

LATTON PARISH COUNCIL MEETING

26 May 2020

held remotely (via Zoom) at 7:30pm

Councillors present:

Cllr P Rawsthorne (Chairman)
Cllr M Pritchard

Cllr B Hurst
Cllr R De'witt

Cllr D Lloyd (Vice-Chairman)

Others in Attendance: Wiltshire Councillor Jones and Mr K Johnson

Public Question Time: No questions were raised.

Councillor Question Time: Councillor Rawsthorne advised that the Speed Indicator Device was not performing at best, he has made enquiries with the manufacturers.

MINUTES

19.121 Apologies for Absence

All Councillors were present via Zoom due to Coronavirus (Covid-19) restrictions.

19.122 Declarations of Interest

There were no declarations of interest made.

19.123 Dispensations

No requests for dispensation were received.

19.124 Minutes of the previous meeting

Members considered the minutes of 17 March 2020. The minutes were ADOPTED as a true record of the meetings and are to be signed by the Chairman.

19.125 Co-option to Vacancy

Members considered the application from Richard De'witt, the matter was put to the vote and Members unanimously RESOLVED that he be co-opted onto the Parish Council with immediate effect. The Declaration of Acceptance of Office was signed, witnessed by all present, Councillor De'witt joined the meeting. The remaining vacancy following the resignation of Mr Christopher Lennon, cannot yet be advertised due to Covid-19 restrictions.

19.126 Wiltshire Councillor Jones Update – Main Points:

- Advised that if the planning application for the water ski centre, is resubmitted he would call it in.
- Government food parcels deliveries to vulnerable residents are hit and miss, some have not received them, whilst others have received them when not required. Cricklade Foodbank is collecting the surplus supplies and redistributing.
- Cricklade has delivered prescriptions to Latton residents, however, there is now a Latton resident collecting and delivering prescriptions.
- CATG work has been suspended until further notice

19.127 Clerks Report – Members NOTED:

November PQT – Parish Stewards

Verges and Boundaries weeds, branches and shrub tidy – Request to Parish Steward.

Update: Wiltshire Council is restricting the Parish Stewards from carrying out non-essential works during lockdown.

Gully Clearance

Requests have been made to Wiltshire Council to clear the gullies in Gosditch from junction with The Street to Limes Place, up to the Church and the whole length of the old road (The Street) from the roundabout (leading off to Fairford) down to the next roundabout. Update: Wiltshire Council has acknowledged receipt, the requests are on the list.

December PQT request for replacement 30 MPH signs

WC has confirmed an instruction has been made to replace the signs.

19.76 Community Area Transport Group (CATG) Request

Members supported a request from Cotswold Vets Ltd, to erect a highway direction sign on

the roundabout indicating where they are located in the event of an emergency incident in the area. Supported and referred to March CATG - meeting was cancelled due to lockdown.
19.93 Solar Farm Donation – Water Eaton Referred to CATG referred to March CATG - meeting was cancelled due to lockdown
19.113 Gosditch Sign Members AGREED to purchase new sign – delayed due to lockdown
19.115 Play Area and Equipment Two Councillors to undertake inspection training once training is available. The 3 x play area signs have been received. The Clerk to investigate if benches can be sand blasted prior to repainting – ongoing. Repairs required to see-saw area with wet pour, reassemble of the cable wire, treat the Barton seat, address issue with venting holes on frame of football goal (on grass) to prevent snagging. Gate to be put back on between Jubilee Garden and Play Area, flagpole to be treated for rust and benches (to include the one at the Preaching Cross). 3 x signs to be erected. <u>Meeting Update</u> : Request for community working parties to address all outstanding issues will be made via Facebook once the current restrictions are relaxed.
19.120 Grass Cutting Contract Letter sent to PCC - to be discussed at next PCC meeting to be held w.c. 18 May. Tree survey of Council land is to be postponed until Contractors have cut hedge and removed lower branches and epicormic tree growth.
New Defibrillator Pads Ordered, but due to lockdown and no imports being received there is no stock. Defibrillator is registered as out of service. <u>Meeting Update</u> : Clerk to chase up supply and/or investigate alternative supplier. Out of service notice to be placed on kiosk door.

- 19.128 **Village Recreation Hall Development**
Members RECEIVED a verbal report from Councillor Pritchard – main points were:
- Mr Oram is pursuing a resubmission which is slightly different
 - The number of houses is to be reduced and second access road has been removed
 - The height of Village Hall is to be slightly increased to accommodate badminton
- Wiltshire Councillor Jones reminded Members that he has been asked to call in if required, whilst Councillor Lloyd has agreed to draft a letter of support from the Council. Discussions took place as to whether a new community poll should take place. Clerk to check information held and advise Councillor Pritchard.
- 19.129 **Standing Orders**
Members RESOLVED to ADOPT Standing Orders 2018.
- 19.130 **Financial Regulations**
Members RESOLVED to ADOPT Financial Regulations 2019.
- 19.131 **Code of Conduct**
Members RESOLVED to ADOPT Code of Conduct 2019.
- 19.132 **Bank Mandate**
Members NOTED the report and agreed to remove Mr Christopher Lennon from the bank mandate and add Councillor David Lloyd. The bank mandate will record the changes of signatories to those of the Chairman and Vice Chairman of the Council, of whom together with the Parish Clerk will be signatories and always requiring that 2 of 3 signatories sign all cheques and other orders for payment.
- 19.133 **Online Banking and Payments**
Members NOTED and considered the report. Members RESOLVED and APPROVED a move to internet banking arrangements as governed by the Council's Financial Regulations (6.10). Payment transactions to be approved by the Chairman and Vice-Chairman. Members RESOLVED and APPROVED to have a Parish Council debit card, as governed by Financial Regulations (6.18). Payment transactions to be approved by the Chairman and Vice-Chairman.

- 19.134 **Financial Risk Assessment**
Members NOTED and considered the draft document. Members RESOLVED to ADOPT the Financial Risk Assessment, in accordance with Financial Regulations.
- 19.135 **Risk Assessment Policy**
Members NOTED and considered the draft document. Members RESOLVED to ADOPT the Risk Assessment Policy, in accordance with Financial Regulations.
- 19.136 **Asset Register Policy and Asset Register**
Members NOTED and considered the draft documents. Members RESOLVED to ADOPT the Asset Register Policy. Members considered the draft Asset Register, the Clerks laptop was disposed of during the year. Following a small amendment, the Asset Register of land and assets was APPROVED in accordance with Financial Regulations.
- 19.137 **Insurance Renewal**
Members NOTED the report and CONSIDERED the quotes received. After discussions, Members RESOLVED to accept Quote B from Royal and Sun Alliance for £367.08 (three hundred and sixty-seven pounds, 08) for a three-year period. In accordance with Financial Regulations 14.4.
- 19.138 **Financial Accounts & Bank Reconciliation**
Members NOTED and APPROVED the list of payments and income to 18 May 2020. Members NOTED that the first precept payment (£5,923) has been received. Members asked for a agenda item to discuss options for spending the Community Infrastructure Levy funds held. Members APPROVED the costs to access Zoom for parish meetings, as required.
- 19.139 **Memberships and Subscriptions**
Members NOTED and AGREED the annual memberships to: Society of Local Clerks (SLCC), Wiltshire Association of Local Council (WALC) and the National Association of Local Councils (NALC) in accordance with Financial Regulations.
- 19.140 **Appointment of Internal Auditors**
Members considered and APPROVED the appointment of Whitehill Business Services to carry out the Council's internal audit in accordance with Financial Regulations.
- 19.141 **Planning Update**
Members NOTE that planning application 20/01836/FUL, for a Water Ski Centre on Lake 97 has been withdrawn by the applicant, with no reason given. See min. ref. 19.126 above.
- 19.142 **Dumping of Garden Waste**
Councillor Hurst reported that residents are dumping grass cuttings in the field next to the Jubilee Garden, a resident was approached but did not see any reason why they could not put the cuttings there. The dumping of grass cuttings on land not belonging to the individual is classed as Fly Tipping, along with the dangers it can cause for horses, as finely cut grass once eaten, ferments and releases toxins that cause colic. During a Suspension of Standing Orders, Mr Johnson offered a suitable sign warning for the field. The Clerk to contact the owner of the horses and inform them about the dumping of grass cuttings in the field, and the offer of a sign.
- 19.143 **Community Area Transport Group Representative**
Councillor Lloyd volunteered to attend CATG meetings as the Council's representative.
- 19.144 **Speedwatch and Lorry Watch**
Members discussed the Co-ordinators role and AGREED to ask for a Community volunteer to take over the role. During a suspension of Standing Orders, Mr Johnson volunteered to join the Speedwatch team and Councillor Pritchard advised that he is aware of other residents who are interested in joining too. Councillor Rawsthorne to organise a handover of Speedwatch paperwork etc, and to provide the Clerk with details of the responsibilities of the role, for promotion within the community. Request for other volunteers to be promoted once a new Co-ordinator is appointed.

Meeting Closed at 8.20pm