

## MINUTES OF THE ANNUAL PARISH MEETING OF SAVERNAKE PARISH COUNCIL 24<sup>TH</sup> MAY 2023

### MEETING HELD AT ST KATHARINE'S CHURCH, SAVERNAKE

#### PRESENT

Guy Singleton (Chairman) (GS)

Nigel Eayrs (NE)

Andrew Smithson (AS)

Councillor - Chair

Councillor - Finance

Councillor - Planning

Suzie Singleton (SS)

Parishioner & Secretary

#### Speakers:

Nikki Morgans - Forestry England (NM)

Greg Kerr - Forestry England (GK)

Caroline Thomas - Wiltshire Council (CT)

10 parishioners

ITEM		
1	<b>WELCOME</b> GS welcomed everyone to the meeting introduced the other Councillors.	
2	<b>APOLOGIES</b> Martin Phipps Nikki Boutal	
3	<b>APPROVAL OF MINUTES</b> The minutes of the previous Annual Parish Meeting held on 10 <sup>th</sup> May 2022 were approved. A copy will be uploaded to the SPC website.	
4	<b>UPDATE ON PARISH COUNCIL ACTIVITIES</b> GS gave an overview of the works carried out by the Parish Council since the last Annual Meeting in 2022. A copy is at the end of these Minutes at Appendix A.	
5	<b>FINANCE REPORT</b> NE went over the Parish Council's income and expenditure over the last 12 months, a copy of the report is attached at Appendix B.	
*	<b>UPDATE ON CRIME FIGURES PROVIDED BY WILTSHIRE POLICE</b> Due to a clash of dates no-one was available to attend the meeting from Wiltshire Police but they had provided a list of the Crimes and Incidents reported to	

ITEM		
	<p>Wiltshire Police from the Savernake area in the last 12 months. This was displayed for the meeting, together with a brief table showing the trends in incidents reported over the last few years, showing that the numbers were consistent with the last few years, except that there was a large spike in 2021/2022.</p> <p>These are attached at Appendix C.</p>	
<p><b>6</b></p>	<p><b>PRESENTATION BY NIKKI MORGANS, BEAT FORESTER, FORESTRY ENGLAND</b></p> <p>NM gave a presentation on some of the works being done in the Forest. She also told the meeting about the new Land Management Plan which had been published, “Our Shared Forest”, which is available from the Forestry England website and also the Savernake Parish Website.</p> <p>She explained that there will be further work to be undertaken harvesting some trees and removing dead and dying ones during the year.  <a href="mailto:nikki.morgans@forestryengland.uk">nikki.morgans@forestryengland.uk</a></p> <p><b>PRESENTATION BY GREG KERR, COMMUNITY RANGER, FORESTRY ENGLAND</b></p> <p>GK introduced himself as one of the new Community Rangers and showed a slide presentation showing some of what he and other community rangers will be involved with.</p> <p>He has restarted the Savernake Volunteers group which will be involved in activities such as haloing beneath the ancient trees and surveying local fauna and flora. The group meets every last Thursday of the month. Please contact Greg for further information.</p> <p>He also particularly mentioned the North Wessex Downs Walking festival at the beginning of June 2023 which would include walks within Savernake Forest and in other areas around Marlborough.  <a href="mailto:greg.kerr@forestryengland.uk">greg.kerr@forestryengland.uk</a></p> <p>The presentation slides are attached in Appendix D.</p>	
<p><b>7</b></p>	<p><b>TALK ON PARK FARM EXPLOSION</b></p> <p>Unfortunately Neil Stevens was unable to attend to give the talk, he gave his apologies after the meeting. We will see if he can do this at the 2024 APM.</p>	
<p><b>8</b></p>	<p><b>UPDATE BY CAROLINE THOMAS, WILTSHIRE COUNCIL</b></p> <p>CT’s update is attached at Appendix E.</p>	

ITEM		
9	<b>MATTERS ARISING</b>  There were no further questions so the meeting was closed.	

Signed .....

Date .....

Name .....

DRAFT

## Appendix A

### Savernake Parish Council APM - 24<sup>th</sup> May 2023

I would like to welcome you all here tonight to our Annual Parish Meeting. As I have mentioned previously the Annual Parish Meeting is separate to the Parish Council, and there is a legal obligation for every Parish to hold an APM.

I would extend a special welcome to our speakers tonight – Nikki Morgan and her colleague Greg Kerr from Forestry England; Neil Stevens who will speak about the 1946 Explosion at Park Farm, and Caroline Thomas who is our Wiltshire Councillor.

I would also like to introduce you to two of my fellow Parish Councillors – Nigel Eyres and Andrew Smithson. Martin Phipps and Nikki Boutal give their apologies as they are unable to attend.

I'd like to update you on matters that the Parish Council have been dealing with over the last 12 months.

I am pleased to say that in comparison with last year it has been quite a quiet year. Our main focus has been trying to keep pressure on Wiltshire Council to lower the speed limit at Forest Hill, and also to improve signage at Clench Common where there is little chance of reducing the speed limit.

At Forest Hill, at present we are still unable to persuade Highways that the speed limit should be reduced and at least in the short term it appears unlikely that we will succeed. Through a Wiltshire Council body known as LHFIG (Local Highway and Footway Improvement Group), who deal with minor Road and Footpath matters, a proposal for additional signage and road markings has been agreed which will help to emphasise that this is a residential area, and to encourage drivers to slow down. We will continue to monitor this and press for a speed limit reduction to 40, but unless the rules change or are interpreted differently my view is that we are unlikely to succeed.

At Clench Common, it is ironic that the A345 is 50 MPH, but as you turn into the lane this reverts to the National Speed Limit 60 MPH. The advice we have had is that there is little scope for getting this changed. We have therefore focused on trying to slow drivers down by other means. In consultation with Wiltshire Council Highways and LHFIG it has been agreed that white gates with Clench Common signs can be erected at the Wootton Rivers end of Clench Common - the Ramsbury Estate, in conjunction with Ridgeway Sprayers, have agreed to supply and erect these gates, and we thank them for this.

At the Marlborough end of Clench Common we will erect some "Clench Common, Please Drive Carefully" signs on the derestriction signs to indicate to drivers that they are entering into a residential area.

Finally I am pleased that the Marlborough Neighbourhood plan has been completed, and was finally approved at the referendum in March. This will help to control development in Marlborough, Savernake and Mildenhall. The existence of the plan, with Savernake being part of it, means that if there is development within Savernake Parish which gives rise to a Community Infrastructure Levy payments (known as CIL payments), a great proportion of these are paid to the Parish Council by Wiltshire Council.

# Appendix B



**Savernake  
Parish Council**

Savernake APM – 24 May 2023

## Finance Report

# Agenda

1. Income & Expenditure
2. Bank Balances
3. 2023-24 Forecast
4. Summary

## 1. Income &amp; Expense accounts

	Item	Sub-total	Total
<b>A Precept Account</b>			
Income			
	Precept	£ 1,300.00	
	VAT Refund	£ -	
	Interest	£ 11.09	£ 1,311.09
Expenses			
	Audit Fee	£ 75.00	
	Information Commissioners Office	£ 35.00	
	Insurance	£ 189.13	
	Room Hire - Meetings	£ 50.00	
	Secretarial services	£ 150.00	
	WALC Subscription	£ 109.44	
	Website	£ 157.56	£ 766.13
	<b>Surplus / (Deficit)</b>		£ 544.96
<b>B Community Infrastructure Levy (CIL) Account</b>			
Income			
	Wiltshire Council CIL funds	£ -	£ -
Expenses			
	Infrastructure	£ -	£ -
	<b>Surplus / (Deficit)</b>		£ -
<b>C All Accounts</b>			
	<b>Surplus / (Deficit)</b>		£ 544.96

## 2. Account reconciliations

	Precept	CIL	TOTAL
<b>A Internal Accounts</b>			
Opening balance (Accounts)	£ 5,318.83	£ -	£ 5,318.83
Surplus / Deficit (Calculated)	£ 544.96	£ -	£ 544.96
Closing Balance (Calculated)	£ 5,863.79	£ -	£ 5,863.79
<b>B Bank Accounts</b>			
Opening balance (Statement)	£ 18.83	£ 5,300.00	£ 5,318.83
Surplus / Deficit (Calculated)			£ 544.96
Closing Balance (Calculated)			£ 5,863.79
<b>Balance as at 31 March (Statement)</b>	£ 54.27	£ 5,809.52	£ 5,863.79
Difference			£ -

## 3. Fixed Assets

	Opening Balance	Change	Closing Balance
Bus stops (Cadley and Savernake Hospital)	£ 1,100.00	£ -	£ 1,100.00

## 4. Notes

- A** The Precept continues to fully cover the Council's recurring expenses.  
**B** Reserves are currently more than adequate to cover all known future non-recurring projects.  
**C** The Council is confident of its 2023-24 budget and foresees no risk of being unable to fulfil its financial commitments.

Position	Name	Signature	Date
Treasurer	Nigel Eayrs		03/05/23
Chairman	Guy Singleton		04/05/23

# Annual Internal Audit Report 2022/23

Savernake Parish Council

www.savernake-pc.org

IMMEDIATELY AVAILABLE INTERNET WEBSITE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	N/A		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick 'not covered')	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

06/05/2023

Name of person who carried out the internal audit

ANDREW RICHARD WILMS ROSS

Signature of person who carried out the internal audit



Date

06/05/2023

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Savernake APM – 24 May 2023

## Finance Report

### 1. 2022-23 Precept Income & Expenditure

• Precept from Wiltshire Council + Interest	+ £ 1,311
• Expenditure during the year	<u>- £ 766</u>
• Balance added to reserves	+ £ 545

- The Precept received from Wiltshire Council was again unchanged at £1,300
- Expenditure included only regular recurring costs (insurance, website, administration etc)
- There was no project expenditure

Savernake APM – 24 May 2023

## Finance Report

### 2. Bank Balances

• Reserves at the start of the year (01 April 2022)	+ £ 5,319
• Added to reserves	<u>+ £ 545</u>
• Reserve funds at 31 March 2023	<b>+ £ 5,864</b>

Savernake APM – 24 May 2023

## Finance Report

### 3. 2023-24 Forecast

• Precept received from Wiltshire Council	+ £ 1,300
Recurring expenses	- £ 900
Project expenditure (Road Safety)	<u>- £ 1,000</u>
Funds drawn from reserves	- £ 600
▪ All reserves at the start of the year (01 April 2023)	+ £ 5,864
▪ Deduct the deficit arising from the year's expenditure	<u>- £ 600</u>
▪ Forecast reserve funds at 31 March 2024	<b>+ £ 5,264</b>

## Finance Report

### 4. Summary

- The Precept continues to fully cover the Council's recurring expenses
- The Council plans to use some reserve funds for further road safety measures
- Reserves continue broadly in line with historic levels
- The Council is confident of its 2023-24 Budget and foresees no risk of being unable to fulfil its financial commitments.

APPENDIX C

**Savernake Forest Crime Updates:**

**01/05/2022 – 01/05/2023**

**Recorded Crimes:**

12/05/2022 – Roe Deer has been killed by a dog

12/11/2022 – Criminal damage to lock and gate.

27/12/2022 – Criminal damage. Suspects have smashed up “shooting in progress” sign.

02/02/2023 – Welfare lost child in Savernake Forest

13/02/2023 – Theft from parked vehicle. Vehicle break/beauty spot theft.

**Logged crimes:**

26/07/2022 – ASB males on motor bikes at Camp site

30/08/2022 – From fire service reporting ASB unattended camp fire.

18/09/2022 – Lawful equestrian ride through forest along public bridleways.  
No offences.

06/11/2022 – Suspected drink driver

29/12/2022 – Authorised Deer stalker. No offences.

***Trends in number of Recorded Crimes***

<b><i>Savernake Forest</i></b>	Year ending 30 April			
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Thefts from vehicles	4	2	9	1
Physical assaults	1	0	4	0
Other	1	2	2	4
<b>TOTAL</b>	<b>6</b>	<b>4</b>	<b>15</b>	<b>5</b>
<b><i>Silbury Hill (for comparison)</i></b>	<b>4</b>	<b>6</b>	<b>12</b>	<b>n/a</b>



# Savernake Parish Council Meeting 2023

Savernake Forest

# Beat Activity

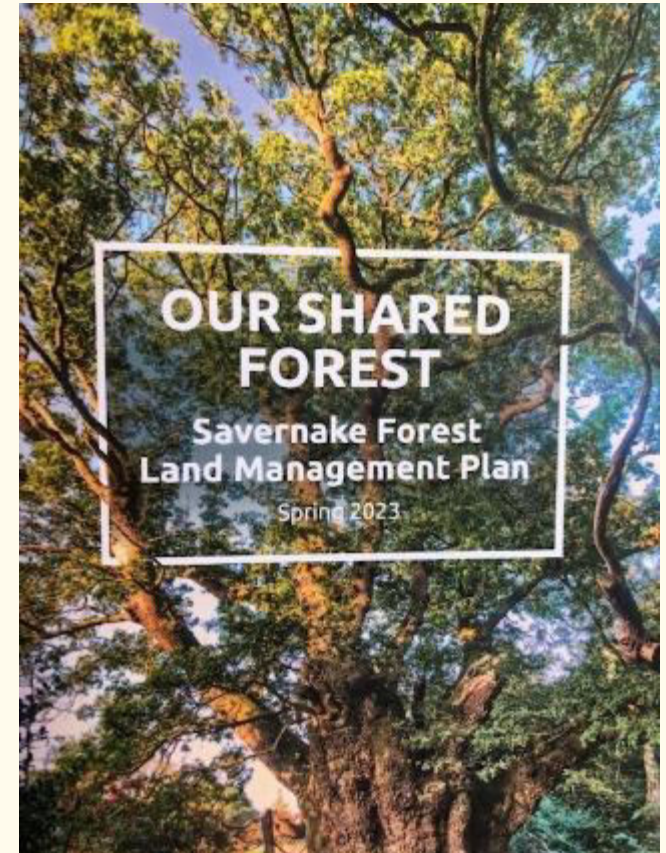
- 3600 tonnes of sustainable timber produced
- Halo work on over 100 veteran trees
- Annual tree safety programme
- Site inspections
- Ecological surveys
- Thousands of trees planted
- Maintained Grand Avenue and other Forest roads



 Forestry Commission

# Our Shared Forest

- A land management plan
- A vision and plan for long term direction
- To protect, manage and enhance
- Feeds into our 10 year forest plans



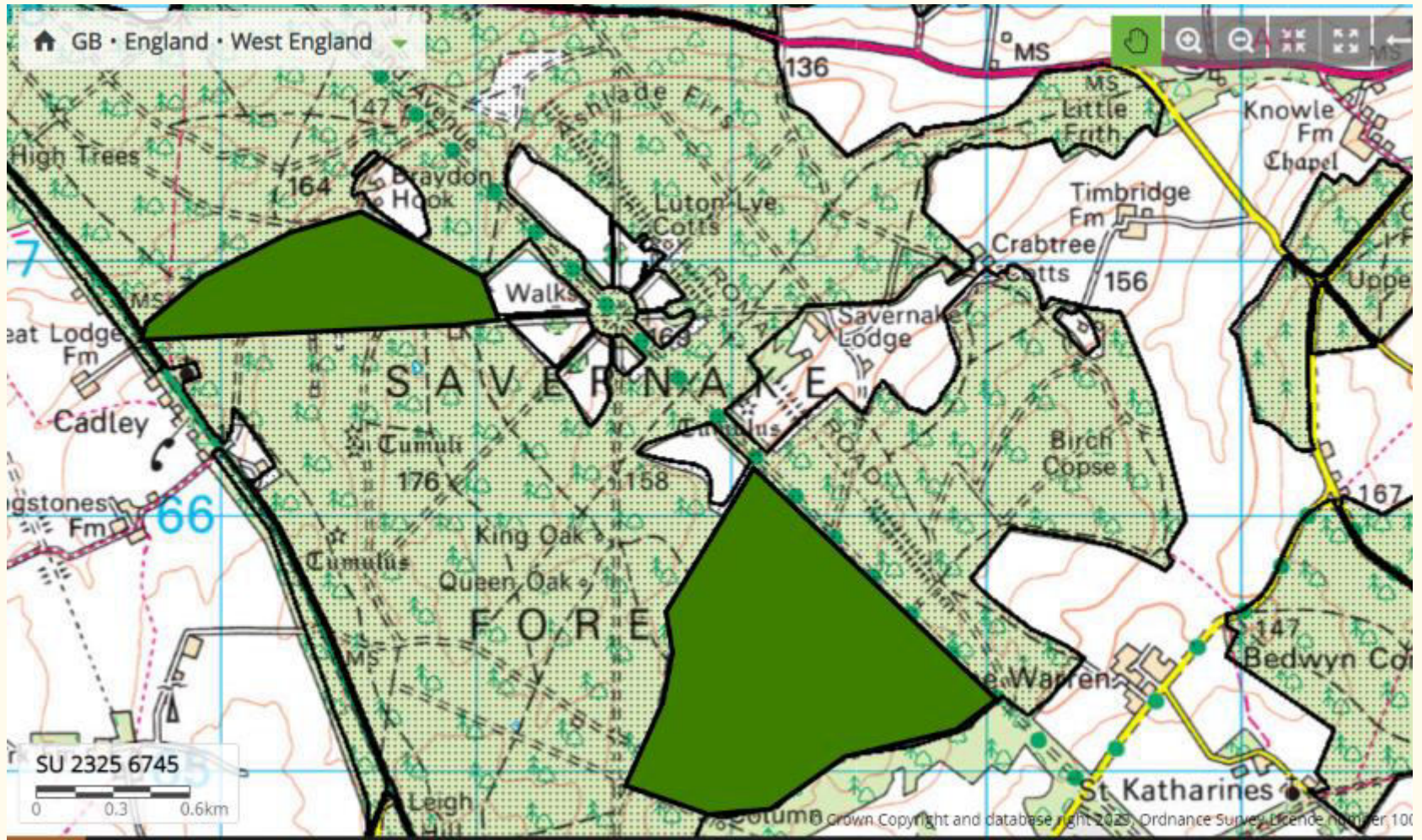


# Upcoming harvesting operations





# Forestry Commission





Greg Kerr

▶ Community Ranger

Who am I?



Nikki - Beat  
Forester

Matt - Works  
supervisor



Dan - Works  
Supervisor

Scout -  
Wellbeing  
Officer



# Sian- Community Ranger



# Savernake Volunteers





# Postern Hill Campsite





# North Wessex Downs Walking Festival

2 - 11 June 2023



# Savernake Forest Family Walk

Friday 2<sup>nd</sup> June 1400hrs

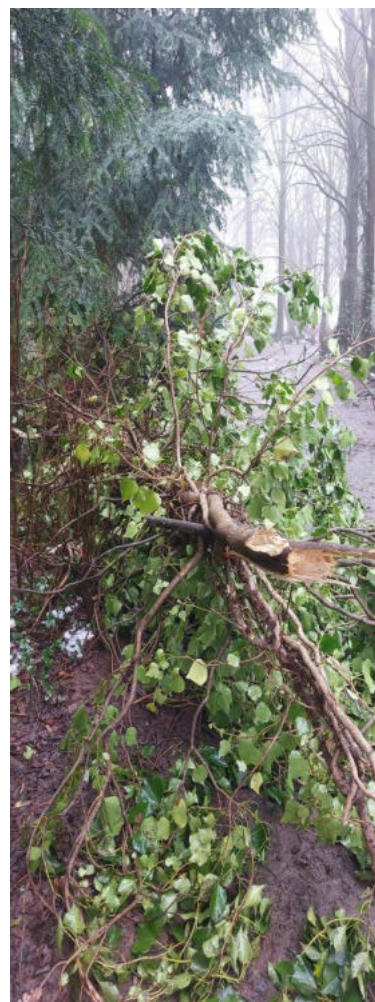


# Savernake Veteran Tree Walk

## Sian Brewer



# Issues



# Developing more volunteer, education and engagement opportunities



Any questions or comments??

▶ [greg.kerr@forestryengland.uk](mailto:greg.kerr@forestryengland.uk)

Thank You !

# Appendix E

## Town and Parish Annual Report for Marlborough East – May 2023

This month, Annual meetings will take place for Parishes, Parish Councils and Wiltshire Council – they are great opportunities for coming together as a community to reflect on the previous year and discuss the opportunities, ahead. Some of the highlights from Wiltshire Council, and my own work to support residents in Marlborough East are below.

**Wiltshire Council's budget for 2023/24**, which is underpinned by the council's 10-year Business Plan, is £466m. This includes an additional £69m to cover inflation and increased demand for services and is broken down as follows:

- Whole life pathway (mental health, autism spectrum conditions and learning disabilities support services) - £96m, an increase of £11m
- Living and aging well (adult care) - £83m, an increase of £15m
- Families and children - £63m, an increase of £2m
- Environment (which includes waste and recycling services)- £48m, an increase of £4m
- Highways and transport - £41m, an increase of £3m
- Education and skills - £29m, an increase of £6m

Last November, Wiltshire Council invited the **Local Government Association to carry out a Corporate Peer Challenge** – the review found that the council's Business Plan provides a clear set of objectives and that focus on improving outcomes for some of the most vulnerable in the community is none more evident than in children's services. It was also noted that the council is excelling in work to address climate change.

In addition to funding of £22.9m from the Government's **Highways Maintenance** Fund, an additional £3.6m was received from the Department for Transport's Pothole Fund which will be used to target pothole hotspots around the county. Anyone who spots a highways issue must report it using the MyWilts app or via the website – and if it doesn't get fixed, please email me at [caroline.thomas@wiltshire.gov.uk](mailto:caroline.thomas@wiltshire.gov.uk) (nb we know there is a system glitch at the moment where feedback on cases is not working as it should. Even if the case is shown 'closed', it will have been received and fed into the system for consideration).

You might be interested in the table below showing the significantly greater work load across the county this winter (to early April) compared with 2021 and 2022 (2020 is partial data only) as the long hot summer followed by cycles of high rain volumes and freezing temperatures took their toll on our road surfaces.

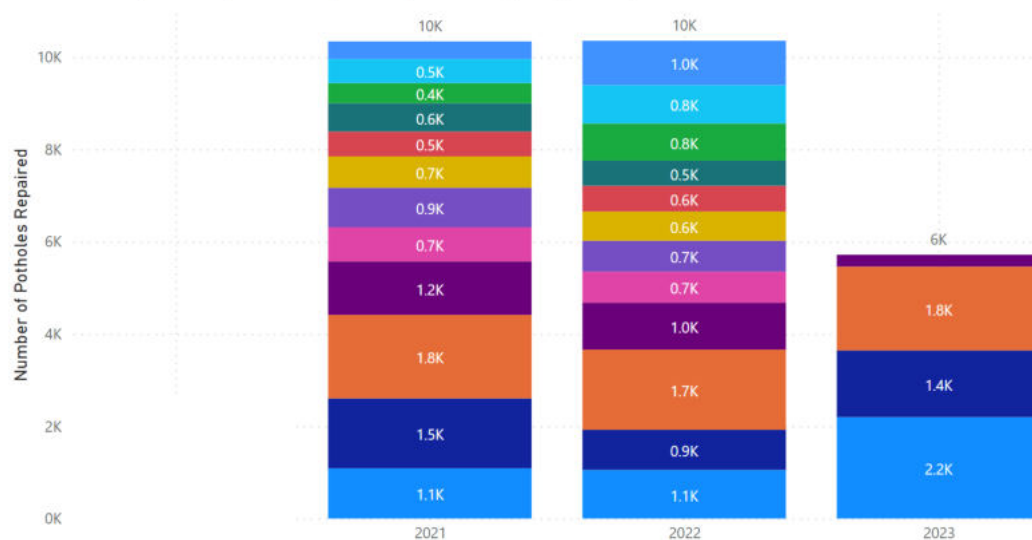
In the Marlborough Area the top most reported sites are listed below with the planned treatment:



Location	Repairs	Reports	Road Name	Max Speed	Strategic Network	Plans
SWINDON ROAD, WINTERBOURNE MONKTON	45	82	A4361	50	Y	Surfacing 23/24
FROM ROAD TO GROVE FARM STICHCOMBE TO WHITES HILL	35	17	C6	30	N	Surface Treatment 24/25
A346 PORT HILL NORTH TO MAIN ROAD OGBOURNE MAIZEY	31	40	A346	40	Y	Surface Treatment 25/26
B4192 PARISH BOUNDARY EAST TO HUNGERFORD ROAD AND BRIDGE IN CHILTON FOLIAT	28	36	B4192	60	N	Surfacing 24/25
CHISELDON ROAD	26	9	C3	60	N	

Number of Potholes Repaired by Calendar Year and Month

Month ● January ● February ● March ● April ● May ● June ● July ● August ● September ● October ● November ● December



Over the last year I have worked on a project to set up a Charitable Incorporated Organisation (CIO) with the specific purpose of employing a Youth Worker. The **Marlborough Area Youth Forum** was established in July and in March we recruited a Youth Worker – Kevin Robinson using grant funding from the Marlborough Area Board. Kevin will do much of his work linked to the Marlborough Youth Club at St Margaret’s Mead but is also available to support youth work in the wider Community Area – the 17 villages and hamlets around the town. To make a difference, Kevin really needs volunteers able to support him run activities. If you would like to get involved, please contact me.

**Housing** is often an issue raised with me by local residents. There isn’t enough social housing for those who need it locally and quality can be an issue too. With other local Cllrs, I have met with representatives from Aster and Stonewater Housing Associations to discuss the issues and now have direct means of contact. I will look to have such sessions with our other Housing Associations this year.

Since January I have been part of Wiltshire Council’s cabinet, responsible for **Highways, Transport and Street Scene**. So, I have been busy 😊 but it has given me significant insight to help me better support Parish Councils, community groups and residents with a whole

host of local issues including flooding, road safety, footpaths and planning matters with direct access to cabinet members and senior officers. If there is a local issue that you are concerned about, please do get in touch and I will do my very best to help.

Don't forget – the **Marlborough Area Board** exist to work alongside organisations to make things happen in the community. It provides grants to community groups - community capital grants, youth grants and older and vulnerable adults' grants as well as for highways and footpath improvements. If you have a project or activity that needs funding, then please get in contact and I can help you with the process.

Finally, I would like to say a huge **thank you** to all the Parish Councils across Marlborough East – Savernake, Mildenhall and Marlborough – who along with many other local organisations help ensure we have brilliant places to live.

Caroline Thomas

Wiltshire Councillor for Marlborough East

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Email: [caroline.thomas@wiltshire.gov.uk](mailto:caroline.thomas@wiltshire.gov.uk)