 009</td> <td>£300.00</td> </tr> <tr> <td>Rospa Play Safety</td> <td>Playground Inspection</td> <td>Inv 74951</td> <td>£106.80</td> </tr> <tr> <td>Dr Sutton</td> <td>Defibrillator pads</td> <td></td> <td>£165.60</td> </tr> <tr> <td>Clive Francis</td> <td>Grass Cutting &amp; Hedge Cutting</td> <td>Inv 030923</td> <td>£840.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total</td> <td>£1,441.95</td> </tr> </tbody> </table>	October Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary – October	October		Staff	Expenses		£17.10	Cllr Higgins	Expenses - River Clearance		£12.45	King George's Hall	Insurance Contribution 2023	Inv 009	£300.00	Rospa Play Safety	Playground Inspection	Inv 74951	£106.80	Dr Sutton	Defibrillator pads		£165.60	Clive Francis	Grass Cutting & Hedge Cutting	Inv 030923	£840.00	Total			£1,441.95
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96/23	<p><b>To review &amp; agree an action plan with regards to the RoSPA Play Safety Report.</b></p> <p>The RoSPA Play Safety report was reviewed with items highlighted. Councillor Urquhart will research the Lengthsman position and the Clerk is to provide Councillor Urquhart with an action plan of works.</p>																																								

	<b>To consider the below planning application(s):</b>
<b>97/23</b>	<p><b>PL/2023/09014</b>  <b>T1 - 5x Ash trees – Fell.</b>  <b>The De Borbach Chantry, West Dean.</b></p> <p>It was agreed that West Dean Parish Council has no objection to this application. Proposed by Councillor Seabrooke, seconded by Councillor Urquhart.  All members voted unanimously to accept this resolution.</p>
<b>98/23</b>	<p><b>To agree the date of the next meeting as Monday 22<sup>nd</sup> January 2024.</b>  The date of the next meeting was agreed as Monday 22<sup>nd</sup> January 2024.</p> <p>(*Amendment – date of next meeting, 15<sup>th</sup> January)</p>

There being no other business, the meeting closed at 20:21.

**APPENDIX A**

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	7,400.00		Receipts 2023/24	20,482.16
Payments 2023/24	9,876.73		Payments 2023/24	6,000.00
Unpresented Cheques 2023/24				
<b>Closing Balance Current Account 31/10/2023</b>	<b>£1,097.20</b>		<b>Closing Balance Business Bank Instant 31/10/2023</b>	<b>£19,711.20</b>
<b>TOTAL BANK BALANCES</b>		<b>£20,808.40</b>		

**APPENDIX B**

**West Dean Parish Council  
2024 / 2025 Budget Proposal**

2023/24 APPROVED BUDGET	2023/24 Actual to date (End of October)	<b>Proposed Budget 2024 / 2025</b>
£	£	

**Payments**

Clerk's salary	9,141.60	4,514.05	£8,870.00	
Clerk's Office	300.00	113.00	£300.00	
Stationery/Admin	70.00	477.69	£70.00	
Clerk Trg	0.00	0.00	£0.00	
Councillor Training	0.00	0.00	£0.00	
Election expenses (next May 2025)	0.00	0.00	£0.00	
NDP	0.00	0.00	To be removed	
Insurance (3 yr fixed agreement expires June 2025)	363.54	402.29	£500.00	
Subscriptions (NALC/WALC and ICO)	120.00	166.82	£175.00	
Audit (internal + external if turnover >£25K)	160.00	170.00	£190.00	
Room Hire	0.00	0.00	£0.00	
<u>Rec Grd and Village Maintenance</u>				
-Grass cutting (£225 per cut excl VAT) x 15 cuts	3,450.00	2,955.00	£3,450.00	Pending figure from Contractor
-Hedge cutting (£250 excl VAT) x 1 cut	250.00	0.00	£250.00	
- River Dun Annual Vegetation Clearance (excl VAT) - not req'd if Volunteers	0.00	0.00	£120.00	
- Rec Grd RoSPA + maintenance + Rec Grd resurfacing (excl VAT)	1,000.00	125.00	£600.00	
- Other : Mole Man	0.00	165.60	£170.00	
Asset Purchase	0.00	0.00	£0.00	

S133 Village Hall Insurance contribution (£300 payable Jan) Village Hall generator maintenance (£500 payable April)	800.00	0.00	£800.00
S137 Grants £500 Wildlife Project (match funding) 2022/23	50.00	0.00	£50.00
S142 (Dun Valley News contribution)	0.00	0.00	To be removed
Website	144.00	0.00	£150.00
Refreshments (Carols on the Green, Annual Parish Meeting, Spring Clean, River Clearance)	120.00	203.40	£200.00
Queen's Platinum Jubilee Tree	0.00	0.00	To be removed
SSEN Grant spend	0.00	88.99	
VAT paid on good & services (reclaim next financial year)		726.94	£1,400.00
<b>TOTAL GROSS</b>	<b>15,969.14</b>	<b>10,108.78</b>	£17,295.00

<b>Receipts</b>	<b>2023/24</b>	<b>Actual</b>	
Bank Interest	0.00	51.95	£0.00
Precept	<b>19,000.00</b>	19,000.00	£19,000.00
VAT reclaim	#REF!	1,430.21	£1,500.00
WTPC Contribution Playground Maintenance	250.00	0.00	£250.00
Other	0.00	0.00	£0.00
SSEN Grant	0.00	0.00	£0.00
<b>Gross Receipts</b>	<b>#REF!</b>	<b>20,482.16</b>	£20,750.00
Band D contribution p.a	<b>£178.77</b>		

<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>		0.00
<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>of which Defib Fund</i>	50.20	75.00
<i>of which SSEN funds (for digital radios)</i>	650.00	
Unrestricted Reserves	<b>-4,700.20</b>	
Operational Reserves (months)	<b>#DIV/0!</b>	