

Minutes of the Meeting of Potterne Parish Council held on Wednesday 1 July 2020 at 7.00pm via Zoom

Present: Cllr Philip Abbatt (PA); Cllr Peter Balls (Chairman) (PB); Cllr John Chandler (Vice-Chairman) (JC); Cllr Richard Clark (RC) (part); Cllr Carol Clifford (CC); Cllr Chris Twiney (CT); Cllr Robert Hunt-Grubbe (RHG); Cllr Andrew Huntley (AH); Cllr John Mann (JM); Cllr Nesta Pudney (NP);

Also present: Liz Starling (Clerk); Karon Van Den Berg (new Clerk – observing)

Apologies: Cllr Tony Molland (TM)

20/20/21	Welcome and Apologies: The Chairman welcomed Councillors and received apologies.	
21/20/21	Declaration of Members' Interests: PB declared an interest in agenda item 4 - planning applications 20/04258/FUL and 20/04390/TCA.	
22/20/21	Minutes of meeting held on 3 June 2020: Resolved: PA proposed, NP seconded and all agreed that the minutes were an accurate record. The minutes will be signed at a later date due to Covid 19 restrictions.	
	Open Session PB declared that the meeting was temporarily suspended to allow for an open session for 10 minutes so that the public could place questions to the Council to be discussed at the next meeting if confirmed in writing.	
	<ol style="list-style-type: none"> 1. JM expressed disappointment of behalf of Potterne Royal British Legion that the VE Celebrations had been unable to go ahead as planned due to Covid 19. He outlined plans for a possible celebration on VJ Day 15 August. 2. PB said that the discussions surrounding signs for Soldiers Walk are almost complete. To place on August agenda. 3. JM advised the meeting of a Broadband company that can provide increased speeds to households. To place on August agenda. 4. JM advised Speed Indicator Devices have been purchased but still waiting for one of the poles to be delivered. 	
	There were no further comments from the public therefore PB closed the Open Session.	
23/20/21	Residential Development: a) The following applications were considered: <i>PB declared an interest in 20/04258/FUL and 20/04390 and left the meeting at this point</i>	
	20/04258/FUL	16 Whistley Road, Potterne, SN10 5QY Single storey side extension and construction
	<i>No objection</i>	
	20/04390/TCA	16 Whistley Road, Potterne, SN10 5QY 1 x Conifer tree – fell 1 x Hawthorn tree - fell
	<i>No objection</i>	
	<i>PB rejoined the meeting</i>	

Signed:

Date:

	20/05207/TCA	Cockburns Cottage, 4 Whistley Road, Potterne SN10 5QX	Ash Tree - Remove large limb overhanging power lines																																								
	<i>No objection</i>																																										
	<i>RC gave his apologies and left the meeting at this point.</i>																																										
24/20/21	<p>Parish Council Documents The following documents were reviewed:</p> <ul style="list-style-type: none"> • Code of Conduct • Freedom of Information Model Publication Scheme • Guide to information available under Freedom of Information Model Publication Scheme • Privacy (Data Protection Policy) • Standing Orders • Subject Access Request (SAR) Policy <p>Resolved: it was proposed by JM, seconded by AH and agreed that no changes were required.</p>																																										
25/20/21	<p>Assets of Community Value: Thanks were given to JC and NP for the help they had given in preparing the nominations for the shop and pub. Clerk confirmed that these have been received by Wiltshire Council and are being considered. RC has conducted further research into the O2 mast and this show that it would not be a suitable community asset. All agreed.</p>																																										
26/20/21	<p>Finance: a) SSE contract for the electricity supply costs at the bus shelter at Blackberry Lane is up for renewal. This is for supply only and it was agreed that this should continue to be connected. The new contract prices for a 24 term had been circulated to members prior to the meeting and it was noted that there was a minimal increase of less than 0.5 pence per unit. Resolved: It was proposed by JM, seconded by AH and agreed by all that the contract be accepted. It was suggested that a light could be installed in the bus shelter. To be considered at the next meeting.</p> <p>b) Accounts to be paid and transfer of sufficient funds to pay accounts. Resolved: Proposed by JC, seconded by NP and agreed that the following accounts be paid.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Payable to</th> <th style="width: 15%;">Net</th> <th style="width: 15%;">VAT</th> <th style="width: 10%;">Gross</th> </tr> </thead> <tbody> <tr> <td>HMRC/E M Starling</td> <td style="text-align: right;">530.12</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">530.12</td> </tr> <tr> <td>E M Starling (Krystal Hosting Ltd)</td> <td style="text-align: right;">99.94</td> <td style="text-align: right;">19.99</td> <td style="text-align: right;">119.93</td> </tr> <tr> <td>Worton Parish Council</td> <td style="text-align: right;">80.50</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">80.50</td> </tr> <tr> <td>Mark Goddard & Sons Landscaping</td> <td style="text-align: right;">1140.00</td> <td style="text-align: right;">228.00</td> <td style="text-align: right;">1368.00</td> </tr> <tr> <td>SSE (Direct debit 19/6/2020)</td> <td style="text-align: right;">6.30</td> <td style="text-align: right;">0.31</td> <td style="text-align: right;">6.61</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">1856.86</td> <td style="text-align: right;">248.30</td> <td style="text-align: right;">2105.16</td> </tr> <tr> <td colspan="4"><i>Inter account transfer</i></td> </tr> <tr> <td>Date:</td> <td>25/6/2020</td> <td>Amount:</td> <td style="text-align: right;">1000.00</td> </tr> <tr> <td></td> <td>1/7/2020</td> <td></td> <td style="text-align: right;">1000.00</td> </tr> </tbody> </table>			Payable to	Net	VAT	Gross	HMRC/E M Starling	530.12	0.00	530.12	E M Starling (Krystal Hosting Ltd)	99.94	19.99	119.93	Worton Parish Council	80.50	0.00	80.50	Mark Goddard & Sons Landscaping	1140.00	228.00	1368.00	SSE (Direct debit 19/6/2020)	6.30	0.31	6.61	Total	1856.86	248.30	2105.16	<i>Inter account transfer</i>				Date:	25/6/2020	Amount:	1000.00		1/7/2020		1000.00
Payable to	Net	VAT	Gross																																								
HMRC/E M Starling	530.12	0.00	530.12																																								
E M Starling (Krystal Hosting Ltd)	99.94	19.99	119.93																																								
Worton Parish Council	80.50	0.00	80.50																																								
Mark Goddard & Sons Landscaping	1140.00	228.00	1368.00																																								
SSE (Direct debit 19/6/2020)	6.30	0.31	6.61																																								
Total	1856.86	248.30	2105.16																																								
<i>Inter account transfer</i>																																											
Date:	25/6/2020	Amount:	1000.00																																								
	1/7/2020		1000.00																																								

Signed:

Date:

27/20/21	<p>Staffing:</p> <p>a) It was noted that HMRC had issued a revised figure of £26 for the working from home allowance.</p> <p>b) Clerk's handover. It was agreed that the current Clerk would finish on Thursday 9 July. A handover would be carried out on the Monday and Tuesday 6/7 July..</p> <p>Current Clerk has 4 days leave (8 hours) remaining which she will be unable to take before she leaves. Resolved: Proposed by PB, seconded by JC and agreed that she would be paid for these 8 hours.</p> <p>c) Resolved: It was proposed by CC, seconded by PA and agreed by all that new Clerk would start on Wednesday 8 July on will be appointed on salary point SCP 16 within the substantive benchmark range in scale LC1 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.</p>
28/20/21	<p>Re-opening of Blounts Court Playground:</p> <p>The re-opening of the playground was discussed. It was felt that a qualified inspection was not needed and that AH and JC could carry out a visual inspection. A risk assessment will be completed, signs will be put up outlining the measures taken to reduce the risk from Covid 19 to include words 'Use at your own risk'.</p>
29/20/21	<p>Alan Mead Memorial Award and Jubilee Cup:</p> <p>These are normally presented at the Annual Parish Meeting which was not held due to Covid 19 restrictions. It was suggested that nominations be requested, to be received by mid-July and to be decided at meeting in August.</p>
	<p>Date of next meeting: Wednesday 5 August 2020 at 7.00pm</p>
	<p>The Chairman closed the meeting at 7.50pm.</p>

Signed:

Date: