MINUTES OF A MEETING OF THE SAVERNAKE PARISH COUNCIL 12TH JANUARY 2022 MEETING HELD AT THE MARLBOROUGH COMMUNITY & YOUTH CENTRE, ST MARGARET'S MEAD

PRESENT

Guy Singleton (Chairman) (GS)

Martin Phipps (MP)

Nigel Eayrs (NE)

Andrew Smithson (AS)

Councillor

Councillor

Councillor

Suzie Singleton (SS) Parishioner & interim Clerk

Caroline Thomas Wiltshire Councillor

| İTEM | | ACTION |
|------|---|--------|
| 1 | APOLOGIES | |
| | Nikki Boutal | |
| | | |
| 2 | DECLARATIONS OF INTEREST | |
| | There were no declarations of interest. | |
| 3 | APPROVAL OF MINUTES | |
| | The minutes of the meeting on 20 th October 2021 were approved. A copy will uploaded to the SPC website. | GS/NB |
| 4 | MATTERS ARISING FROM PREVIOUS MEETINGS | |
| | Parish Steward The year Parish Steward water has been published the year as all the year. | |
| | The new Parish Steward rota has been published. Items to ask them to deal with are: | GS |
| | - Clean the white gates. | |
| | - Clean down the bus shelters. | |
| | AS said that he would give the Cadley bus shelter a fresh coat of Cuprinol. | |
| | Clench Common - speed limit and traffic calming | |
| | GS had contacted the Ramsbury Estate Office a few times but without any | |
| | response. | |
| | MP Had been unable to attend the last CATG meeting but the request for | MP |
| | a speed limit review in the area had been added to their schedule. | |
| 5 | PLANNING | |
| | There was a brief discussion on Planning Application 21/11626 regarding the | AS |
| | change of use of the silage clamp at Savernake Park Farm. It was agreed that | |
| | the councillors had no objections to this Application and AS will submit the | |
| | appropriate response on behalf of the PC. | |

| İTEM | | ACTION | | |
|------|--|--------|--|--|
| 6 | MARLBOROUGH AREA NEIGHBOURHOOD PLAN (MANP) The Neighbourhood Plan is being reviewed by the Inspector. He has published a response for members of the committee to respond to. | | | |
| 7 | FOREST LIAISON OFFICER REPORT NE had a telephone conversation with Forestry England. They have re-started work to the ash trees alongside the A346. Apparently they have also put in a request to completely close the road, possibly from about mid-February, for several weeks to carry out further works. As the A345 is also partly closed just now for tree works there it was assumed that any full closure of the A346 would not happen until the A345 was fully open again. | | | |
| 8 | Banking - Since the last meeting, a) Payments made / received: 16Dec -£171.12 – TEEC – Website hosting and domain charges b) Invoices received, in the process of payment: Nil - Total funds at date of meeting are £ 6,682 and are held as follows: Payments a/c: £ 181.71 Interest a/c: £ 6,500.33 Accounts - Total funds at date of meeting are as follows: Precept a/c: £ 6,682.01 CIL a/c: £ 0.00 Budgeting - Precept account: Expenses this year (2021-22) to date are £1,239.12 (95% of Precept income). - CIL account: Total income has been £4,243.25 since 2018. Expenditure since 2018 has included £437.00 on bus stop maintenance and £3,806.25 towards roadside white gates and signs. The received funds | | | |
| 9 | are therefore now fully depleted. - 2022/2023 PRECEPT There was some discussion on the matter. It was agreed that no increase would be needed in the precept for FY 2022/2023 so GS would submit the | GS | | |

| | ACTION |
|---|--|
| EBSITE | |
| NB has provided login details for the Parish website to GS & SS so they can also learn how to manipulate it, so that the PC were not completely reliant on NB for this. | GS/SS |
| - NB had changed the logo on the website for the amended version provided by NE. She had also changed the website to a green theme rather than blue to reflect our locations around the Savernake Forest, although NE noted that a couple of pages still have blue headings. | NB |
| - It was suggested that it would be useful to add some of the AGE UK winter grant information from their recent email to the website. | |
| TG 5190 | |
| Clench Common - speed limit and traffic calming GS had contacted the Ramsbury Estate Office a few times but as yet had not received a response. | |
| MP Had been unable to attend the last CATG meeting but the request for a speed limit review in the area had been added to their agenda. | MP |
| PENSE POLICY | |
| scussion focused on 2 areas: | ALL |
| The replacement of the Council's current policy of reimbursement of petrol expenses (based upon production of a receipt) with a calculation based upon a mileage allowance, and The documentation of the Council's Expenses Policy. | |
| llowing discussions, it was agreed to formulate a new policy for impensating Councillors for the use of their cars on Council business. It was apposed that the cost of journeys outside the Parish would be reimbursed at a Government published rate (currently 45p / mile), in order that Councillors a compensated for 'wear and tear' as well as fuel. It is believed that this is in a with other small parish councils. It was agreed that Council approval applied to be sought prior to any journey being made, and that a Council im form would need to be filled out to give the necessary audit controls. | |
| e Council has been publishing Policy documents in recent years in order to malise / clarify systems and procedures, and to provide parishioner nsparency. | |
| im e Co ma | need to be sought prior to any journey being made, and that a Council form would need to be filled out to give the necessary audit controls. Douncil has been publishing Policy documents in recent years in order to lise / clarify systems and procedures, and to provide parishioner |

SAVERNAKE PARISH COUNCIL

| İTEM | | ACTION | | |
|------|--|--------|--|--|
| | A written Expenses Policy is needed as part of this programme to clearly | | | |
| | document the practices that are already in place, and to ensure that anyone | | | |
| | volunteering their time on behalf of the Council is not deterred from so doing | | | |
| | if they might incur costs which they are unable to cover. The practice of | | | |
| | seeking Council agreement prior to incurring any expense, as well as the | | | |
| | principle of reimbursement of expenses based upon receipts (subject to the | | | |
| | introduction of the mileage allowance), will continue. | | | |
| | The new Expenses Policy document, including a section related to the | | | |
| | proposed mileage allowance and its associated claim form, will be circulated | | | |
| | among Councillors for comment before the next meeting so that the policy | | | |
| | can be finalised and then voted on at that meeting. | | | |
| 13 | RISK ANALYSIS | | | |
| | The councillors had updated their sections of the Risk Analysis. It can now be | | | |
| | uploaded to the Website and submitted to the Auditor. | | | |
| 14 | DATES OF NEXT MEETING | | | |
| | SPC Annual Meeting – 3 rd May 2022 7.30 St Katharine's Church | ALL | | |
| | Annual Parish Meeting – 10 th May 2022 7.30 St Katharine's Church | | | |
| | 12 th July 2022 | | | |
| | 11 th October 2022 | | | |
| | | | | |

| Signed | Guy Singleton | Date | 3 rd May 2022 |
|--------|------------------------|------|--------------------------|
| Name | J G R Singleton, Chair | | |