

Hilperton Parish Council

9 Beech Grove, Warminster, Wiltshire, BA12 0AB Tel: 01985 213436
Chairman: Councillor Ernie Clark Clerk: Mrs Sarah Jeffries PSLCC CertHE

Minutes of the meeting of Hilperton Parish Council on Tuesday 19th December 2023 at 7.45pm.

Present: Councillor's, Ernie Clark, Robert House, Trevor Carbin, Michael Linham, Kate Hayes, Chris Prevett, Steph Robinson, Sheila Sawyer, Scott Uncles and Samantha Woodard.

In attendance in person: Parish Clerk Mrs. Sarah Jeffries PSLCC, no parishioners were present.

7.45pm Public Question Time the Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 972 s 100.

Unitary Councillor Ernie Clark reported in his capacity as the Wiltshire Council Unitary Councillor, he wished everyone a Happy Christmas.

Secondly, he reported about the Trowbridge - Melksham cycle scheme. He has received draft plans from Wiltshire Council including Devizes Road, there have been objections to the blocking of the road, so it should go to the Cabinet member in January. He was optimistic that the Trowbridge Road narrowing and the reduction in speed limit to 20mph would be ok.

On the plans, the Highways Team have shown that all the streetlamps will be resited along Trowbridge Road, he's reminded them re the new Speed Indicator Device Device post, they have said this will be moved and there should be something out in January in time for it to be brought to the parish council meeting.

Both the McDonald's and Devizes Road applications, by Enniswood, have been refused, unfortunately neither seems to have been refused on the Parish Council's objections. When it comes to it, the Parish Council may wish to consider if it wishes to be a rule 6 party, if either goes to appeal.

He reported that the land off Ashton Road PL/2022/08726, the one house in the gap between Paxcroft Mead and Ashton Rise, has now lodged an appeal, by written representations. Comments are not required until the 23rd of January. The parish council will have time to decide to decide before the next meeting if it wishes to comment.

Hot off the press, he had taken a call from Francis Morland who is very aware of planning, he informed Unitary councillor Ernie Clark that the new National Planning Policy Framework was released today, and paragraph 226 says that for authorities such as Wiltshire Council that have a local plan that has gone to reg 18 or 19 then

they only need a 4-year housing land supply not a 5 year. He will be taking that up with Wiltshire Council to see how that applies to anything that has been refused or hasn't been permitted, because if the decision was based on the housing land supply it will be interesting. It is tough on Holt as the appeal regarding housing on the way out towards Melksham was successful on the 5-year housing supply and the decision could have been different with this change.

No questions were put to Unitary Councillor Ernie Clark.

23/041 Acceptance of apologies for absence

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

Resolved: Councillor Pamela Turner had given her apologies. The Council resolved her reason for absence. Councillor Richard Allan had given his apologies. The Council resolved his reason for absence.

23/042 Dispensations

Resolved: noted none had been requested.

23/043 Declarations of interest, members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulation 2012 (SI 2012/1464) (NB this does not preclude any later declarations)

Resolved: noted none given.

23/044 Exclusion of the Press and Public Standing Order #1c The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Resolved: not required.

23/045 To receive and sign the minutes of the Full Council meeting held on 21st November 2023 (Previously circulated) LGA 1972 Sch 12 para 41(1)

Resolved: that the below changes be actioned. The Clerk was instructed to complete the minutes with the amendments and bring and bring to the next meeting for signing.

- Minute 021 – final sentence. “Councillors were asked to contact the Clerk with any items to report.” Council agreed that it (HPC) had not agreed this and so the sentence should be removed.
- Minute 023 was still not an accurate record.
- It currently states “He also reported on the Car park area opposite the Bellway Development from the field ways past the slip road there is a parking area on the right-hand side he had been asked if this could be tarmacked; he had

pointed out that this land is owned by Wiltshire Council, and he has put the person in touch with the relevant Wiltshire Council Officer.”

- It was agreed that this minute is corrected to show “He also reported on the car park opposite the Bellway Development. There is a parking area.....’

Para 8. This currently states “where the updated Standing Orders are implemented at the same time.” The minute was amended to read ‘when the updated Standing Orders are in place’.

23/046 Chairman’s announcements

Resolved: noted the Chairman’s Happy Christmas wishes to all and that Councillors were reminded that they were welcome to stay on at the end to have drinks and make a presentation to the retired Clerk. The Chairman’s allowance would cover the cost, it is a thank you for everything Councillors have done over the year.

23/047 Councillor Resignation

Resolved: noted that Councillor Gary Boreham had resigned and that the Clerk had informed Wiltshire Council Elections Team of the resignation. A notice of vacancy has been actioned on the noticeboards. If ten electors request an election it will take place no later than the 27th of February 2024. If none is requested the Parish Council can move forward to a co-option from the 22nd of December 2023. It was agreed that a closing date for applications would be set as 10 days before the February meeting, 9th of February 2024. The decision to co-opt would be made at the February meeting on the 20th of February 2024.

It was agreed to use a Co-option form, but it be amended as discussed. The Clerk was instructed to place the full draft form back on the agenda for February to confirm discussions as to whether it be used in future in the amended format or full format.

23/048 Planning

Planning Applications

Application No: PL/2023/10101

Application Type: Householder planning permission

Proposal: Two Storey Side Extension

Site Address: 23 Marshmead, Hilperton, Trowbridge, BA14 7SF

Application link: [Planning Application: PL/2023/10101 \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk/planning-applications/PL/2023/10101)

Resolved: no objection.

Application No: PL/2023/10174

Application Type: Consent under Tree Preservation Orders

Proposal: I propose to reduce the overhanging branches, into number 9's property, by 2m. I propose to do this to both the Douglas fir and Beech tree.

Site Address: WATERSIDE, 9 MAXCROFT LANE, HILPERTON MARSH, TROWBRIDGE, BA14 7PY

Application link: [Planning Application: PL/2023/10174 \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk/planning-applications/PL/2023/10174)

Resolved: The Parish Council will concur with the Wiltshire Council Tree Officers decision.

Application No: PL/2023/10387

Application Type: Householder planning permission

Proposal: Erection of Double Garage with Studio in Roof Space

Site Address: Coopers Chase, Church Street, Hilperton, Trowbridge, BA14 7RL

Application Link: [Planning Application: PL/2023/10387 \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk/planning-application/PL/2023/10387)

Resolved: that the Parish Council objects to the application with the below comments

- Overlooking other properties due to the height of the building
- It should be conditioned as a workplace and not used for residential use.
- Materials used should match the existing house.
- If permitted that the original conditions should be imposed from the 2017 application.

Proposed Councillor Chris Prevett Seconded Councillor Sheila Sawyer. 8 in favour. One abstention Councillor Ernie Clark.

Application No: PL/2023/10407

Application Type: Consent under Tree Preservation Orders

Proposal: G1 - Willow trees - re-pollard

Site Address: Wyke Road, Hilperton, Trowbridge, BA14 7NT

Application link: [Planning Application: PL/2023/10407 \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk/planning-application/PL/2023/10407)

Resolved: The Parish Council will concur with the Wiltshire Council Tree Officers decision.

Application No: PL/2023/09157

Application Type: Householder planning permission

Proposal: Proposed is a two-story side extension with accompanying internal modifications, along with a designated hardstanding area for off-site parking featuring a roller shutter.

Site Address: 40 Newhurst Park, Hilperton, Trowbridge, BA14 7QW

Application link: [Planning Application: PL/2023/09157 \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk/planning-application/PL/2023/09157)

Resolved: object for the below reason:

The Cul-de-sac is too small for a development of this scale and size.

Proposed Councillor Kate Hayes Seconded Sheila Sawyer. 6 for 1 against. Both Councillors Ernie Clark and Chris Prevett abstained.

Planning Application Number PL/2023/10559 Maxcroft Farm

Resolved: it was noted that the closing date was the 2nd of February 2024 for the application. Council resolved to move this item to the January meeting. Proposed Councillor Ernie Clark Seconded Kate Hayes . Carried unanimously.

(In planning matters the Council acts as a consultee of the principal authority. The principal authority being the deciding body for planning applications)

23/049 Planning Decisions

Resolved: the below information was noted. The Clerk was instructed not to put any decisions on the agenda that don't have a decision against them.

The Clerk did inform Council that she had reported the items so Councillors had an understanding which application had not been decided and when they would be decided if parishioners asked.

Application Ref PL/2023/09253 - Householder Application

Address: 57 Wyke Road, Hilperton, Trowbridge, BA14 7NZ

Proposal: Single storey rear extension and dormer window to existing bedroom above garage on rear elevation.

Application Link: [Planning Application: PL/2023/09253 \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk/planning-applications/PL/2023/09253)

Wiltshire Council Decision: to be made on the 21.12.23.

Application ref: PL/2023/08701

Site Address: Knoll Farm, 56 Whaddon Lane, Hilperton, Trowbridge, BA14 7RN

Proposal: Construction of an agricultural building and polytunnel

Application Link: [Planning Application: PL/2023/08701 \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk/planning-applications/PL/2023/08701)

Wiltshire Council Decision advertised on the portal: to be made on the 04.12.23 (The Clerk has contacted the Officer and been informed that the application did not have a decision to date as of the 11.12.23).

Application ref: PL/2023/08729

Site Address: Agricultural fields west of Whaddon Farm, Whaddon Lane, Hilperton, Trowbridge, BA14 6NR

Proposal: Variation of conditions 2, 4, 5, 6, 7, 8, 9, 10, 15, 17 and 18 relating to application PL/2021/03061.

Application Link: [Planning Application: PL/2023/08729 \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk/planning-applications/PL/2023/08729)

Wiltshire Council Decision: to be made on the 09.01.24.

Application No: PL/2023/09825

Application Type: Notification of proposed works to trees in a conservation area.

Proposal: Four Lawson Cypress trees - 30% Reduction. One Yew tree - 25% Reduction.

Site Address: Rowan House, 4 Oriel Close, Hilperton, Trowbridge, BA14 7RB.

Application Link: [Planning Application: PL/2023/09825 \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk/planning-applications/PL/2023/09825)

Wiltshire Council Decision: to be made on the 19.12.23.

Application No: PL/2023/05787

Application Type: Full planning permission

Proposal: use of land as a Dog exercise field

Site Address: Field off Whaddon Lane, Whaddon, Hilperton, BA14 7RN

Application link: [Planning Application: PL/2023/05787 \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk/planning-applications/PL/2023/05787)

Decision: approved with conditions.

23/050 Hilperton Draft Allocation Site

Resolved: The Clerk was instructed to bring a draft policy to the Parish Council at its February meeting. The Clerk was instructed to inform the promotor that the Parish Council is preparing a policy.

23/051 Parish Steward

Resolved: it was agreed that comments are to be sent to Councillor Ernie Clark. The Clerk was instructed to seek the dates from the Highways Team for visits to the parish moving forward. No items were highlighted to Councillor Ernie Clark. Council noted that the Parish Steward was directed to Hilperton Road adjacent to Elizabeth Way where they dealt with a short "Hilperton" stretch of Hilperton road.

Cllr. Carbin arrived and took part in discussion/voting.

23/052 Allotments/Community Orchard

Resolved: noted Councillor Robert House's report. That 4 plots were to be re let, there are 15 persons still on the waiting list, he is hoping to have them re-let before the end of the spring season.

Orchard weeding around trees and mulching of the trees took place in November. He had spent £55.92 on mulch it was agreed that he be reimbursed.

The group are going to be pruning at the end of the winter prior to the spring, volunteers are welcome to come along. Correspondence regarding the pond was mentioned. Robert House and Kate Hayes to liaise on this matter.

The Clerk confirmed that the tenancy agreements have been signed and returned to the Parish Council for Plot 62 and Plot 6.

The Clerk was instructed to inform the Chairman of the Village Hall Trustees of the below available grant. This will allow the Trustees to discuss and decide at their 11th January 2024 meeting and be able to come back to the Clerk if they wish trees to be considered.

Wiltshire Council have sent out a grant briefing note regarding the Coronation Living Heritage Fund: Coronation Orchards Briefing Note No. 23 - 36a See below:

The Grant Application and Planting Support (GAPS) Team has been successful in a grant bid that will see £50,000 funding for community orchards throughout Wiltshire. This comes from the Coronation Living Heritage Fund, a fund to support local tree-planting projects across communities to celebrate the King's Coronation. The grant will allow Wiltshire Council to provide grants to local people and groups to establish community orchards.

The Grant

The types of applicants for community orchards include (but are not limited to) - schools, residents associations, community groups, charities, businesses, and parish/town councils. A community orchard:

Can be on either private or public land if there is a community/public benefit for the orchard, such as, the community involved in setting up/maintaining the orchard, or the community has access to the orchard on a permanent or occasional basis.

Can have a minimum of 5 trees. There is no maximum.

The grant can be used to fund new trees, protection (including fencing) and signage to celebrate the orchard and the King's coronation.

23/053 Highways Improvement Requests

Resolved: that the below item be deferred to the January meeting. Proposed Kate Hayes Seconded Sheila Sawyer. 6 in favour 4 against.

Council is asked to direct the Clerk with the way it wishes to reply regarding the correspondence from Trowbridge Town Council and the parishioner who requested the LHFIC consideration for Elizabeth way.

Trowbridge Town Council have referred the parishioner back to Hilperton Parish Council and the Clerk has received the below correspondence:

Trowbridge Town Council - Thank you for your enquiry regarding the provision of crossing points on Elizabeth Way. Though your home is within Adcroft Ward, Elizabeth Way is outside the Ward. It may be that you could progress this enquiry through your local Councillors. I have copied this mail to Edward Kirk, who is your local Councillor and sits on Wiltshire Council. Hopefully, he will be able to advise you as to the best way to address your concerns.

(The parishioner was then directed towards Hilperton Parish Council see minute number 23/023 Highways Improvement Requests Resolved: Councillor Ernie Clark reported on a request from a Trowbridge parishioner for a traffic light operated pedestrian crossing on Elizabeth way and that there also had been a request for the reduction of the speed limit to 30mph. The crossing will be beneficial to Trowbridge residents.)

Correspondence from the parishioner who had then gone back to Trowbridge Town Council and to Hilperton Parish Council.

I'm disappointed with the parochial approach from Councillor Clark, particularly the misleading statement "the crossing will be beneficial to Trowbridge residents". In fact, anyone attempting to cross Elizabeth way is in peril from speeding traffic and lack of pedestrian safety, regardless of where they live. Any suggestions of how I might progress this issue will be gratefully received.

The Chairman put forward a proposal at this point that, under agenda item 23/061 'Standing Orders', current Standing Order 77.2 be amended from the current figure of £5,000 to £25,000 as if this was not approved the SID purchases could not be made. Carried unanimously.

23/054 Speed Indicator Device

Resolved: approved the purchase of 2 of the A 20/30mph Speed sign with SLOW DOWN legend beneath. Corner amber flashers, solar powered £4845.00 each excluding VAT installation £175.000 with blue tooth for each unit costing £379.00 per sign. A total of £10,623.00 was agreed. Proposed Councillor Ernie Clark Seconded Councillor Scott Uncles. Carried nem. con. with one abstention. .

23/055 Local Highway and Footway Improvement Group

Resolved: Councillor Ernie Clark to be the LHFIG Representative for the Parish Council.

23/056 Remembrance Parade

Resolved: that the below item be deferred to the January meeting. Proposed Kate Hayes Seconded Sheila Sawyer. Carried unanimously.

Council is asked to discuss the below request from the 1st Hilperton Scout group.

I am Akela at 1st Hilperton Scout Group which mostly meets at Hilperton Village Hall on a Thursday evening.

In conjunction with the church and the village hall committee we recently facilitated Hilperton Village Remembrance Sunday Parade which was welcomed by the community.

On reviewing the risk assessment for the event, it has been suggested two signs (seen at Melksham Remembrance Parade) be acquired by the Parish Council and deployed a few days before the parade either side of the war memorial to assist with reducing the chance of inconvenience to persons using the B3105 and increasing the safety of persons attending the annual Village Event.



Council is asked to note that there is still £3,925.00 available in the S137 Grant Budget of £4,000

(The Clerk has noted that there is a discrepancy of £1,000 in the budget figures against the reserves figure) The Clerk will report the quotation she has sought for two signs at the meeting due to the time sensitive commercial interests of the Council and the persons who have tendered is not in the public interests.

23/057 Agenda Format

Resolved: Council approved the motion for the public agenda to be in the condensed format used this month, put forward by Councillor Ernie Clark. Council resolved not to replace four notice boards at the current time. The Clerk was instructed to arrange any required repairs to any 'broken' noticeboards.

23/058 Open Spaces Society Annual Subscription

Resolved: to continue its subscription of £45.00 to the Open Spaces Society. Proposed Councillor Ernie Clark Seconded Councillor Trevor Carbin. 1 abstention.

23/059 Hilperton Parish Council - Bus Stop and Noticeboard Cleaning Services

Resolved: approved the £400 deep clean for the Bus shelters, bi-monthly checks etc £2,550.00 and free cleaning of the notice boards. Proposed Sheila Sawyer Seconded Samantha Woodard. Carried unanimously.

Council noted the Clerks recommendation that Council looks towards budgeting for the repainting of this Bus Stop, having checked their condition. The Clerk had also identified that the Assets need to be mapped.



23/060 Biodiversity Policy

Resolved: approved its implementation. Proposed Councillor Robert House seconded Councillor Samantha Woodard. Carried unanimously.

Council are asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status, and any disability); Crime and Disorder, Biodiversity, Health and Safety and Human Rights. Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (07540 611906) or 01985 213436 emails clerk@hilperton-pc.gov.uk at least 24 hours before the meeting so that every effort may be made to provide access.

23/061 Standing Orders

Resolved: to revise the Standing Orders, as per the draft amended and completed by the Chairman at the meeting. To be implemented from the 1st of January 2024. Proposed Councillor Ernie Clark Seconded Councillor Trevor Carbin. Carried unanimously.

23/062 Section 106 & CIL Agreements

Resolved: Noted that the Clerk has still to read through all the Section 106 and CIL agreements in place for Hilperton Parish Council but due to time constraints has not been able to.

23/063 Risk Assessment Additional Sections

Resolved: that the below item be deferred to the January meeting. Proposed Robert House Seconded Samantha Woodard. Carried unanimously.

Council is asked to discuss the additional Draft Risk Assessment the Clerk has compiled. The Clerk recommends that at the May 2023 meeting the present approved Risk Assessment is amalgamated into the recommended format attached.

23/064 Internal Audit

Resolved: that the below item be deferred to the January meeting. Proposed Robert House Seconded Sammantha Woodard. Carried unanimously.

Council is asked to discuss the Clerk s recommendations that it seeks an Internal Auditor for the 2024/2025 Audit. An Internal Auditor will need to be appointed for 2024/2025. The Clerk recommends she is tasked to go out for quotations. The Clerk has not been able to find a copy of the Internal Auditors recommendations for 2022/2023. This is also not on the Website.

As there are no financial regulations in place the Clerk is concerned that correct and proper (the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils - a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) is acted upon.

AGAR Assertion 3 — Compliance with laws, regulations, and proper practices
We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.

AGAR Assertion 6 — Internal Audit We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. To warrant a positive response to this assertion, the authority needs to have taken the following actions: 1.34 Internal audit — The authority needs to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities. 1.35 Provision of information — The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any

information or explanations required. 1.36 non-statutory guidance on internal audit can be found in Section 4

23/065 Reserves, Contingency and General Reserves

Resolved: that the below item be deferred to the January meeting. Proposed Sammantha Woodard seconded Ernie Clark. Carried unanimously.

Council is asked to discuss the Reserves, Contingency and General Reserves it wishes the Clerk to draft into the budget for 2024/2025. See attached advice note giving an example policy for a Council to discuss the reserves, contingency and general reserves it wishes the Clerk to take into consideration.

Last year's reserves were as below:

Traffic Calming £5000

Play Equipment – purchase/upgrade/repair £29,000.

Current Wiltshire Council owned play areas – possible takeover £20,000.

War memorial – repairs/upkeep £2,500

Road sweepers equipment hire £8,000.

Extra lighting in village £2,885 (Additional Street Light – Greenhill Gardens - £1,150 Hilperton PC)

Parish Poll expenses £5,000

By-election expenses £5,000

Section 137 Grants £5,000

Section 19 Grants £5,000

Defibrillator (30th April 2027 it is to be renewed, 4 Year Contract in place) £2,500.

LHFIG projects £3,000 (at present the Parish Council has invoices for £2023.42 to pay the LHFIG See below the breakdown)

Completed works in 2023.

- 20mph speed assessment – Church St/Hill St, Hilperton - £1875 LHFIG & £625 Hilperton PC = £2,500

- Additional Street Light – Greenhill Gardens - £3,450 LHFIG & £1,150 Hilperton PC = £4,600.00

- NAL sockets and posts for Speed Indicator Devices (SID's) –Trowbridge Road & Marsh Road, Hilperton - £500

- Street Name signs – Horse Road, Hilperton - £448.42

Total = £2,723.42

Upcoming works

- Staggered pedestrian barriers – Ashton St, Hilperton - £1,350 LHFIG + £450 Hilperton PC = £1,800

Parish Council owned bus shelters and notice boards £2,000 (Both the built Bus Shelters require repainting in 2024 to maintain the structure in a good condition, the Clerk recommends the reserves for these are increased)

Training/Seminars for Parish Councillors £4,500

Allotments/ Community Orchard £3,000

Speed Indicator Devices £5,000

Neighbourhood Plan update £2,000.

Miscellaneous £5,000
Total £114,385

23/066 Budget Preparations Council to agree its objectives for next year.

Resolved: noted the Clerks request for Councillors to email her any future projects if Councillors have ideas of that they may wish Council to discuss/action. The Clerk was instructed to contact the Chair of the Village Hall Trustees re work required on the Village Hall, that would need to be set in the budget.

23/067 Unity Bank setup and Online Payments

Resolved: approved the signing of the mandate for the online banking to be set up with Unity Trust Bank by Councillors Ernie Clark, Scott Uncles, Trevor Carbin, Shelia Sawyer, and Robert House. Proposed Councillor Ernie Clark Seconded Councillor Scott Uncles. Carried nem. con. with one abstention.

23/068 CCLA

Resolved: noted that the Clerk had actioned the change of address for correspondence form. Councillors Ernie Clark and Sheila Sawyer are required to sign the Bank Mandate to approve the change. Council approved the signing of the mandate.

Councillors noted the monthly statement/valuation for the accounting period 31st November 2023 to 30th November 2023:

- Total valuation as of 30th November 2023 £112,537.49
- Total valuation as at last statement on 31st October 2023 £112,025.18
- Total income during period £512.31

Proposed Councillor Ernie Clark Seconded Councillor Shelia Sawyer.

23/069 Approval and signing of Parish Accounts for the month of November 2023 Internal Audit Accounts & Audit Regulations 2003 reg 2.

Resolved: approved the accounts provided to Councillors. These were signed by Councillor Ernie Clark.

The balance for the Account at month ends 30th November 2023 was not reported as at present the Clerk does not have access to the Bank Account.

Council reviewed and approved the items of expenditure listed below:

Invoices

Wages December [LGA 1972 s111](#) £861.37
Heat, Light etc. December 2023 [LGA 1972 s111](#) £20.75
(Clerk Reimbursed) postage [LGA 1972 S111](#) £12.40
Travelling [LGA 1972 S111](#) £51.75
Cloudy IT monthly fee [LGA 1972 s111](#) £252.09
Society of Local Council Clerks (New Clerk Advert) [LGA 1972 s111](#) £265.20
Open Spaces Subscription [LGA 1972 s111](#) £45.00

Water2 Business Allotments & Orchard Small holding and Allotments Act 1908
ss.23,25 £68.35

Receipts: To note receipt of income

CCLA The Public Sector Fund £512.31

Retrospectively/Approved at the last meeting.

Water2Business Allotments & Orchard Small holding and Allotments Act 1908
ss.23,25 £31.58

Wages November LGA 1972 s111 £861.37

Society of local Council Clerks membership LGA 1972 s111 £ 238.00

Unity Trust Bank (Account opening) LGA 1972 s111 £500.00

Geosphere Online Mapping LGA 1972 s111 £291.60

Reimbursement Chairman's Allowance LGA 1972 ss 15(5) & 1972 S145 (e) £90.29

Reimbursement Robert House mulch Allotments & Orchard Small holding and
Allotments Act 1908 ss.23,25 £55.92.

Payments £156.91

Retrospectively £1922.55

Income £512.31

23/070 Meetings for Councillors to consider attending.

Resolved: noted that at the time of producing this agenda there were no meetings to
advise Council of.

23/071 Correspondence received.

Booklets and Brochures on the below list were received.

Bulletin - War Memorials Trust

Clerks' Magazine - Allotments

**All the below email correspondence received by the Clerk has been emailed to
Councillors.**

Wiltshire Association of Local Councils login details

23 Marshmead, Hilperton, Trowbridge, BA14 7SF: Consultation - PL/2023/10101

FW: Do you know of any community events at which we could provide home retrofit
advice?

FW: WALC Members

FW: NALC Chief Executives Bulletin

FW: Minutes for Western Area Planning Committee, Wednesday 22 November
2023, 3.00 pm

FW: Minutes for Western Area Planning Committee, Wednesday 22 November
2023, 3.00 pm

W: Application to vary a premises licence - Trowbridge Rugby Club

23/072 Clerks Report

Information Technology Provision

Resolved: noted the agenda content that the Clerk was tasked at her interview to set the Parish Council with a.gov.uk set up, this was to be put in place as the Clerks first action and gives the below security to the Parish Council.

- Outgoing.gov.uk emails are more likely to be cleared by security filters and delivered successfully.
- The Parish Council can control access to official papers and correspondence day to day.
- Local council officers won't have to surrender private emails if the Parish Council have a freedom of information or data request.
- The Parish Councils domain will be monitored by the Central Digital and Data Office's Domain Management Team
- As.gov.uk domains are based within UK jurisdiction they have better legal protection.

Councillors noted that they were reminded that this is now their workplace correspondence address, parishioners can be assured that their data is going directly to a recognised official government business. The Parish Council had resolved retrospectively to the infrastructure to implement a fully functioning business suite for the Clerk and Councillors to use.

Councillors noted that if they wish to arrange for their emails to come into the same area as their personal emails, to make it easier to access their emails only, this can be arranged. (Those Councillors who would prefer this system were asked to contact the Clerk who will assist with the process.)

HMRC Payroll

Resolved: noted that the Clerk can now confirm that the Parish Council is now set up with an HMRC Payee account with HMRC Cumbernauld, the Clerk will action her salary using the system and has set up for email alerts/updates.

Council noted that under Pay as You Earn (PAYE), employers are required by law to set up a recognised payroll scheme that captures information on employee payments, including salary and wages, bonuses, and statutory sick pay. That it is the Parish Councils responsibility to register and collect the correct amount of income tax and National Insurance Contributions directly from your employees' pay, and ensure this money is sent to HMRC within the specified timescale.

Elizabeth Way Cheque Payment

Resolved: noted that the Clerk can now confirm that the previous Clerk has confirmed that the cheque payment for the work actioned has been cashed.

23/073 Notice of items to be taken into consideration at the next meeting.

Resolved: that the below and the deferred items above be taken into consideration

Budget
Precept Figure
Reserves, contingencies, and general reserves
Local Councils Award Scheme
General Power of Competence

Councillors noted that if they have been approached by parishioners with an issue/item for Council to investigate, or if they have an item they wish to be discussed, please could they complete an Agenda item reporting form and send it to the Clerk within 6 clear days of the next meeting. If Councillors wish motions to be included on the next Agenda, they need to be sent to the Clerk before the 5th of January 2024. (A copy of the agenda reporting sheet is attached)

23/074 Items for Notice Boards or Publication

Resolved: nothing was highlighted to the Clerk.

23/075 Date for the next Parish Council Meeting

Resolved: Council noted that Tuesday 16th January 2024 would be the date of the next Parish Council Full Council meeting. It will start at 7.45pm. All are welcome to attend.

The meeting was closed at 22.03pm

Signed..... Date.....