

MINUTES MAY BE UPDATED BEFORE THEY ARE APPROVED AT THE NEXT PARISH COUNCIL MEETING

MINUTES OF THE MEETING OF CALNE WITHOUT PARISH COUNCIL  
HELD AT LANSDOWNE HALL, DERRY HILL  
MONDAY 13<sup>th</sup> May 2024

CALNE WITHOUT COUNCILLOR ATTENDANCE

Present (P): Apologies (A): Did Not Attend (X)

John Barnes (Chair)	A	John Armstrong	P	Lucy Campbell Rogers	P
Pauline Crane	A	Sue Deedigan	P	Rob Hislop	P
Jurgen Kronig	A	Bruce MacInnes	P	Jay Nugent	P
Doug Price	P	Ioan Rees	P	Keith Robbins	P
Andrew Turton	A	Philippa Todd	P		

Wiltshire Council Unitary Councillor (Calne South) Sam Pearce-Kearney did not attend.  
Wiltshire Council Unitary Councillor (Calne Rural) Ashley O'Neill sent his apologies.

**370/24 Annual Meeting: Election of Chairman**

Vice Chairman Cllr Price opened the meeting in the absence of Cllr Barnes.

Nominations for Chairman were invited. It was noted that Cllr Barnes had informed both the Clerk and Cllr Price that he was happy to continue as Chair for the upcoming year.

**It was proposed that Cllr John Barnes was nominated for the position of Chairman of Calne Without Parish Council.**

*It was unanimously resolved in his absence to elect Cllr John Barnes as Chairman of Calne Without Parish Council.*

**371/24 Annual Meeting: Election of Vice Chairman**

To elect a Vice Chairman.

Cllr Price acknowledged that he was happy to continue as vice chair for the next year.

**It was proposed that Cllr Doug Price was nominated for the position of Vice Chairman of Calne Without Parish Council.**

*It was unanimously resolved to elect Cllr Doug Price as vice chairman of Calne Without Parish Council and for him to chair the meeting from this point on.*

**372/24 Declaration of Acceptance of Office**

To receive the signed Declaration of Acceptance of office from the Chairman.

*It was unanimously resolved that Cllr Barnes would sign the declaration of acceptance of office directly before the next routine meeting on Monday 10<sup>th</sup> June 2024.*

### **373/24 Apologies**

To receive apologies.

Apologies received from Cllrs Barnes and Kronig, Turton and Crane on holiday

Unanimous approval

### **374/24 Public participation/ Correspondence**

374.1/24 Public participation

Opportunity for members of the public to address the Committee.

374.2/24 Correspondence

For the Clerk to report any correspondence not circulated.

There was nothing to note at this point in the meeting.

### **375/24. Declarations of Interest**

Declarations from Councillors of any disclosable pecuniary interest (Standing Orders 13b) or other interest (Standing Orders 13c) in respect of matters being considered by the Council.

Cllrs Armstrong and Campbell Rogers declared interest in planning application PL/2024/03692 and requested a dispensation to speak.

Cllr Armstrong declared an interest on the Armstrong on the small grant request from the Fete committee as he is a member of that committee.

*It was resolved to allow a dispensation to speak to Cllrs Armstrong and Campbell Rogers.*

### **376/24. Chairman Announcements**

Cherhill Parish Council are holding their annual parish meeting on Thursday 23<sup>rd</sup> May 2024.

The National Trust will be attending the meeting to discuss plans for the Lansdowne monument. It was noted that the monument lies within the border for Calne Without Parish Council and Cllrs may wish to attend for information.

### **377/24. Minutes**

**Recommendation: That the Committee approve the [Minutes](#) of the meeting held on 8<sup>th</sup> April 2024 as a true and fair reflection of the motions agreed by the Committee and the discussion that took place and that these be signed by the Chairman as such.**

*It was approved by majority to approve the minutes from Monday 8<sup>th</sup> April 2024 as a true and fair reflection.*

### 378/24. Clerk Report

For the clerk to update on actions noted in the previous month's minutes.  
The clerk had nothing additional to note.

### 379/24. Accounts

379.1/24 Payments

Recommendation that the following payments be approved:

Auditing solutions	Internal audit	£270 inc vat
Ico payment	Data	£35 (direct debit)
WALC	WalC & Nalc subscription	£1105.88 inc vat
Scribe	Accountancy package	414.72 (inc vat)
Clearwater	Website support	£120 (inc vat)

*All payments were unanimously approved.*

### 379.2/24 Balance and Expenditure

To consider and approve the [balance and expenditure](#) for the period ending 30<sup>th</sup> April 2024  
Report circulated.

**Recommendation: That the Council approves the balance and expenditure for the period ending 30<sup>th</sup> April 2024.**

The balance and expenditure report was noted.

379.3/24 The Council has ongoing contracts under which payments can be approved and paid outside meetings and reported to the next available Council meeting for noting. In accordance with the Council's Financial Regulations these contract payments are approved each year.

**Recommendation: To approve the following ongoing contracts:**

Supplier	Good /services	Contract price
Simon Day& Co	Payroll and HMRC reporting of same	£45 per quarter
Idverde	Servicing of the Council's 14 bins	£2372 plus vat spread over 12 equal payment (197.68/month)
Greg Fowler	Noticeboard maintenance	£85 per Board (6 Noticeboards)
Oakford IS	IT support – PAYG	£1000 retainer paid for period Jan 24 to Jan 25
Clearwater	Website support	£25 plus VAT per month for half an hour support
Clerks Salary (Inc NI, pension and tax payments)	As per employment contract	As per employment contract

*It was unanimously resolved to approve the ongoing contracts for payment through the year.*

**379.4/24 Update to quote for new noticeboard**

To ratify the increased quote for a new noticeboard in Calstone.

Works will cost £1100, £950 pre approved.

**Recommendation; To approve the increased quote of £1100 for the provision of a noticeboard in Calstone.**

**Power; Local Government Act 1972, S142**

**Budget; Public Participation, Exhibits, Events, Advertising and Communication / Community Infrastructure Levy**

Cllr Price updated the council on the plans for the noticeboard.

*It was unanimously resolved to approve the increased costs to produce the noticeboard in Calstone.*

**380/24. Representation on Committees Working Groups and Outside Bodies**

To appoint Councillors to the Finance Committee, Strategic Plan Committee Human Resources Committee, working groups and as representatives on outside bodies. [Current List circulated](#), All committee membership will be required to be appointed.

**380.1/24 HR Committee**

*It was unanimously resolved that Cllrs Barnes, Robbins, Rees, Crane, Deedigan, Todd are appointed to the HR Committee.*

**380.2/24 Finance Committee**

*It was unanimously resolved that Cllrs Barnes, Rees, Crane, Hislop, MacInnes, Price are appointed to the Finance Committee.*

**380.3/24 Strategic Plan Committee**

*It was unanimously resolved that Cllrs Barnes, Rees, Campbell Rogers, Hislop, Kronig, MacInnes, Price, Todd, Armstrong are appointed to the Strategic Plan Committee.*

**380.4/24 Membership of Working groups**

Footpaths Working Group	Barnes, Robbins, Deedigan, MacInnes and Price
Engagement and Participation working group	Robbins, Crane, Deedigan, Price, Todd and Nugent
Road Safety Working Group	Barnes, Robbins, Rees, Deedigan, Kronig, MacInnes, Price and Turton.
Climate Emergency Group	Barnes, Campbell Rogers, Deedigan, Kronig and MacInnes
Derry Hill Play Area Group	Rees, MacInnes, Todd and Turton
CGR Preparation group	Barnes, Rees and Price.
Flood Working Group	Barnes, Crane, MacInnes,

380.5/24 Council representatives on outside groups

Outside bodies;

Calne Area Board – Chair to attend.

LHFIG – Cllr Rees

Calne Area Parish Forum – Chair to attend.

Calne Community Neighbourhood plan –Cllrs Robbins and Barnes

Lower Compton Liaison Committee – Cllr Hislop/ Price

*Outside bodies representative resolved to stay the same,*

### **381/24. Insurance 2024/25**

To consider the consider the renewal quote received for the Council’s insurance for 2024/24 due for renewal on 1<sup>st</sup> June 2024. Documents circulated.

**Recommendation; That the council consider the renewal quote of £755.21 for insurance and confirm payment of the premium.**

It was queried what we are insuring the defibs for simply the units or any liability that comes from them? Cllr Price to check as part of the installation progress.

Cllr Armstrong questioned liability insurance for defibs do we cover that or the heartbeat insurance?

*It was unanimously resolved to accept the insurance price.*

### **382/24. Calne Without Parish Council Internal Audit**

382.1/24 To receive the report from the Internal Auditor.

**Recommendation: That the Council note the report.**

The internal audit report was noted.

382.2/24 Audit feedback

- Amend SO18 to meet £15000 tendering limit.
- Weekly documented checks on goalposts
- To report the minutes of the committees to the next full council meeting.

Cllr Todd volunteered to check goalposts each week. To have a conversation with Clerk about best method of recording these checks.

Clerk advised that the amendment to the Standing orders would be brought to an upcoming meeting before the summer break.

Cllrs commented as discussed.

**383/24. Annual Governance and Accounting Report (AGAR) 2022/23**

The Clerk has circulated the [AGAR papers section three report](#) and [report](#).

- a. Section 1 Annual Governance Statement

Recommendation: To consider and approve the answers to the AGAR Section 1 Annual Governance Statement 2023/2024 and its signing by the Chairman and Clerk.

*The answers were considered and resolved to approve by full council. Cllr Price and the Clerk signed the statement.*

- b. Section 2 Accounting Statement 2023/24

Recommendation: To consider and approve the AGAR Section 2 Accounting Statement 2023/24 and its signing by the Chairman.

*The statement was considered and resolved to approve by full council. Sign by Cllr Price as chairman of the meeting.*

- c. Making provision for the Exercise of Public Rights

To note that the dates for the exercise of public rights has been set to be from Monday 3rd June 2024 to 12th July 2024 and the AGAR documents approved in items 383/24(a) and 383/24(b) along with the internal audit report will published with the completed notice as circulated on the Council’s website and noticeboards.

*Full council noted the dates.*

**384/24. Planning – Cllrs**

To consider the planning applications currently out for consultation. List below.

<b>PL/2024/03673</b> <b>PL/2024/03854 (listed building consent)</b>  <b>THE PEWSHAM,</b> <b>PEWSHAM,</b> <b>CHIPPENHAM, SN15 3RU</b>	Replacement of existing conservatory and link with new orangery and link. Minor alterations to create staff WC.	<a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005Y8xx">https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005Y8xx</a>  <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005hBV">https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005hBV</a>
<i>It was unanimously resolved to support the application it was noted that the proposals will be more thermal efficient and an aesthetic improvement.</i>		

<p><b>PL/2024/03692</b></p> <p><b>The Drock, Studley Corner, Studley, Calne, SN11 9NJ</b></p>	<p>Proposed first floor extension to create additional first floor bedrooms, side and front extensions &amp; internal alterations. Ancillary accommodation to garage first floor.</p>	<p><a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005Yu3K">https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005Yu3K</a></p>
<p>The councillors heard a brief explanation of the extension,</p> <p>Cllr Robbins, noted a resident had approached him noted that concerns about maintaining access to Studley Corner during the proposed works with the amount of traffic that is going to be concerned with the building, need to make sure that there is accessibility, and access to the rest of the place. There were further concerns about noise and dust, to ensure they don't encroach on track during storage, ensure overhead cables.</p> <p>There were further discussion regarding the improved energy efficiency of the house and the improved aesthetics of the property.</p> <p>It was noted that a Construction management plan, could be requested to allow for the flow of information and communication between residents and trades, it was further noted that the applicant was looking at construction techniques to reduce amount of traffic to site.</p> <p>It was proposed to respond 'no objections' there was no seconder so the motion did not go to vote.</p> <p>It was Proposed to respond 'support' with request construction management plan from Wiltshire council.</p> <p><i>It was resolved by majority vote to support the application but with the request for a construction management plan.</i></p>		
<p><b>PL/2024/04029</b></p> <p><b>136 Lansdowne Crescent, Derry Hill, Calne, SN11 9NU</b></p>	<p>Rear ground floor extension and replacement of existing flat roof</p>	<p><a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005qSBp">https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005qSBp</a></p>
<p><i>It was unanimously resolved to respond with no objections by to note disappointment with the lack of architectural merit.</i></p>		
<p><b>PL/2024/04032</b></p> <p><b>THE OLD CHAPEL, SANDY LANE, CHIPPENHAM, SN15 2PZ</b></p>	<p>Notification of proposed works to trees in a conservation area Yew tree - 2 metre Crown Reduction.</p>	<p><a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005qSGf">https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005qSGf</a></p>
<p><i>It was unanimously resolved that there is no comment for this application.</i></p>		

### **385/24. Update from Neighbourhood Plan,**

To consider the attached [report](#) and links to proposed amendments to the [draft plan](#).

**Recommendation 1:** That the Council approves the proposed post-consultation amendments [CCNP2 policies amendments](#) and [CCNP2 paragraph amendments](#) to the Draft Calne Community Neighbourhood Plan 2 for submission to Wiltshire Council in accordance with Regulation 15 of The Neighbourhood Planning (General) Regulations 2012 and to confirm approval for the [design guide](#)

*It was unanimously resolved to support the proposed post consultation amendments to the draft Calne community Plan 2 for submission to Wiltshire Council.*

**Recommendation 2:** That the Council delegates to the Clerk, in discussion with the Chairman, the power to approve any further changes to the text of the Plan required, subsequent to this meeting and having regard to the comments of the other Qualifying body. Subject to other members being kept informed.

*It was unanimously resolved to support the recommendation.*

**Recommendation 3;** that the council note the basic conditions statement, modification statement and consultation statement to be signed off after May 13<sup>th</sup> 2024.

*It was unanimously resolved to note the basic conditions statement, modification statement and consultation statement.*

### **386/24. Information from Strategic Plan**

386.1/4 To approve and for the chair to sign the [minutes](#) from the Strategic Plan Committee meeting Monday 29<sup>th</sup> April 2024.

*It was unanimously resolved to approve the minutes from the strategic plan committee meeting on Monday 29<sup>th</sup> April 2024.*

386.2/24 BART Large grant request

To consider the [grant request](#), [proposal](#) and [further information](#) received by the strategic plan committee and their recommendations.

**Recommendation;** to Fund BART up to £1500 which we assume will be match funded by the Wiltshire heritage and nature grant for Landowner engagement and scoping work for the works required in priority area 1, up to June 2025.

Further to this scoping work BART must present detailed proposal of works proposed following the landowner engagement in person or there will be no further investment.

**Budget; Environment and Aesthetics**

**Power; Local Government Act 1972 s137 (from CIL money)**

Cllr Price outlined the discussions so far and the background to the recommendation. It was also noted the risks that the money could be spent with no further work.



The Clerk reminded council that s137 power would have to be used for this and any further spending on this project and the risks and restrictions of doing that, reminded that this recommendation was being made against the large grant policy.

*It was unanimously resolved to support the recommendation to fund Bart of up to £1500 for landowner engagement and scoping work.*

**387/24. Sockets for Deployment of SIDS – approval of Parish Council Contribution**

To approve the Parish Council contribution towards the installation by Wiltshire Council of five ground anchored sockets to support the deployment of the Council's Speed Indicator Devices using removable poles, as requested in accordance with the Council's decision of 9<sup>th</sup> October 2023. The contribution will be 30% of an estimated cost of £1,800 or £540.

**Recommendation:** that the Council approves an estimated contribution of £540 towards the installation of five ground anchored sockets to support the deployment of the Council's Speed Indicator Devices.

**Budget: Road Safety Budget (to be funded from CIL Reserve)**

**Power: Road Traffic Regulations Act 1984 S72**

*It was unanimously resolved to approve the estimated contribution of £540 towards ground anchored sockets.*

**388/24. Initial budget request from the engagement working group**

Request £200 for initial work required for the engagement and messaging of the Community Governance Review changes.

**Budget; Public Participation**

**Power; Local Government Act 1972 S144**

*It was unanimously resolved to approve a £200 budget for initial engagement work to communicate the CGR changes.*

**389/24. Small Grant Application from Derry Hill and Studley Fete Committee,**

To consider the [small grant application](#) request from the Derry Hill and Studley Village Fete committee.

**Budget; Community Facilities (to be funded from CIL Reserve)**

**Power; Local Government Act 1972 s144**

Tom Metcalfe from the Derry Hill and Studley Fete committee presented the application.

The councillors had many questions. How will it be maintained? Sign back in after each time? Is it pat tested? How will the equipment be insured?

It was acknowledged that if this equipment was going to be used extensively by community groups, it may be pertinent for the Parish Council to purchase, maintain and then lend to the groups that require it. This then easily answered the queries about insurance, maintenance and electrical pat testing requirements.

*It was resolved by majority that the grant request of up to £940 is approved with ownership of the equipment being taken on by Calne Without Parish Council.*

The Clerk and Tom Metcalfe to discuss post meeting on ordering and storage of the equipment.

**390/24. Date and Time of next meeting**

Monday 10<sup>th</sup> June 2024

The meeting closed at 21.24

DRAFT