



**Minutes of the Annual Parish Council meeting held on  
Tuesday 6<sup>th</sup> May 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 J Camilleri</b>	✓		
<b>Councillor Seabrooke</b>	✓		
<b>Councillor M Camilleri</b>	✓		
<b>Councillor N Hiddleston</b>	✓		
<b>Councillor M Lee</b>	✓		
<b>Councillor B Livesey</b>	✓		

Also, in attendance:

Amanda Owen – Clerk, Wiltshire Councillor Cooper & one member of the public.

<b>55/24</b>	<p><b>To elect the Chair and receive the signed declaration of office.</b></p> <p>Wiltshire Councillor Cooper addressed the meeting and asked for a nomination for Chair. Councillor Hiddleston proposed Councillor Higgins as Chair, seconded by Councillor Livesey. All members voted unanimously to accept this resolution. Councillor Higgins accepted the position of Chair and signed the declaration of office.</p>
<b>56/24</b>	<p><b>To elect the Vice Chair and receive the signed declaration of office.</b></p> <p>Councillor Higgins proposed Councillor J Camilleri as Vice Chair, seconded by Councillor Seabrooke. All members voted unanimously to accept this resolution. Councillor J Camilleri accepted the position of Chair and signed the declaration of office.</p>
<b>57/24</b>	<p><b>To confirm there are no amendments to Councillors declarations of pecuniary interests.</b></p> <p>Councillors had submitted new declarations of pecuniary interests.</p>
<b>58/24</b>	<p><b>To approve the following policies:</b></p> <p><b>Code of Conduct   Standing Orders   Financial Regulations   Asset Register   Risk Assessment</b></p> <p>It was <b>RESOLVED</b> to approve the following: Code of Conduct Standing Orders Financial Regulations Asset Register Risk Assessment</p> <p>It was <b>AGREED</b> to accept the Code of Conduct, Asset Register &amp; Risk Assessment. Noting that the Financial Regulations and Standing Orders would be agreed in June. Proposed by Councillor Higgins, seconded by Councillor J Camilleri. All members voted unanimously to accept this resolution.</p>
<b>59/24</b>	<p><b>To approve the following direct debits:</b></p> <p><b>Nest   ICO</b></p> <p>It was <b>RESOLVED</b> to approve the following direct debits: Nest ICO</p>

	<p>Proposed by Councillor M Camilleri, seconded by Councillor Seabrooke.</p> <p>All members voted unanimously to accept this resolution.</p>
<b>60/24</b>	<p><b>To agree allocation of areas of responsibility to Councillors:</b></p> <p><b>West Dean Rec Ground   Planning   West Dean Emergency Plan   SWAB   River Group   Footpaths</b></p> <p>The areas of responsibility were allocated as below:</p> <p>West Dean Rec Ground – Councillor Livesey.</p> <p>Planning – Councillor J Camillieri &amp; Councillor Seabrooke.</p> <p>West Dean Emergency Plan – Councillor Higgins.</p> <p>SWAB – Councillor M Camilleri.</p> <p>River Group – Councillors Hiddleston, J Camilleri &amp; Higgins.</p> <p>Footpaths – Councillor Lee.</p> <p>Parish Steward &amp; Lengthsman (WTPC) – Councillors to coordinate with the Clerk.</p>
<b>61/24</b>	<p><b>To receive Chair's opening remarks.</b></p> <p>Councillor Higgins welcomed everyone to the meeting.</p>
<b>62/24</b>	<p><b>To receive and accept apologies for absence.</b></p> <p>No apologies were received.</p>
<b>63/24</b>	<p><b>To receive declarations of interest relating to items on this agenda.</b></p> <p>None.</p>
<b>64/24</b>	<p><b>To approve the minutes of the full council held on Tuesday 22<sup>nd</sup> April 2025.</b></p> <p>The minutes of the meeting held on Tuesday 22<sup>nd</sup> April were <b>AGREED</b> as a correct record of the meeting.</p> <p>Following a change of date, it was <b>NOTED</b> that the Beacon will now be lit on the 8<sup>th</sup> May at 20:00.</p> <p>This motion was passed on a vote of 5 <b>FOR</b> and 2 <b>ABSTENTIONS</b>.</p>
<b>65/24</b>	<p><b>Public Forum.</b></p> <p>None.</p>
<b>66/24</b>	<p><b>To receive reports from Wiltshire Council &amp; Wiltshire Police.</b></p> <p>Wiltshire Councillor Cooper addressed the meeting:</p> <ul style="list-style-type: none"> <li>- Local Elections were held last week, and the composition of Wiltshire Council is hung. A full council meeting is taking place two weeks today to discuss what will happen, with a vote for a new leader.</li> <li>- All new councillors are undertaking training over the next two weeks.</li> </ul> <p>No report was received from Wiltshire Police.</p>
<b>67/24</b>	<p><b>To receive updates with regards to:</b></p> <p><b>Glebe Farm   River Group</b></p> <p><b>Glebe Farm</b></p> <p>Paul Goodman advised that his comments and the Housing Officer's comments had been made on the draft document and that the S106 document should be issued to the applicant's solicitor shortly. The Clerk reiterated the request of a copy once available.</p> <p><b>River Group</b></p> <p>Project plan has been received, along with the invoice so these items can be forwarded to Wiltshire Council.</p>
<b>68/24</b>	<p><b>To agree the Parish Council insurance renewal at a cost of £564.94 and to enter into a three year fixed rate agreement.</b></p> <p>It was <b>AGREED</b> to accept the insurance renewal at a cost of £564.94 and enter in to a further three year agreement.</p> <p>Proposed by Councillor Livesey, seconded by Councillor Seabrooke.</p> <p>All members voted unanimously to accept this resolution.</p>
<b>69/24</b>	<p><b>To note the financial situation.</b></p> <p>The current financial situation and the reconciliation of the bank balance were <b>NOTED</b> with the bank balance at 30th April 2025 being £36,116.65. The bank reconciliations can be found at <b>APPENDIX A</b>.</p>
<b>70/24</b>	<p><b>To approve the requests for payments for May.</b></p> <p>The payments as listed in the table below were <b>APPROVED</b> for payment.</p> <p>Proposed by Councillor M Camilleri, seconded by Councillor J Camillieri.</p>

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	<table><tr><th colspan="4">May Payment Requests</th></tr><tr><th>From</th><th>Item</th><th>Invoice Number</th><th>Amount</th></tr><tr><td>Staff</td><td>Salary</td><td>May</td><td>£891.28</td></tr><tr><td>Lloyds</td><td>Bank Charges</td><td></td><td>£4.25</td></tr><tr><td>Clive Francis</td><td>Grass Cutting</td><td>Inv 010425</td><td>£564.00</td></tr><tr><td>WALC</td><td>Councillor Essentials Course</td><td>WALC - 0740</td><td>£36.00</td></tr><tr><td></td><td></td><td>Total</td><td>£1,495.53</td></tr></table>				May Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary	May	£891.28	Lloyds	Bank Charges		£4.25	Clive Francis	Grass Cutting	Inv 010425	£564.00	WALC	Councillor Essentials Course	WALC - 0740	£36.00			Total	£1,495.53
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71/24	<p><b>To agree the date of the next meeting as Monday 16<sup>th</sup> June.</b></p> <p>The date of the next meeting was <b>AGREED</b> as Monday 16<sup>th</sup> June.</p>																															

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		Total	£1,495.53

71/24	To agree the date of the next meeting as Monday 16 <sup>th</sup> June. The date of the next meeting was <b>AGREED</b> as Monday 16 <sup>th</sup> June.
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There being no other business, the meeting closed at 20:25.

## APPENDIX A

WEST DEAN PARISH 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	2,000.00	Receipts 2024/25	11,058.08
Payments 2024/25	1,299.03	Payments 2024/25	2,000.00
Unpresented Cheques 2024/25			
Closing Balance Community Account 30/04/2025	£1,664.57	Closing Balance Business Bank Instant 30/04/2025	£34,452.08
TOTAL BANK BALANCES		£36,116.65	

### Bank Reconciliation for the Year 2025 / 26

<b>Opening Balance Community Account at 01/04/2025</b>		<b>£963.60</b>	<b>Opening Balance Instant Access Account at 01/04/2025</b>		<b>£25,394.00</b>
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<b>Closing Balance Community Account 30/04/2025</b>		<b>£1,664.57</b>	<b>Closing Balance Business Bank Instant 30/04/2025</b>		<b>£34,452.08</b>
<b>TOTAL BANK BALANCES</b>		<b>£36,116.65</b>			