

ODSTOCK PARISH COUNCIL

The Annual meeting of Odstock Parish Council was held on 14 May 2018 in the Nunton Recreation Field Pavilion.

Present: Sally Nelson (Chairman), Rod Poynting, Stephen Stapley, Thomas Newman, Richard Parsons (Clerk) and eight members of the public.

Apologies: Nigel Start (Vice-Chairman), Colin Berry and Wiltshire Cllr Richard Clewer.

12/18 Annual Parish Meeting: a) The Chairman reported on OPC's activities during the year. The Pavilion windows and toilet doors had been replaced with the aid of a Wiltshire Council grant; the results of the questionnaire survey conducted as part of the Neighbourhood Plan initiative had provided OPC with valuable insights into some of parishioners' priorities; OPC had adopted the redundant telephone Kiosk at Odstock Crossroads and installed shelving to create a book exchange; several parishioners had volunteered to receive Community Speedwatch training and this had resulted in an effective campaign to reduce the speed of traffic through the villages; OPC's relationship with the Longford Estate had been enhanced by convening informal meetings at irregular intervals; reports in News and Notes following OPC meetings had generated useful feedback and enabled OPC to better understand parishioners' wishes.

b) Requests from parishioners included the replacement of an old gate on the public footpath between Rose Lane and the Dairy with a kissing gate; an opportunity to meet the new Wiltshire Councillor, Richard Clewer and understand his work on the Parish's behalf.

13/18 Election of Chairman and Vice-Chairman: Cllr Poynting proposed and Cllr Stapley seconded, Cllr Nelson as Chairman. Cllr Poynting proposed and Cllr Stapley seconded, Cllr Start as Vice-chairman.

14/18 Co-option Policy: It was unanimously agreed that OPC would adopt the draft co-option policy as presented. Each of the three candidates in attendance were invited to address the meeting to support their candidacy. It was resolved to exclude members of the public at the end of the meeting under agenda item 15, while OPC decided which candidate to appoint to the vacant Office of Odstock Parish Councillor. The outcome will be recorded in the meeting minutes.

15/18 Declaration of Interest: None.

16/18 Minutes of the Ordinary OPC meeting held on 5 March were approved and signed by the Chairman, subject to a small amendment concerning the portable appliance testing of electrical equipment in the pavilion.

17/18 Delegation of Functions: LGA 1972 s101 allows for the functions of a statutory authority to be discharged through a committee, sub-committee, officer or any other local authority. It was unanimously agreed that when necessary, statutory functions would be delegated to the Parish Clerk as Proper Officer of Odstock Parish Council.

18/18 Meeting Dates: 2 July, 10 September, 10 December, 11 February 2019 and the Annual meetings on 13 May 2019. In accordance with LGA72 sch.12 s.9(1), Extraordinary PC meetings can be called by the Chairman at any time or by any two councillors and may be subject to LGA72 sch.12 s.10(2) requiring three clear days notice. Meeting cancellations will be similarly advised.

19/18 Community Initiatives:

- a) **Radnor Hall Committee:** The recent AGM resulted in the formation of a new Committee to carry forward the active management of the Radnor Hall. OPC will be interested to learn of any future new initiatives.
- b) **Bodenham Telephone Kiosk:** British Telecom has scheduled the Bodenham telephone box removal for Q1 2019.
- c) **Neighbourhood Plan:** There are currently no plans to reconvene the Neighbourhood Plan steering committee.
- d) **Annual ONB Village Fete:** Grass cutting will be scheduled to be performed at least 8 days before 14 July.

20/18 Nunton Recreation Field:

- a) **Pavilion:** The floor can become slippery when wet and it was proposed that an anti-slip surface treatment be applied. Cllr Poynting agreed to source a suitable treatment.
- b) **Play Area:** Following a discussion about the fencing around the Play Area, the Chairman proposed that OPC could consider removing the fence altogether and it was decided to suggest this in the OPC meeting report which would appear in News and Notes. OPC would be guided by the anticipated responses and consider these at a future OPC meeting.

21/18 Transport, Roads and Footpaths:

- a) **Wiltshire Council Highways:** A Parish Steward's 'issues' log has been provided, including a request for attention to the A338 footway towards Britford which is becoming narrower through soil encroachment from the bank.
- b) **Timber Bus Shelter on the A338:** Feedback from parishioners is in favour of re-roofing the existing structure and a budget of up to £400 for materials was agreed. Cllr Poynting and his team of volunteers will begin the refurbishment.

22/18 Planning: Planning application **18/01028/FUL** Proposed solar lighting and resurfacing of the car-park at the Yew Tree Inn, Odstock. OPC expressed their concern and the likely impact on neighbouring properties. The application has yet to be determined by the Wiltshire Council Planning Department.

23/18 Reports and Correspondence:

- a) **Wiltshire Council:** The next Area Board meeting is at Alderbury Village Hall on Thursday, 12 July.
- b) **Cranbourne Chase & WWD AONB:** The Chairman reported that she had submitted a scheme for environmental river enhancement in response to a Wiltshire Council Flood Officer's advice.

24/18 Finance:

- a) **Annual Internal Audit Report 2017-2018:** OPC's Internal Auditor signed off OPC's Accounts on 24 April.
- b) **Annual Governance Statement 2017-2018:** Section 1 of the AGAR was considered and unanimously approved.
- c) **Bank Accounts:** It was agreed to continue maintaining Odstock PC's Bank Accounts with Lloyds Bank plc.
- d) **Staff Costs for 2017-2018:** The Parish Clerk's salary of £51.35p per week was in line with expectations.
- e) **Accounts for 2017-2018:** OPC's Internal Auditor had verified Odstock PC's accounts as presented. Income of £14,181.56p for the year includes a grant of £598.30p from Wiltshire Council, a grant of £1207 from WALC, donations of £300, bank interest of £7.88p and the balance of £12,068.38p from the precept. Expenditure of £12,169.86p includes £3,953.33p on rents, grass-cutting and maintenance, Capital spending of £2,755 on the Pavilion, £850 on grant support for village groups and £4,201.03p on general administration.
- f) **AGAR Certificate of Exemption:** Since neither Income nor Expenditure exceeded £25,000, OPC will not be required to have a Limited Assurance Review for 2017-2018. Unanimously approved and signed by the Chairman.
- g) **AGAR Accounting Statements for 2017-2018:** Unanimously approved and signed by the Chairman.
- h) **Chairman's Allowance for 2017-2018:** Up to £100 will be made available to the Chairman for expenses of office.
- i) **Zurich Municipal Insurance Premium for 2018-2019:** The invitation to renew, for £531.83p, was approved.
- j) **WALC Membership for 2018-2019:** Subscription renewal of £186.12p ex VAT was approved.
- k) **Earmarked Reserves:** OPC is carrying forward £13,586.53p of which £6,750 is earmarked for Recreation Field and Pavilion maintenance and £3,800 is in a Capital fund.
- l) **Budget for 2018-2019:** Bus shelter and Play Area refurbishment is likely to use a substantial amount of resources.
- m) **Transparency Fund:** OPC is in receipt of a £1,207 grant to cover the ongoing cost of website maintenance, hosting and GDPR compliance for the publication of OPC's Policies and Documents.
- n) **Receipts:** The following were acknowledged:

Wiltshire Association of Local Councils – Transparency Fund Grant	£1,207
Wiltshire Council – First instalment of the precept	£6,030
- o) **Payments:** The following were approved:

Bawden Contracting Services Ltd – Grass Cutting	617	£415.31p
K Bradford – Pavilion Maintenance	618	£15.90p
Wiltshire Association of Local Councils – Subscription	619	£223.34p
Community First Trading – Zurich Insurance Renewal	620	£531.83p
R Parsons – Clerk's salary and expenses, on account	621	£965.00p
Southern Electric – Nunton Field Electricity	DD	£21.38p

25/18 Any Other Business (for information only): None.

26/18 Resolution to exclude members of the Public: Under the terms of OPC's co-option policy, the merits of each applicant's presentation was considered and Barry L Norris of 14 The Old Dairy was appointed to the vacant Office of Odstock Parish Councillor. In due course, he will sign a Declaration of Acceptance of Office and complete a register of Member's Interests within 28 days.

27/18 The Next Ordinary OPC meeting is scheduled for Monday, 2 July 2018.

The meeting closed at 8:47pm