

**DRAFT Minutes of the Parish Council meeting
held on 17 April 2024 at 7.30 pm in the Village
Hall**



Present.

Councillors W Scott (Elected Chairman for the meeting), R. Bruges, S Chown, J. Hailey, C McGarvey and C. Wade.

Wiltshire Councillor Cllr. J Seed attended (Part-time).

There was one member of the public present.

1. Apologies.

Apologies were received and accepted from P Smith and M Carberry.

2. Declaration of Interests.

Cllr. McGarvey declared an interest in Agenda item 6b. There were no other interests declared.

3. Minutes of the Ordinary Parish Council Meeting held on 13 March 2024.

The Council **resolved** that the minutes were a true and accurate record. The Chairman signed the minutes.

4. Wiltshire Council Report.

Cllr. Seed reported that he had pursued a reply from Wiltshire Council officers to the matters raised by the Parish Council at the Area Board meeting that was held at the Village Hall on 6 December 2023. He commented that the answers to the queries raised were inadequate and ill-informed. The Chairman confirmed that the report would be on the agenda of the May Parish Council meeting. Cllr. Seed stated that Wiltshire Council was in a strong financial position for FY2024/25 with most services preserved, although the highways budget continues to be under severe pressure.

At the request of the Parish Council, Cllr. Seed agreed to contact the Headteacher at St George's School and to highlight the existing car parking problems in the vicinity of the school and to seek an amicable solution.

5. Community and Communication.

a. The Parish Council confirmed that the Village Day (i.e. the Annual Parish Meeting) will be held on 23 May 2024. Cllrs. Bruges and Chown confirmed that arrangements, including invitations to local groups and organisations were in hand.

Cllr. Chown added that she had also contacted local organisations to inform them of the opportunity to take advantage of the new Semington website.

b. The Chairman stated that the latest Police report for Melksham Rural South had been sent to all councillors and he gave a brief summary of its contents, including details of the crime statistics relating specifically to Semington.

The Report is accessible via:

<https://www.police.uk/pu/your-area/wiltshire-police/melksham-rural-south/?yourlocalpolicingteam=about-us&tab=statistics>

It was agreed that the Parish Council Chairman (Cllr. P Smith) be requested to contact Wiltshire Police (Insp. Lemon) to arrange a suitable date and time for him to visit the Parish with his Neighbourhood Policing Team.

c. There was no further information regarding the Post Office.

Cllr. Hailey reported that parishioners had reported that tiles had fallen from the roof of The Somerset Arms and that some of the lead flashing had been removed. Cllr. Bruges agreed to draw this to the attention of the representative of Criterion, the owners of the Somerset Arms. The Clerk was requested to place this subject on the Agenda for the next Parish Council meeting.

6. Recreation and Wellbeing.

a. Cllr. Wade reported that arrangements are in hand to establish an Allotment Association and that the existing allotment tenants are seeking advice from the Parish Council regarding the formation, Terms of Reference and constitution of such an Association. An arrangement similar to that existing at the Gloucester Road, Trowbridge allotments was considered as a possible model. Cllr. Wade has advised the tenants that the Parish Council wishes to work with them to arrive at a mutually agreeable solution. Cllr. Bruges stressed that it was important that the governance and management of this Council asset be properly addressed.

The Clerk confirmed that the water supply to the allotment site was now operating satisfactorily and that Newland Homes Ltd had agreed to write to all householders at that development reminding them that the car parking spaces at the allotment site were for the use of allotment tenants only.

b. Cllr. MacGarvey withdrew from the meeting.

Cllr. Wade reported that he was still trying to identify a suitable 'Allotment Community Shed'. There was no further discussion on the subject.

Cllr. Mac Garvey returned to the meeting.

c. Cllr. Chown stated that she was waiting for Wiltshire Council to complete its agreed actions prior to the asset transfer to the Parish Council. The Chairman updated the Council regarding a recently reported accident at the Play Area and added that Wiltshire Council had acted very promptly to address the consequences of this accident. In the light of this incident it was agreed that a formal accident reporting procedure and details of any subsequent remedial action needs to be agreed and documented in time for the formal asset transfer date.

d. Cllr. Chown reported on good progress in relaunching the Friends of Wessex Close Play Area group and that Inspection Training was in hand for the recently recruited members.

e. Cllr. Bruges commented that some governance queries had arisen in respect of the Semington Social Club.

7. Environment and Streetscene.

a. In the absence of Cllr. Carberry no report regarding the Litter Bins was given.

b. The Chairman stated that the Council had received correspondence from a parishioner at Littlemarsh seeking CIL (Community Infrastructure Levy) funding for improvements to the road surface at Littlemarsh. He added that the Parish Council Chairman had responded to the parishioner indicating that the Parish Council was not in a position to provide funding for this project – especially in view of the road in question being privately owned by the Littlemarsh residents. The Clerk confirmed that CIL or Parish Council funding would not be possible for such a project. It was agreed that Cllr. Hailey, as Chairman of the CIL Development Fund Working Group would write directly to the parishioner explaining why the request for funding would not proceed.

Cllr. Hailey stated that the spill of effluent in the vicinity of The Somerset Arms remains unresolved and following a discussion on the subject she was requested to pursue the matter with the Environmental Agency. The Clerk was asked to include this subject on the Agenda of the next Parish Council meeting.

c. The Chairman **adjourned the meeting** to allow a wide ranging and detailed discussion on the project to refurbish the Pill Box to take place with the parishioner who is championing this project. The Chairman then **reconvened the meeting**.

The Chairman stated that he would request the Parish Council Chairman to discuss the Pill Box Project and possible future tasks with the parishioner concerned.

There was no further information regarding the fabrication of the metal 'gates' to secure the entrances to the Pill Box.

8. Transport and Traffic.

a. The Council noted the latest correspondence regarding the provision, installation, and use of an ANPR Camera at the Bus Gate and the Chairman confirmed that Melksham Without Parish Council had also agreed to provide financial support to this project. He added that the project was now to proceed subject to preliminary public advertising by Wiltshire Council.

b. The Clerk was requested to write again to Wiltshire Council (Kirsty Rose) seeking the baseline data to be used when assessing the success or otherwise of the Paths SEMI9A/10 and HILP22/10 / HILP21/10 Experimental Road Traffic Order (ERTO).

9. Planning and Development.

a. There were no planning applications received after 10 April 2024 for consideration by the Parish Council.

b. There were no planning matter issues raised.

10. Finance.

a. The Clerk's report on the current financial position was received as shown below:

Lloyds A/C 2149025

Bank Statement	£	18,525.92
29 February 2024		

Total:	£	18,525.92
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Credits (1 March 2024 to 31 March 2024):

Allotment Fees (A10, A11, A12, A13, A14)	£	175.00
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Total:	£	175.00
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Debits (1 March 2024 to 31 March 2024):

Transfer £12000 to A/C7754288	£	12,000.00
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Balance at 31 March 2024 (A/C 2149025):

£	6,700.92
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Credits (1 April 2024 to 17 April 2024):

None	£	-
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Total:	£	-
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Debits (1 April 2024 to 17 April 2024):

None

	£	-
Total:	£	-

Balance at 17 April 2024 (A/C 2149025):

£	6,700.92
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Lloyds A/C 7754288Bank Statement
29-Feb-24

£	58,218.26
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Credits (1 March 2024 to 31 March 2024)

04-Mar-24	Transfer in from A/C 2149025
09-Mar-24	Interest
19-Mar-24	HMCTS (2 x Monthly Payments)

£	12,000.00
£	67.51
£	2.56

Total:	£	12,070.07
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Debits

None

£	-
£	-

Balance at 31 March 2024 (A/C 7754288):

£	70,288.33
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Total Balance in Hand at 31 March 2024:

£	76,989.25
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Payments to be authorised (17 April 2024)

Clerk's Salary (April) Net	£	346.71
HMRC PAYE Month 12	£	231.14
Clerk's Expenses (March)	£	14.30
Zurich Municipal Insurance	£	1,022.21
	£	1,614.36

The Clerk confirmed that he had completed the Annual Governance and Accountability Return (AGAR) FY2023/24 and associated documentation and that all matters were in order with no outstanding issues. He added that the AGAR would be presented to the Parish Council for approval at the Annual Parish Council meeting to be held on 15 May 2024 and that it was to be subject to an Internal Audit on 21 April 2024. The Council thanked the Clerk and congratulated him on a successful accounting of the finances.

b. Cllr. Hailey reported that there had not been any formal requests for Community Development Funding except the request in relation to Littlemarsh.

c. The Council noted the Bank Reconciliation for 31 March 2024 thus:

Bank reconciliation

Name of smaller authority: **SEMINGTON PARISH COUNCIL**

County area (local councils and parish meetings only): **WILTSHIRE**

Financial year ending 31 March 2024

Prepared by ROGER COLEMAN – Clerk/Responsible Finance Officer

Date 2 April 2024

Balance per bank statements as at 31 March 2024:	£	
Lloyds Bank A/C 2149025	6700.92	
Lloyds Bank A/C 7754288	70288.52	
Stroud & Swindon A/C S6535672	(0.19)	
	<u>76989.25</u>	76989.25
Petty cash float (if applicable)	0	
Less: any un-presented cheques at 31 March 2024		
None		
		<u>76989.25</u>
	0	0
Add: any un-banked cash at 31 March 2024		
None		
		<u>76989.25</u>
Net balances as at 31 March 2024		<u>76989.25</u>

The net balances reconcile to the Cash Book (receipts and payments account) for the year to 31 March 2024, as follows:

CASH BOOK:

Opening Balance 1 April 2023 (AR Prior year Box 8)	84000.43
Add: Receipts in the year (to 31/3/24)	21514.45
Less: Payments in the year (to 31/3/24)	28525.63
Closing balance per cash book [receipts and payments book] as at 31 March 2024 (must equal net balances above)	<u>76989.25</u>

- d. The Council **resolved** to make the payments shown under 'Payments to be authorised' above at Agenda item 10a.
- e. The Council **resolved** to make a payment of £24.53 for a replacement HP953 Yellow printer cartridge.

11. Neighbourhood Plan.

- a. The Chairman gave a report on the Regulation 14 public consultation and added that the consultation was well received and that a large majority of respondents were in favour of the Neighbourhood Plan as presented. He added that he had sent councillors a summary of the public responses received in relation to the Regulation 14 consultation. Subject to amendments currently being made following the consultation, the Neighbourhood Plan will be presented to the Parish Council in June for approval and then would be sent to Wiltshire Council for further consultation and examination.
- b. The Chairman reported that Groundwork UK – the body providing funding for the Neighbourhood Plan – had received and accepted the latest financial report from the Parish Council.
- c. The Parish Council **resolved** unanimously to thank V Bodman for her financial management of the Groundwork UK grant allocation and expenditure and it **resolved** unanimously to thank the Neighbourhood Plan Working Party for its conscientiousness and diligence in developing the plan and completing the Regulation 14 public consultation.

12. Date of the next meeting.

The Parish Council noted the next Parish Council meetings:

- Annual Parish Council meeting – 15 May 2024 commencing at 7.30pm.
- Ordinary Parish Council meeting – 15 May 2024 commencing at 8pm.

The meeting ended at 9.28pm.

Chairman, Semington Parish Council

15 May 2024