

Draft Minutes of Odstock Parish Council

Odstock Parish Councillors met for an Ordinary Parish Council meeting on Wednesday 1st December 2021 at n the Barker Room, Nunton. The meeting started at 7.30pm.

Present: Edward Riley (Chair), Jackie Owen, Sally Nelson, Nigel Start, Colin Berry, Thomas Newman

Also present: Jay McGowan (Temp. Clerk), Councillor Richard Clewer

No members of the public were in attendance, therefore no public session was held

Agenda

48/21. To receive and consider acceptance of apologies - None.

49/21. Vacancies in Parish Council Office: One.

Resolved: The vacancy has been advertised and Councillors will pursue possible councillors.

50/21. Declaration of Interest: Councillors to disclose their interests in matters to be discussed and to decide requests for dispensation. None

51/21. To consider any urgent matters raised in the public session, and any other urgent matters or items from councillors. (For discussions only, no decisions can be taken) None

52/21. To agree any items on the agenda that are to be dealt with following the exclusion of the press & public. N/A

53/21. To approve and sign as a correct record Minutes of the Ordinary Council meeting held 20th October 2021. Resolved: All members in agreement of the Minutes being a true and accurate record. Signed by Chair.

54/21. Matters Arising:

a). **Speed Indicator Device Project:** CATG has now approved 75% of the funding. The Parish Council will liaise with Highways to discuss installation. **Action:** Ed Riley to contact Graham Axtell

b). **Defibrillator Proposal:** Report from Cllr Start that both pubs, The Radnor Arms and The Yew Tree support the idea of fitting defib machines in their pubs, the Parish Council will pay for the cost of installation. **Resolved:** As the cost of each Defibrillator is approx. £1,200.00 plus cost of fitting, it was prosed to fit one machine this coming year and the other the next year. *Proposed by Ed Riley, all members voted in favour.* **Action:** To obtain quotes for installation.

c). Odstock Parish Council website: Draft site can be seen: <https://odstock-pc.org.uk>, The Chair is in the process of updating the website. **Resolved:** To keep the website as an ongoing item until the website is fully up and running. Policies, Minutes etc to still be uploaded.

d). CATG Nunton Footway Project: Still waiting for an updated report.

55/21. To consider and agree the Precept for 2022/2023. Following on from the last meeting when the budget for 2022/2023 was agreed. **Resolved:** To increase the 2022/2023 Precept to £17,000.00. Proposed by Ed Riley, all members voted in favour. **Action:** Precept form will be submitted.

56/21. Transport, Roads and Footpaths:

a). Nunton Drive has been closed for repairs.

- b). It has been requested Odstock Road is put forward on the list of roads in need of repairing.
- c). It has been noted several fallen trees are blocking cycle routes/paths. Resolved: To ask the Parish Steward to clear the tree. [Action: Nigel Start to compile a list to be forwarded to Highways.](#)

57/21. Planning:

- a). **PL/2021/09359 – Full Planning Permission.** New Hall Hospital, Bodenham, Salisbury, SP5 4EW. To install new admin portacabins. Application closing date: 23/11/2021. An extension was granted till 03/12/2021. **Resolved:** No objections. [Action Clerk will submit comments to Wiltshire Council.](#)
- b). **PL/2021/10731**– Householder Planning Permission. Brensham, Nunton Drove, Nunton, Salisbury, SP5 4HZ. Infill the area in front of the garage to create an office and utility area. Demolish existing front porch and erect a new covered porch. Driveway to be extended using permeable material and 1m picket fence to be erected along perimeter of driveway and frontage with pedestrian access to porch. Application closing date: 16/12/21. **Resolved:** No objection. [Action: Clerk will submit comments to Wiltshire Council.](#)
- c). **PL/2021/09399** – Householder Application. Mossgiel, Shepherds Close, Odstock, SP5 4JF. Proposed 1st Floor extension and alterations. *Approved with conditions – 22/11/2021*

58/21. Finance:

- a). To consider and approve payments. **Resolved:** Payments approved and to be raised.
- b). To consider and approve a new bank account: To consider a new bank account where online payments need to be approved by two councillors. **Resolved:** All Councillors in agreement to change the bank account and new online payment scheme. [Action: To be carried forward to next meeting.](#)

Receipts: The following were acknowledged: 2020/2021

2020/2021 HMRC Recoverable VAT £2,524.18
30-Sep-21 Wiltshire Council Second instalment of the precept £8,100.00
30-Sep-21 Downton FC Fees (Jul, Aug, Sep) £90.00
04-Oct-21 Parishioner Donation £20.00
11-Oct-21 Lloyds Bank plc Interest £0.13
15-Oct-21 Wiltshire Council CIL payment £359.26
09-Nov-21 Lloyds Bank plc Interest £0.15
29-Nov-21 Downton FC Fees (Oct, Nov, Dec) £90.00

Payments: The following were approved:

04-Sep-21 Dr Nelson Keys BACS £32.55
16-Sep-21 PKF Littlejohn LLP Audit 2020/21 BACS £240.00
19-Sep-21 HAC Joynt Grounds Maintenance BACS £112.50
29-Sep-21 Bawden Contracting Services Ltd Grass Cutting (Sep, Oct) BACS £442.80
30-Sep-21 C Berry Timber & Nails BACS £103.19
08-Oct-21 Association of Local Council Clerks Subscription BACS £40.00
26-Oct-21 Netwise Training Ltd Website BACS £916.80
29-Oct-21 Bawden Contracting Services Ltd Grass Cutting (Nov) BACS £177.12
29-Oct-21 R Parsons Clerk's salary (October) BACS £249.74
29-Nov-21 Southern Electric Nunton Field Electricity DD £72.2

59/21. Forthcoming Meeting:

a). Southern Wiltshire CATG Meeting 25/01/22: 18.00 22.00 via TEAMS. *Councillor Berry will try to attend.*

59/21. Any other Business.

a). Jubilee Gardens: Grass needs to be cut for winter.

60/21. Staffing Report:

a). To agree and sign the Contract of Employment for temporary clerk. **Resolved:** Approved by all Councillors and signed by Chair and Clerk.

b). To consider on going clerk cover. **Resolved:** To recruit a new clerk. A job description and vacancy advert will be drafted.

61/21. Odstock Parish Council policies: To review and agree the Council policies for publication on new website. *Discussed in item 54/21 c.*

62/21. To consider and agree scheduled meeting dates for 2022.

Wednesday 2nd February 2022

Wednesday 6th April 2022

Wednesday 8th June 2022

Wednesday 7th September 2022

Wednesday 5th October 2022

Wednesday 7th December 2022

63/21. To Close the meeting.

Meeting closed 8.30pm