

EVERLEIGH PARISH COUNCIL

Minutes of the Annual meeting of the Parish Council held at Collingbourne Ducis Village Hall on Tuesday 16 May 2023

Chairman: Cllr D Bottomley

Present: Cllr K Wheeler-Mallows, Cllr A Earle, Cllr H Waight, Cllr L Wheeler-Mallows and Cllr T Martin.

In Attendance: Mr P Gill (Parish Clerk)

1. Election of Officers:

1.1. Chairman: There being no other nominations Cllr Bottomley was proposed.
Cllrs RESOLVED to elect Cllr Bottomley as Chairman who signed the Acceptance of Office after the meeting.

1.2. Vice Chairman: There being no other nominations K Wheeler-Mallows was proposed. **Cllrs RESOLVED to elect Cllr K Wheeler-Mallows as Vice Chairman.**

2. Apologies: Cllr P Evans.

3. Disclosure of Interest. None declared.

4. Co-option. No applications received.

5. Allocation of Appointments.

5.1. Planning Committee:

5.1.1 Members. Cllrs Bottomley, Evans, L Wheeler-Mallows and K Wheeler-Mallows to be Members of the Planning Committee.

5.1.2 Chairman. Cllr Bottomley to be Chairman of the Planning Committee.

5.2. Property Committee:

5.2.1 Members. Cllrs K Wheeler-Mallows, Earle, Waight and Martin to be Members of the Property Committee.

5.2.2 Chairman. Cllr Earle to be Chairman of the Property Committee.

5.3 Cllr Bottomley to be the Representative to Tidworth Area Board.

5.4 Cllr Bottomley to be the Representative to Tidworth Community Area Partnership.

5.5 Cllr Bottomley to be the Representative to The Courier magazine.

5.6 Cllr Bottomley to be in charge of the grass cutting of Playground.

5.7 Cllr Bottomley to be the Data Controller.

5.8 Cllr Evans to be assistant Data Controller

5.9 Cllr A Earle to be in charge of the Defibrillator.

5.10 Cllr K Wheeler-Mallows to be the Highways, Footpaths & Streetscene Representative.

5.11 Cllr K Wheeler-Mallows to be Police Liaison Representative

Members RESOLVED to allocate the appointments at items 5.1-to 5.11 above and that the Clerk is to submit details for publication on the village website.

6. Minutes of the Parish Council Meeting held on 14th March 2023. The minutes of the Parish Council Meeting held on 14 March 2023 were signed by the Chairman as a true record.


7. Matters Arising.

Item 6. A member of the public had raised a complaint about noise emanating from a the Army Parachute Association, Netheravon, and Cllr Earle broadcast it on the village WhatsApp group. Cllrs noted that there had been no reaction to the broadcast.

Item Closed.

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8. **General Public.** No questions asked
9. **Correspondence.** The Clerk reported that all correspondence that had been received has been circulated to the Cllrs.
10. **Forecast of Events.** Cllrs reviewed the latest Forecast of Events and **RESOLVED** that item 6 Mid-Summer Tea Party be deleted. **Action: Cllr Bottomley**
11. **Planning.**
11.1 **PL/2022/02731.** Full planning permission for change of use of existing agricultural barns to B8 / E(g)(iii), retention of existing building for use as covered cycle/car parking; associated additional parking; turning; landscaping and the repositioning of access Lower House Farm, Everleigh, Wilts, SN8 3EU. Review Wilts Council Decision Notice issued on 6 July 2022. The Council, having drawn to the attention of the Wilts Council planning Enforcement Team that the applicant may be in breach of condition 6 of the application approval, understands that the enforcement team are planning to visit the site in the very near future. **Action: Cllr K Wheeler-Mallows.**
12. **Property.**
12.1 **Grass Cutting Contract.** Cllr K Wheeler-Mallows reported that J Bowen is up to date with the grass cutting contract and that Cllr Earle will continue to monitor the cutting. **Action: Cllr Earle**
12.2 **Play Area.** Cllr Earle reported that the Play Area is very good condition with no work or repairs outstanding. **Action: Cllr Earle**
12.3 **Streetscene Minor Works.** Cllr K Wheeler-Mallows reported that, although the Chevrons on the Marlborough Road have at last been replaced, the changeover of contractors at Wilts Council is not going well and that by Wilts Council's own admission the Wilts App for reporting issues is not fit for purpose. However, he has received considerable help from Mr Paul Bollen, Area Manager Highways South and Cllr Caroline Thomas, Cabinet Member for Highways and Transport, Street Scene and Flooding. **Action: Cllr K Wheeler-Mallows**
12.4 **Marquees.** Cllrs noted that new parts had been purchased for the marquees which are now ready for hire.
13. **Finance.**
13.1 The Clerk presented a bank reconciliation and current liquidity statement as follows:
13.1.1 Balance at Lloyds CA (statement date 15 May 23) **£7,143.35**
13.1.2 Reconciled Balance as 16 May 23 **£6,785.34**
Members noted the statements but had no comment at this time.
13.2 **Internal audit.** Having reviewed the effectiveness of the internal audit in line with the guidance set out in the "Practitioners' Guide" and the subsequent report submitted by the Internal Auditor, Cllrs **RESOLVED** that the internal audit was effective and to accept the Internal Auditor's report and Page 4 of the Annual Governance and Accountability Return (AGAR) for FY 22/23. The Chairman will write a letter of thanks to Mr Keith Cockerton for carrying out the duties of Internal Auditor. **Action: Chairman.**
Afternote: A letter of appreciation has been sent to the Internal Auditor.
13.3 Having considered the Annual Governance Statement for the year ended 31st March 2023 Cllrs **RESOLVED** to approve the statement which the Chairman and the Clerk then signed.
13.4 **Accounting Statements.** Having considered the Accounting Statements to 31st March 2023 Cllrs **RESOLVED** to approve the Accounting Statements, which the Chairman then signed, and to congratulate the Clerk on his keeping of the accounts.
13.5 **Limited Assurance Review Exemption.** Having considered the criteria to allow the Council to certify itself as exempt from a Limited Assurance Review and having noted the advice of the Internal Auditor Cllrs **RESOLVED** to certify the Council as exempt from

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a **Limited Assurance Review** which negates the need for the accounts to be sent to the **External Auditor** which the **Chairman** and the **Clerk** then signed. **Action: Clerk.**

13.6 **Period for The Exercise of Public Rights.** Having considered the dates for the period for the exercise of public rights Cllrs **RESOLVED** to set the dates as **13 June 23 to 23 Jul.** **Action: Clerk**

13.7 **Reserves, Risk Assessment, and Insurance.** Having reviewed the level of reserve at £2100, risk assessment and insurance levels for FY 23/24 and agreed the Risk Register, Cllrs **RESOLVED** that **Reserves**, insurance levels and Risk Register were appropriate. **Action: Clerk**

13.8 **Appointment of Internal Auditor.** Having considered appointing an Internal Auditor for FY 23/24 Cllrs **RESOLVED** to appoint **Mr Keith Cockerton.** **Action: Clerk**

13.9 **Authorise cheques for payment and those cheques issued since last meeting or presented for payment.**

13.9.1 771 CDVHT (Hall Hire 14 Mar 23) £12.00

13.9.2 772 ABFAB Loos (Coronation Event 3 Apr 23) £156.00 (VAT £26.00)

13.9.3 773 D Bottomley (Lawn Mower Fuel 2 Apr 23) £24.39 (VAT £4.07)

13.9.4 774 A Earle (Coronation Event Items 13 Apr 23) £120.60 (VAT £20.09)

13.9.5 775 D Bottomley (Coronation Event Glasses 27 Apr 23) £37.24 (VAT £6.52)

13.9.6 776 WALC (Annual Subs 1 Apr 23) £84.05 (VAT £14.01)

13.9.7 777 K Wheeler-Mallows (Marquee Parts 11 May 23) £13.98 (VAT £ 2.33)

13.9.8 778 A Earle (Marquee Parts & Plants 12 May 23) £235.98 (VAT £6.00)

13.9.9 779 CDVHT (Hall Hire 16 Mar 23) £12.00

13.9.10 780 P Gill (Print Cartridge 15 May 23) £27.40 (VAT £4.56)

13.10. To note payments received

13.10.1 Precept £3972.90

13.10.2 VAT Reclaim £ 425.20

13.10.3 Bench Insurance Claim - £300.00

13.10.4 Donation to King's Coronation Event Raffle - £70.00

13.11 **Standing Orders.** Having reviewed the current Standing Orders Members **RESOLVED** that the **Standing Orders** were appropriate. **Action : Clerk**

13.12 **Financial Regulations.** Having reviewed the current Financial Regulations Members **Resolved** that although **Financial Regulations** were appropriate there was an **error in the index sheet.** **Action: Clerk**

13.13 **Insurance Claim.** The Clerk reported that although the Insurance had paid out for the replacement of the damaged bench, he had found the process rather long winded. Cllrs noted this and **RESOLVED** that a **replacement bench be purchased at a cost not to exceed £480 including delivery and VAT and that the underspend from the Coronation Event be used to help offset the cost.** **Action: Cllr K Wheeler-Mallows**

13.14. **Everleigh Enhancement.** Cllr Bottomley briefed Cllrs on his latest draft of the Everleigh Enhancement 2 Year plan after which Cllrs gave the following updates:

13.14.1 Flower Planters. Cllr Earle reported that all 8 planters were now in place with spring bulbs planted.

13.14.2 Replacement Bench. Having considered purchasing a replacement bench for the current bench in Everleigh Centre Cllrs **RESOLVED** that a **replacement bench be purchased at a cost not to exceed £480 including delivery and VAT and the purchase was to be combined with the purchase at item 13.13.**

Action: Cllr K Wheeler-Mallows.

13.14.3 Future Enhancement Aspirations. Cllr Bottomley reported that the main items are a new defibrillator and ongoing planting up of the planters. Cllrs then agreed that Cllrs Earle and Martin were to research suitable defibrillators and associated costs to help inform the FY 24/25 budget.

Action: Cllrs Earle & Martin.

Handwritten signature and date: 27/July/23

14. Village Events.

14.1 Spring Playground Work Party Sat 15 Apr 23. Cllr Bottomley reported the team of volunteers had done a great job and the play area and associated equipment were looking very good.

14.2 King's Coronation Event Sat 6 May 23. Cllr Bottomley reported that the village celebration of the King's Coronation took place on Saturday 6th May at the playground/Jubilee field, starting at 5pm. Turnout was good, with about 50 villagers braving the damp conditions. Spirits were lifted by complimentary sparkling wine on arrival and to toast our new King, courtesy of the Ducis Beerfest Committee whose donation was greatly appreciated. The event included a BBQ and games/activities such as rounders, volleyball and golf pitch + putt. Raffle prizes were generously donated by one of our villagers and contributed towards funding for the event; this raffle was well organised by Cllr Lucinda Wheeler-Mallows. Festivities culminated with the lighting of a superb bonfire beacon at 8.30pm, thanks to Cllr Henry Waight. Congratulations also go to Cllr Andy Earle for his efforts to set up street flags and to decorate the event area. Finally, we are grateful to the many volunteers who helped set up such a memorable occasion. This event was a real village effort and highly successful.

14.3 Beating of the Parish Bounds Sun 16 Jul 23. Cllr K Wheeler-Mallows reported that that intention is to walk the parish boundary to commemorate the ancient ceremony of Beating the Bounds of Everleigh Parish on Sun 16 Jul. The plan is to assemble at 9am in the centre of the village (location TBC), and then conduct a leisurely 8 mile+ hike around most of our scenic parish boundary, to finish at about 1pm.

Action: Cllr K Wheeler-Mallows

15. Highways.

15.1 A342 Footpath. Cllr Bottomley reported that he had submitted a request to the LHFIFG meeting on 17 Apr to extend the footpath on the A342 from the West Gate of Everleigh Manor to the Goa Balti. He was informed that a survey would cost £4-5K, for which the Parish Council would be required to provide 25%. Implementation would then be dependent on a Wilts Council substantive bid which could amount to costs of c£50k with the Parish Council again being asked to provide a 25% contribution. Cllr Bottomley asked the LHFIFG for a written response on this issue.

Action: Cllr Bottomley

15.2 Footpath 8. Cllr Bottomley reported that the RoW Officer provided an update on 20 Apr 23 by email on the situation with Footpath EVER8 as follows: "My colleague Alex met with the MOD in January to walk the footpath and agree what gates are needed and where they need to be in order to get the footpath available on the correct line. The MOD have also liaised with the landowner on the matter. It is with them to write a bid to secure funding for the gates and then schedule installing them. Once I hear the outcome of the bid and the plan going forward, I will let you know." **Action: Cllr Bottomley**

17. Date of Next Meeting: The date of the next meeting was confirmed as 7.00 pm on Tuesday 27 June 2023 at Collingbourne Ducis Village Hall.

Meeting closed at 9.00pm

Signed:



date:

27 Jun 23

Name:

R Bottomley

Chairman