

North Newnton Parish Council (Virtual) Meeting

Thursday 16th April 2020 at 7p.m.

Minutes

Due to COVID-19 this was a virtual meeting. In accordance with the Local Government Act (LGA) 1972, Sch 12 paras 10 (2) (b) as amended by The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

Present: Chair of the meeting - Cllr Marcus Stoneham (MS), Cllr Kate Boulter (KB) (Joint Vice -Chair) Cllr Tom Ellen (TE) , Cllr Olivia Campbell Slight (OCS) , Cllr David Brisker (DB) (Joint Vice -Chair), Cllr Mac Mclean (MM.) In attendance: Gillian Tatum Clerk, Wiltshire Councillor Paul Oatway.

2 Parishioners also virtually attended

The virtual meeting started at 7pm

- 1 **Absence apologies and Declaration of interests.** Members are bound by the provisions of the Code of Conduct and are required to declare either personal or prejudicial interests; Cllr OCS declared an interest with respect to item 4(1) as joint applicant for the planning application.
- 2 **Minutes of Parish Council Meeting 2nd March 2020.** The minutes were passed by all Councillors and signed by the Clerk on behalf of the Chair as a true record.
- 3 **Adjournment. Welcome to the Public.**
2 Virtually in attendance. Chair welcomed virtual attendees. Carolyn Whistler gave her thanks to the Parish Council and all the volunteer helpers for their time and support during COVID-19 self- isolation.
- 4 **Planning Applications**
Planning; To obtain statutory view of Parish Council
 1. **Application 20/02136/FUL & 20/02720/LBC**
Application for Listed Building Consent Application & for Full Planning Proposal: - Replacement of conservatory with single storey extension At Chestnut Cottage, Hilcott, Wilts, SN9 6LE No objections. **Action: Clerk to inform Wiltshire Council**
The chair also noted that it had been confirmed that Hilcott Cemetery tree maintenance works did not require planning permission Clerk
- 5 **Parish Finances; For Approval**
 - a) **Final Bank Reconciliation;** Treasurers Account closing balance 30/03/2020 £7,903.12, Investment account closing balance £23,744.36.
 - b) **Final Budget Performance for 2019/2020;** Cllr MM raised query regarding an additional £5k to be transferred to Investment account for North Newnton footpath future years expenditure. **Action Cllr MS & Clerk to review** Cllr MS & Clerk
 - c) **Revised Budget 2020/21** – This had been circulated to all councillors prior to the meeting. Chair requested that this be put on the agenda for our next meeting so that we could take the time to go through in more detail. **Action: Clerk to diary.** Clerk
 - d) **Cheques to be signed and ratified;** HMRC PAYE Ch. Number 662 £94.80, Ch. Number 664 Clerk Expenses & Overtime (for 2019/20), Manningford Parish Council for SID Ch. Number 663 £300 **all agreed.**

e) **Hilcott Cemetery;** 3 quotes had been presented by the PCC and the Parish Council has been asked to contribute 50% towards the cost of tree maintenance and scrub clearing works at the Hilcott Cemetery to enable much needed grave space to be created (it is hoped that the works will create 40 more spaces). Chair confirmed that he requested to William Wilks at the PCC for clarity on future costs for the Cemetery in order for the PC to plan ahead. **Motion Cllr MM proposed that the PC contribute to the costs £1275 plus VAT (total cost) there may be further cost for stump removal. Cllr MS seconded, one abstention, remainder agreed. 50% invoice to be presented direct to PC to enable VAT reclaim.**

Clerk

f) **Donation for Debbie Southerton for gloves/gowns sewing initiative;** Bottlesford resident has initiated sewing gowns and masks as a wider Wiltshire initiative, funds are towards start up fabric costs. **Cllr KB proposed donation of the required £57, all agreed.**

Clerk

g) **Chair** notified that he has purchased the pro zoom package to enable meetings to take longer than the free 40 minutes.

6 Carolyn Whistler (CW) raised the question about the invoice for the Village Hall £645 (£537.50 plus £107.50 VAT) for Architectural consultancy interim fee for project management for the Period January to March 2020 Stage 2 which had been emailed to the Clerk 14/04/20. Chair replied that it would need to be dealt with at the next meeting in May as the PC had not had enough time to review as they wanted some more detail on the actual costs and particularly the longer term ongoing project management costs that would be associated with the Village Hall.

As the next virtual meeting is not scheduled until the 19th May 2020 CW requested a response now so that the bill could be paid within 14 days. There was some debate with varying views about this, Councillors acknowledged that the new budget provision (which we are now in) had allocated £5,000 for the village hall but were still unsure as to the next steps for the village hall and what decisions had already been made about the design and build type and were unsure about the project management costs as submitted. CW Stated that a virtual meeting of the Trustees was due to take place soon, no decisions had been made on the build and the only decision was to employ Patrick Wilson as Project Manager (to full RIBA standards) and that no decision had been made on the build type but that a plan had been passed to Cllr DB and that she had tried to answer the questions with Cllr DB at the beginning of March. Also that obviously with COVID-19, this would affect the timetable and ongoing works for the village hall as grant holders were prioritising other areas now. Councillors were however still unclear about the invoice presented (works within it seem to suggest a project plan has been drawn up and costs agreed). A vote was taken; 1 for, 1 abstention, 4 against.

Action: It was agreed that the Village Hall would be on the agenda for the next meeting as originally planned but that in the meanwhile if clarification could be sought, the information supplied to DB could be circulated to Councillors and if possible the Chair could liaise with the Trustees directly for more clarification to help the Parish Council make more informed decisions about the Village Hall.

Clerk
Cllr
MS

7 **Wiltshire Cllr Paul Oatway gave a brief update;** He wanted to thank everyone and everything that the local communities and PC were doing to help our Parishioners. He was happy for the PC to apply for a grant from the area board when things got a little easier to cover any costs for masks/PPE costs and invited CW to apply for £2000 for the village hall.

8 Next Meetings

Virtual Meeting 19/05/2020 6pm AGM & Parish Meeting

Any member of the public wishing to participate please call the Clerk 07979 866387 by 12 noon on 19th May or email clerk@nnpc.org.uk by 12 noon on 19th May (please note you will need access to a laptop/desktop computer, iPad or smart phone). Full instructions will be given and no software or cost is involved. Alternatively questions may be submitted to the Clerk by email or via phone.

The virtual meeting closed at 8.10 pm

Gillian Tatum Clerk to NNPC

Clerk@nnpc.org.uk

Tel 07979866387 20/04/2020