

Christian Malford Parish Council

Minutes of the Annual Meeting of the Parish Council

Held on Tuesday 3 May 2022 at 7.45pm at the Christian Malford Village Hall

Those present were noted as Councillors: S Depla (Chair), M Johnson, I Patterson, P Hines, B Kimber and K Assinder (arrived 19:53). Also present: L Roslyn, Clerk and Ward Cllr H Greenman.

020⁽²²⁾ **Elect a Chair**

It was **resolved to approve** the election of Cllr S Depla as Chair and the Statutory Declaration of Acceptance of Office was duly signed.

021⁽²²⁾ **Apologies and Reasons for Absence**

Apologies were received from Cllrs I Kirkpatrick (personal), M Cox (personal) and C Read (work).

022⁽²²⁾ **Declarations of interests from members regarding matters on the agenda**

No declarations of interests were received.

023⁽²²⁾ **Public Forum Session**

No matters raised.

024⁽²²⁾ **Minutes for Approval**

It was **resolved to approve** the minutes of the Parish Council Meeting of 5 April 2022 and they were duly signed.

(19.53 Cllr K Assinder arrived).

025⁽²²⁾ **To review and approve Policies, Procedures and Governance Documents:**

It was **resolved to note** that no changes had been made to:

- a) Standing Orders (v3.0)
- b) Financial Regulations (v3.2)
- c) Privacy Notice (v1.0) and GDPR Consent Form (v1.0)
- d) Complaints Procedure (v1.0)
- e) Persistent & Vexatious Complaints Procedure (v1.0)
- f) Publication Scheme (v1.0)
- g) Removable Media Policy (v1.0)
- h) Allotment Rules & Procedures (v3.0)
- i) Bee Keeping Policy (v1.1)
- j) CCTV Operational Procedure (v1.0)

It was **resolved to approve** the changes to the following documents and they were duly adopted:

- k) Internal Financial Control Statement (v1.4)
- l) Asset Register (v3.1)

026⁽²²⁾ **Insurance**

It was **resolved to approve** the review of the Council's Insurance Policy and renewal with BHIB for 3 years with 2022-2023 premium at £619.58.

027⁽²²⁾ **Internal Auditor**

It was **resolved to approve** the appointment of Collier Marsh Accountancy to carry out the annual financial Internal Audit for 2021-2022.

028⁽²²⁾ **Risk Schedule (v1.3)**

It was **resolved to approve** the Risk Schedule – May 2022 (v1.3) and it was duly adopted.

029⁽²²⁾ **To review and appoint members with responsibility to co-ordinate:**

It was **resolved to approve** the appointment of members as follows:

- a) Planning Lead – Cllr C Read
- b) Neighbourhood Development Plan – Cllr B Kimber
- c) Finance & Personnel – Cllr S Depla (Finance) & Cllr M Johnson (Personnel)
- d) Highways, Parish Steward & Community Speed Watch/SID – Cllr I Patterson
- e) Recreation Ground – Cllrs K Assinder & Hines
- f) Burial Ground – Cllr M Johnson
- g) Malford Meadow/Allotments – Cllr Hines
- g) Flooding/Emergency Plans – Cllr M Cox
- h) Village Hall – Cllr Hines
- i) Rights of Way and Asset Maintenance – Cllr I Kirkpatrick
- j) Environmental & Sustainability – Cllr B Kimber

030⁽²²⁾ **Finance**

- a) It was **resolved to approve** the monthly accounts statement and new invoices totalling £3,573.84 for online payment.
- b) The increase in the Clerk's hourly rate to £15.16 with effect from 1 April 2022 was **noted**.

031⁽²²⁾ **Planning**

It was **resolved to respond** to new planning applications received as follows:

	Planning Ref	Details	Decision
a	PL/2022/02511	Corner House, 1 Dodford Lane, SN15 4DE – Erection of a two-storey side extension, single-storey rear extension and alterations to the porch.	No Comment

032⁽²²⁾ **Neighbourhood Development Plan Review**

Cllr B Kimber reported that NW was working on the review documents but they were still waiting on housing numbers from Wiltshire Council, it is hoped however that it would be ready for consideration at the next PCM. She also reported that comments had been submitted by the NDP Group and the Council on the planning application for Land at Station Road (PL/2022/01290) disputing several claims made by the applicant's Agent.

033⁽²²⁾ **Highways, Parish Steward and Community Speed Watch**

Cllr I Patterson reported on the works carried out by the Parish Steward and that we were awaiting the dates of his visits for May, June and July. The dropped kerbs at Roundwood View have been approved by Wilts Council but we don't have dates for installation yet. He gave an update on stats from the SID and advised that the CSW Group were back in action.

034⁽²²⁾ **Recreation Ground**

Cllr K Assinder reported that the cricket nets had been installed and that the grounds maintenance works have been carried out to a very good standard.

035⁽²²⁾ **Malford Meadow/Allotments**

- a) Cllr Hines reported that the grounds maintenance works have been carried out to a very good standard.

Chair.....

Date.....

- b) Cllr Hines had not heard back from the Allotmenters on the changes he had suggested to their proposals to create a compost bin area on the Meadow. His proposal, to use sleepers to create the compost bins, with an estimated cost of £300, was **agreed in principle** by the Council.

036⁽²²⁾ **Burial Ground**

Cllr M Johnson reported on the preliminary works carried out at the Memorial Garden and it was **agreed** to arrange an on-site meeting to discuss the next steps. She also reported that we were still waiting for the tree assessment report and the Clerk advised that she had chased-it up.

037⁽²²⁾ **Rights of Way & Village Assets**

No report received.

038⁽²²⁾ **Village Hall**

Cllr Hines had no update from the VHMC. Cllr S Depla reported that we had submitted a letter of support for the VHMC's pre-planning application for the new hall to Wiltshire Council.

039⁽²²⁾ **Flooding/Emergency Plan**

No report received.

040⁽²²⁾ **Environmental/Sustainability Matters**

No report received.

041⁽²²⁾ **Annual Village Meeting 2022**

Details of the arrangements for the AVM on Tuesday 17 May 2022 were discussed.

042⁽²²⁾ **Request to Plant a Tree for the Queen's Jubilee**

It was **agreed** to allow a request from the WI to plant a tree for the Queen's Jubilee at the Recreation Ground and Cllr Assinder agreed to liaise with them on the location and details.

043⁽²²⁾ **Wiltshire Council**

Cllr H Greenman gave an update on the Ukrainian refugees being housed in Wiltshire and the changes in the vetting process that has been causing delays.

044⁽²²⁾ **Clerk's Report**

The Clerk's report was given, forms part of these minutes and is available on request.

045⁽²²⁾ **Date of the Next Meeting**

The date of the next Parish Council Meeting was noted as Tuesday 7 June 2022 in the Village Hall.

Meeting ended at 21:00

Chair.....

Date.....