

EVERLEIGH PARISH COUNCIL

**Minutes of the Annual meeting of the Parish Council held
at Collingbourne Ducis Village Hall on Monday 20 May 2024**

Chairman: Cllr D Bottomley

Present: Cllr K Wheeler-Mallows, Cllr A Earle, Cllr H Waight, Cllr L Wheeler-Mallows, Cllr P Evans and Wilts Cllr C Williams.

In Attendance: Mr P Gill, Parish Clerk; Ms H Boulton, Parish Clerk (Designate);

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 has subsequently 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 T Martin; PCSO Rupinder Kaur; PC Jody Kinge.

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 Tidworth Community Area Partnership is no longer in existence.

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 & 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.

6. Minutes of the Parish Council Meeting held on 12th March 2024. The minutes of the Parish Council Meeting held on 12th March 2024 were signed by the Chairman as a true record. **Action: Clerk to file.**

7. Matters Arising.

Item 5.2.1 Right of Way (RoW) 15. Remedial action to open up RoW 15 in the vicinity of the Household Recycle Centre (HRC) has been stalled by travellers (now departed) and blocks at the HRC front gate. The Wilts Council RoW officer continues to seek a solution.

Action: Cllr Bottomley

8. **General Public.** No members of the public were present.
9. **Correspondence.** The clerk has circulated an e-mail from a Mr David Kinnaird, a Liberal Democrat Parliamentary Candidate for East Wiltshire, who is touring the county by bicycle with his wife over the period 5th -18th June in order to meet Cllrs and residents. The Everleigh slot is Sunday 9th June at 3.30pm. Wilts Cllr Williams advised that Parish Cllrs should not engage in electioneering. However, the event may be advertised on the village WhatsApp group to raise awareness with residents. **Item Closed.**
10. **Forecast of Events.** Cllrs reviewed the latest Forecast of Events and **RESOLVED that the Parish Council meeting normally held in January 2025 would be held on Tuesday 10th December 2024.** **Action: Cllr Bottomley.**

Afternote: It is proposed to change the September Parish Council meeting from Tue 10 Sep to Tue 3 Sep in order to facilitate the availability of the Clerk. This proposal will be considered at the next Parish Council meeting on Tue 9 Jul.

11. **Planning.**

11.1 **PL/2024/03416 – Lower House Farm.** Full planning permission for the conversion of a redundant group of Barns (Barn 2,3,4 and 5) and rebuilding of Barn (Barn 1) to form a single dwelling house together with the conversion of detached Barn (Barn 6) to form associated garages with new slate roof to replace existing corrugated tin roof. This supercedes a previously approved planning application for conversion under ref: PL/2022/07305 at Lower House Farm, Everleigh, Marlborough, Wilts, SN8 3EU. Comments are required by 12th June 2024.

After discussion Cllrs **RESOLVED to defer this item for consideration by the Parish Council Planning Sub Committee.** **Action: Cllr Bottomley.**

Afternote: After consideration, the Parish Council Planning Sub Committee **RESOLVED to make no objection to this planning application at Lower House Farm and a response to Wilts Council has been submitted to that effect.**

12. **Property.**

12.1 **Grass Cutting Contract.** Cllr K Wheeler-Mallows reported that the current regime for grass cutting is working well and would continue to be monitored by Cllrs K Wheeler-Mallows and Earle. **Action: Cllrs K Wheeler-Mallows and Earle.**

12.2 **Play Area.** Cllr Earle reported that the Play Area Work Party on Saturday 20th April went well, with 8 volunteers conducting 4 main tasks: cleaning; painting; strimming; and minor repairs. **Action: Cllr Earle**

12.3 **Streetscene Minor Works.** Cllr K Wheeler-Mallows reported that he has met with Mr Paul Bollen, Area Manager Highways South, on Tuesday 14th May to discuss issues at Lower Everleigh, primarily dredging required to remove silt from a pond behind the bus shelter to avoid further flooding. It was also noted that Wilts Council have a programme to clear grit. **Action: Cllr K Wheeler-Mallows.**

12.4 **Paintings.** Cllr Bottomley attended a Collingbourne Ducis Village Hall Committee meeting on Wednesday 20th March to discuss the future of the 5 Everleigh paintings which have been housed in the hall since 1997. **Outcome: The Committee agreed to continue to display the paintings in the hall. Item Closed.**

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 13 May 2024) **£7,006.05**

13.1.5 Reconciled Balance as 13 May 2024 **£7,006.05**

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 23/24. The Chairman will write a letter of thanks to Mr Keith Cockerton for carrying out the duties of Internal Auditor.**

Action: Cllr Bottomley.

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 2024 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 2024 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 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 5th June to 14th July 2024. Action: Clerk**

13.7 **Reserves, Risk Assessment, and Insurance.** Having reviewed the level of reserve at £2100, risk assessment and insurance levels for FY 2024-25 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 Phil Gill. Action: Clerk**

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

13.9.1 816 D Bottomley (Lawn Mower Fuel 4 Apr 24) £25.99 (VAT £4.33)

13.9.3 Bank Tfr WALC (Annual Subs 1 Apr 24) £90.17 (VAT £15.03)

13.9.4 Bank Tfr Ab Fab Loos (D-Day 21 Apr 24) £132.00 (VAT £22.00)

13.9.5 Bank Tfr A Earle(Amazon Defib Batts 27 Apr 24) £33.49 (VAT 5.58)

13.9.6 Bank Tfr AJ Dean (Plants 2 May 24) £250.00

13.10. **To note payments received:**

13.10.1 Precept £4,003.24

13.10.2 VAT Reclaim £ 546.21

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 the Financial Regulations were appropriate. Action: Clerk**

13.13 Neighbourhood Watch (NHW) Signs. Cllrs K Wheeler-Mallows and Waight reported that they were reviewing options in response to the Everleigh NHW Co-ordinator's request for funding to purchase NHW signs. **Afternote:** Several options have now been identified and will be presented at the next Parish Council meeting in order for Cllrs to consider making a donation towards the cost of 6 x NHW signs.
Action: Cllrs K Wheeler-Mallows and Waight.

13.14. Everleigh Enhancement. Cllr Bottomley briefed Cllrs on his latest draft of the Everleigh Enhancement 4 Year plan after which Cllrs gave the following updates:

13.14.1 Flower Planters. Cllr Earle reported that one damaged planter in West View has been replaced and that planting has taken place in all 8 planters across the village. **Action: Cllr Earle.**

13.14.2 Replacement Bench. Following an onsite meeting on Monday 8th April by Cllrs Bottomley, K Wheeler-Mallows, Earle, Waight and Evans, it was decided to locate the new park bench in the vicinity of the Crown bus shelter with a view of Sidbury Hill. **Action: Cllr Waight.**

13.14.3 Future Enhancement Aspirations. Cllr Earle reported that street flags had all been purchased and that a 2nd BBQ stand and small Christmas trees would be procured later in the year. He also reported that spare batteries had been purchased for the defibrillator and that defibrillator pads would be replaced at the 5 year point in September this year. **Action: Cllrs Earle & Martin.**

14. Village Events.

14.1 D Day 80th Anniversary Thursday 6th June 2024. Cllr Bottomley briefed Cllrs on his previously circulated Planning Check List and after discussion **Cllrs RESOLVED that planning was on track including DIO permission to use Jubilee Field opposite the village playground and compliance with Bonfire DTI Regulations. Action: Cllr Bottomley.**

14.2 Village Summer Party Saturday 13th July 2024. Cllr Bottomley briefed Cllrs on his previously circulated Planning Check List and after discussion **Cllrs RESOLVED to defer this item to the next meeting. Action: Cllr Bottomley**

15. New Clerk & RFO. The Chairman congratulated Ms Hazel Boulton on her appointment as Clerk & RFO to the Everleigh Parish Council, with effect from Monday 20th May 2024.

16. Highways. There are 2 ongoing highways matters lodged with the Tidworth Local Highways and Footways Implementation Group (LHFIG), namely RoW 8 (Item 17) and Road Safety enhancements for the A342 (Item 18).

17. Footpath RoW 8. Cllr Bottomley reported that the RoW Officer provided an update on 1st May 2024 on RoW 8 as follows: "We have met with the DIO and the tenant farmer and agreed everything that needs to be done to get the path open on the correct line. The DIO have bought gates ready to be installed but the ground conditions over the autumn and winter months meant getting anything in the ground was impossible. We intend to install them over the coming summer months, so there should be progress soon, and we'll update the parish when we have formal plans in place." **Action: Cllr Bottomley**

- 18. Road Safety Enhancements A342.** The Senior Engineer Wilts Council supporting the Tidworth Local Highways and Footways Implementation Group (LHFIG) has produced an excellent plan to enhance signs and road markings on the A342 in Everleigh. This plan has captured the 3 issues we raised on 28th September 2023 and the enhancements identified at a meeting in Everleigh on 16th November 2023. No timelines for implementation are yet known. **Action: Cllrs Bottomley and Martin.**

Afternote: At an LHFIG meeting on 5th June 2024, due to the high cost of a potential Parish Council contribution, it was decided to refer all maintenance tasks to the Wilts Council Maintenance Team and for the Senior Engineer to redraft an enhancement plan to include new tasks only.

- 19. Policies.** A consolidated list of Parish Council Standing Instructions and Policies was circulated. A Social Media policy has been drafted and will be tabled for discussion at the next Parish Council meeting. **Action: Cllr L Wheeler-Mallows.**
- 20. Digital Voice Changeover and Broadband.** Cllr Evans reported that the switch to digital voice appears to be delayed to early 2027. However, Cllr K Wheeler-Mallows announced the good news that Openreach intend to roll out fibre optic broadband to 90 properties within our community and has promulgated more detail in the May edition of the Courier. **Action: Cllrs Evans and K Wheeler-Mallows.**
- 21. Coronation Orchards.** No further instructions have been received from Wilts Council concerning the national initiative to plant Coronation Orchards in the Autumn/Winter 2024-25. **Action: Cllr K Wheeler-Mallows.**
- 22. E-Mail Address.** Cllr Bottomley summarized the options for Parish Council e-mail addresses which were briefed at a Parish Council meeting on 5th September 2023. After discussion **Cllrs RESOLVED to maintain a parishclerk@everleigh.org e-mail address by courtesy of the Everleigh webmaster, and for councillors to continue to use their own addresses. Item Closed.**
- 23. Insurance Claim.** Cllr Bottomley reminded Cllrs of a potential insurance claim arising from our last Bonfire Night on Saturday 4th November 2023. There have been no further developments and the Parish Council insurance company, Zurich, have agreed to keep the file open until further notice. **Item Closed for now.**
- 24. Date of Next Meeting:** The date of the next meeting was confirmed as 7.00 pm on Tuesday 9th July 2024 at Collingbourne Ducis Village Hall.

Meeting closed at 8.55pm

Signed:

date:

Name:

Chairman