

**WOODBOROUGH  
PARISH  
COUNCIL**

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Minutes of the Annual Parish Council meeting held on THURSDAY the 18th of May 2023  
at 7.45 pm in the Woodborough Parish Room  
(Meeting postponed from 30<sup>th</sup> March and 20<sup>th</sup> April.)

**Present:** Councillors Steve Napier, John Brewin, Brian Marnane, Andy Towler, Johnny Paterson and Linda Winter

Clerk Ruth Kinderman

Residents Tim Atkins, Chris White, Karen White, Malcolm Cox, Adrian Lythgow, Tony Phillimore, Peter Maclaine, Dan Cowan and Debbie Wordley.

**1. Apologies**

Unitary Councillor Paul Oatway.  
Caroline Allen, Community Speedwatch.

**2. Election of Chairman for 2023/2024**

Cllr Brewin proposed that Cllr Napier be elected as Chairman for 2023/2024; seconded by Cllr Towler with no objections.

**3. Election of Vice-Chairman for 2023/2024**

Cllr Paterson proposed that Cllr Brewin be elected as Vice-Chairman for 2023/2024; seconded by Cllr Winter with no objections.

**4. Pecuniary and other Interests**

None.

**5. Minutes of the meeting held on 9<sup>th</sup> February 2023**

Cllr Napier proposed that these be accepted as an accurate record; seconded by Cllr Marnane with all in favour and signed accordingly by Cllr Napier.

**6. Matters arising**

The litter pick on 11<sup>th</sup> March had been well attended.

As noted by Cllr Napier in the preceding annual parish meeting, the Best Kept Village competition entry has been postponed until next year.

The Scouts have accepted the Parish Room as a suitable venue and intend to launch a group in September.

Clerk had notified PCAP of this parish council's dissatisfaction with Wiltshire Council's intention to re-charge all election costs to parish councils. As discussed

in the preceding annual parish meeting, Clerk to pass parishioners' comments to Cllr Oatway. **Action:RK**

Cllr Napier had re-read the lease relating to the parish council's tenancy of the field footpath.

Vacancy notices for Josh Dear's seat had expired and the parish council may co-opt a replacement councillor.

## 7. To consider adoption of Wiltshire Council's Code of Conduct

The new Code had been circulated to all councillors. Cllr JB proposed that the Code plus Appendix 2 (EPIC values) be adopted, omitting Appendix 1 which was specific to Unitary Councillors.

Cllr Winter asked for more time to read it thoroughly and to have the opportunity to make amendments before adoption of the Code. Cllr Winter would prefer a shorter Code for the parish council. It was noted that the new Code is more than ten pages long, in contrast to this parish council's current three pages.

Cllr Brewin said that Wiltshire Council was aiming to standardise Codes of Conduct throughout the county to simplify the complaints process for Wiltshire Council Officers.

Clerk noted that, contrary to expectation, Wiltshire Council had published the new Code to parish councils without any invitation to consider adopting it; Clerk advised that Cllr Oatway was aware of this and that many parish councils are intending to reduce the Code to a smaller document more suited to their size.

It was agreed that the new Code would be circulated again to all councillors for perusal before the next meeting. **Action:RK/all**

## 8. Payment and Finance

Current Account (Lloyds, reconciled to date) £805.77

Deposit Account (Lloyds, Including interest to date) £ 25289.77

Of which approximately £7500.00 is categorised as 'free reserves'.

Payments made since the last meeting in accordance with Appendix A (Table 1) of the Financial Regulations, and approved at this meeting:

01/04/23 Sq'respace/Ming Lui - Domain Name 23/24	£16.00	+ VAT	£3.20	*S142
01/04/23 Squarespace/Ming Lui - Web Hosting 23/24	£180.00		£36.00	*S142
14/03/23 Cllr Napier - Litter Pick expenses [BKV]	£75.07		n/a	S137
17/04/23 Mrs PA Dark-Trophies & Medals invoice	£298.75		£58.75	S145
17/04/23 Wessex Printers [KC]	£224.12		£44.82	S145
17/04/23 Cllr Brewin - ink, pouches, paper [KC]	£58.79		£11.77	S145
19/04/23 Community First - KC insurance premium	£49.00		n/a	S137
19/04/23 Manningford PC - SID subscription 2023	£300.00		n/a	HighwaysAct1980 s274A
25/04/23 Charlton Baker - payroll services - April	£12.92		£2.58	S111
26/04/23 Parish Room - hosting PCAP - 3 hours	£24.00		n/a	S137
27/04/23 Clerk's salary – April	£120.00		n/a	S111
Chq 503 Cash Float for KC [cheque 503]	£450.00		n/a	S145

04/05/23 Cllr Napier - KC expenses	£36.70	n/a	S145
06/05/23 Cllr Napier - KC expenses	£38.09	n/a	S145
09/05/23 New Day - PA system for KC	£346.00	£69.20	S145
09/05/23 Donation to Parish Room [face painting KC]	£115.00	n/a	S137
10/05/23 KC - Mrs Libby Turner - raffle tickets	£12.48	n/a	S145
10/05/23 Cllr Marnane - refund KC expenses	£1,038.87	£6.81	S145
10/05/23 Cllr Napier - KC expenses	£163.81	n/a	S145
10/05/23 WALC - annual subscription	£130.18	n/a	S111
11/05/23 AG Builders - toilets for KC fete	£235.00	£47.00	S145
11/05/23 Cllr Brewin - ink [KC]	£12.06	£2.41	S145

\*Invoices issued in the EU - VAT may not be reclaimable

Payments approved at this meeting:

18/05/23 Hall Hire - 2 annual meetings - May	£28.00	n/a	S111
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The 'Receipts & Payments & Budget Performance' spreadsheet was emailed to all councillors prior to the meeting and was available for perusal at the meeting.

The annual audit and governance statement for 2022/2023 is now complete and will be forwarded to the internal auditor by the end of May, subject to approval under items 12, 13 and 14.

Cllr Napier thanked Cllr Brewin for the time and effort he puts into maintaining the accounts and keeping the parish council finances in a healthy position.

#### 9. To consider request for waste bin in Church Farm Lane

Residents had requested a bin to deter the dumping of dog waste bags on front gardens and verges in Church Farm Lane. Clerk had yet to receive a response from Highways for permission to attach a bin to either the 20mph pole or the bridleway signpost.

A new post-mounted bin costs approximately £200.00 and Idverde currently charges £3.95 per visit for emptying bins.

It was agreed to proceed with the project once Highways permission is granted.

**Action:RK**

#### 10. To consider provision of third defibrillator in parish

Further to correspondence with businesses at Woodborough Yard, £650.00 has been offered towards the provision of a defibrillator in the former location by the old Barn.

A third defibrillator and cabinet can be added to the existing SWAST contract for £1000.00, with the parish council having to arrange and fund the posts and electricity and the wiring in of the new cabinet.

An alternative option is to use the blue cabinet and defibrillator from the Social Club, which were replaced under the new SWAST contract last July. The defibrillator is nine years old and requires a new battery at £300.00, new electrode pads at £200.00 and would have to be insured by the parish council. Cllr Towler proposed that a new defibrillator be added to the SWAST contract,

seconded by Cllr Paterson. Clerk to contact SWAST and to arrange sale of the blue cabinet which is currently stored at the Parish Room. **Action:RK**

#### **11. Approve Risk Assessment**

The Risk Assessment had been circulated prior to the meeting; Cllr Napier proposed that this be approved, seconded by Cllr Winter with all in favour.

#### **12. Approve Certificate of Exemption**

Cllr Napier proposed that this council be exempt from Limited Assurance Review by PKF Littlejohn for 2022/2023; receipts and payments were both below the £25,000 threshold for review. This was seconded by Cllr Marnane with all in favour.

#### **13. AGAR Section 1 – Approve Annual Governance Statement**

The Governance Statement had been circulated to all councillors prior to the meeting. Cllr Marnane proposed that this be approved; seconded by Cllr Winter with all in favour.

#### **14. AGAR Section 2 – Approve Accounting Statements**

The accounting statements had been circulated to all councillors prior to the meeting. Cllr Napier proposed that these be approved; seconded by Cllr Paterson with all in favour.

#### **15. Planning Update**

i) To note progress of applications/decisions by Wiltshire Planning Department

**PL/2023/00407 – Amberley** - New garaging and annexe structure

This application had been withdrawn by the applicant.

**PL/2023/02059 – Cloud House, Church Road** - Fell Judas tree

Wiltshire Council had no objection to this application.

**PL/2023/02413 - St Cross** - To erect a wooden pergola to provide partial shade and a touch of privacy on sunny patio at the front of the house

It had been agreed by email to submit no objection; Wiltshire Council is due to publish its decision on

**PL/2023/03306 – St Mary's** - T1 Conifer – Fell; T2 Conifer – Fell; T3 Self-seeded tree – Fell; T4 Self-seeded Silver Birch – Fell; T5 Self-seeded Silver Birch – Fell; T6 Conifer - Fell.

It had been agreed by email to submit no objection; Wiltshire Council is due to publish its decision on

ii) To consider new planning applications

There were no new applications.

Wiltshire Council Planning Department is holding a peer review next week. It was agreed to submit comments about the poor standard of treeworks applications and to point out several anomalies with the planning portal. **Action:RK**

## 16. Community Speedwatch

Caroline Allen had submitted a report, with apologies for being unable to attend this meeting.

March had been another rainy month, with only five out of the eight planned sessions being possible, and one of the five had to be aborted after twenty minutes due to rain. It was a quiet time anyway, with only six vehicles reported during the March sessions, out of one hundred and eighty passing (a little under 3.5%). No sessions took place during April due to other commitments. By the end of this week, the team should have completed ten hours of sessions for May and Caroline has already earmarked dates for June, July and August. Caroline had sent some new posters produced by Wiltshire Police for the noticeboards and website. Cllr Napier noted that CSW has been very successful; the parish council continues to work towards having a second site approved along the C38/Broad Street/The Sands.

Cllr Brewin is continuing to look at options for a speed survey and SID placement at Free Trade and along the C261 between the triangle and the bend.

If further CSW sites are approved, more volunteers will be needed. In response to questions, it was noted that the team operates on Saturday mornings as well as during the working week; usual times are 9-10am, 10-11am, 4-5pm and 5-6pm.

Comments from the floor suggested that the existing site on the C261 is a waste of resources as traffic slows naturally due to the bend and parked cars.

## 17. Areas of Responsibility

**School** – Cllr Paterson intends to meet the new headteacher in early September for an early discussion about transport to school and the potential for education within school about speeding and using the school buses. **Action:JP**

**Footpaths** – a strimming party is due to take place this weekend.

**PRMC** – Cllr Winter reported that the garden is now clear, with Tessa Hickey ready to move on to implementing the garden plan. The PRMC intends to apply for another grant from the Area Board towards the cost of compost and other necessities.

Volunteers are needed to paint the bathrooms. The PRMC has been reluctant to install the new kitchen appliances. The parish council expressed concern that the Parish Room risks losing the Scouts if the kitchen is not improved; it was noted that the new appliances can be fitted at no cost by taking up offers of help from residents. The possibility of withholding this year's grant to the PRMC was discussed, with money only being made available on the condition that the new appliances are installed.

Cllr Napier is arranging for the shed roof to be repaired once the weather is suitable. The left-hand side currently houses PRMC and PCC items, with kitchen appliances in the right-hand side.

**Events** – Cllr Napier thanked Cllr Marnane for organising a splendid Coronation Celebration.

**Parish Steward** – it was noted that the contract is now with Milestone, rather than Ringway and Woodborough is now on Karl McAlpine’s rota; Clerk to ensure Cllr Napier received Karl’s telephone number. (*Post-meeting note; Milestone has rearranged the schedules and Woodborough has reverted to Adam Batt’s rota.*) Cllr Winter asked for the drains opposite Donkey Meadow to be cleared; Clerk to refer this to the gully service, rather than the steward. **Action:RK**

Areas of Responsibility will be reviewed, and a new list published once agreed.

#### **18. Diary dates and Correspondence**

The Area Board is due to meet on Monday 22<sup>nd</sup> May at Woodborough Social Club. WALC – Annual County Conference – Friday 9<sup>th</sup> June – West Lavington – Clerk to book one place for the parish council - Cllr Brewin to attend. **Action:RK/JB**

EV Charging webinars – 31<sup>st</sup> May and 15<sup>th</sup> June – free for any person to attend – Clerk to forward details to Chris White. **Action:RK**

Community Emergency Contacts – Wiltshire Council is compiling a list of contacts – it was agreed to ask for volunteers. Clerk to forward Emergency Plan template to Cllr Napier. **Action:RK/SN**

#### **19. Any Other Business**

Dan Cowan thanked the parish council for having included the Social Club in the Coronation Celebration. Dan said that over the next twelve months, the Club is focusing on raising money to renovate the building and toilets, including the installation of an accessible toilet. There will be a Family Fun Day on Saturday 15<sup>th</sup> July, with parking in the school for which the Club is grateful. The Club has cut costs by opening only for events, rather than opening up the bar every night. The Club committee said that progress had been made, with more local residents involved, rather than the majority coming from surrounding villages. Debbie Wordley said that the Committee is open to fresh ideas for fundraising and events and is aware that many people associate the Club with the older generation. It was agreed that good communication will avoid any clash of interests between the Club Committee and the PRMC.

#### **20. To set date of Next Meeting**

Thursday 6<sup>th</sup> July at 7.00pm in the Parish Room.

Clerk will circulate suggested meeting dates for the rest of the year to be agreed in advance, in order to avoid the situation that has taken place since March this year.