

PARISH COUNCIL OF COLERNE

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**OLD SCHOOL
VICARAGE LANE
COLERNE**

Minutes of Meeting on the 1st October 2024

The following members were present:

IN THE CHAIR: Richard Tonge (RT)

PRESENT: J. Mellett (JM), G. Thomas (GT), P. Chamberlain (PCC), B. Mumford (BM), P. Gooding (PG)
R.Child (BC) M.Griffiths (MG)

IN ATTENDANCE:

Clerk Sheila Parker; Village Ranger Steve Bell. 2 members of the public.

Item	
398	To receive and accept apologies for absence , Cllr. A. Clarke, B. Pike & L. Moore and MP/Cllr. B. Mathew,
399	Declarations of Interest. None
400	Chairs Report. Audit report. The reason for bringing it to this meeting is that the external auditors instruction is that it must come to the first meeting after receipt. It will be taken to the next Finance Committee for more detailed review and then brought to the November PC meeting.. Pinewood second paper. The Chair apologises for issuing this late, the reason for doing so is that the Wiltshire Council timescale for a response is tight. Defibrillator. There has been no progress on the delivery, it is being chased weekly. Woodboring insects. The experts have confirmed that the insect found in the middle shed is woodboring. An on site assessment is being arranged at a cost of £80. Grass cutting at the recreation ground. A report was due on this at this meeting but it has been delayed due to other suggestions made by the football club. In summary, the new arrangements are working well and are within budget but there are some issues concerning the long term replacement of the existing mower. A report will be brought to the next PC meeting.
401	Approve Minutes of the Parish Council Meeting on 3rd September 2024. Cllr. GT said he asked the VH to consider planting a shaded tree, the minutes were amended before signing. Cllr. GT asked how Cllrs know we had received the match funding from WC for the kissing gates Clerk said it is on the bank statement. Cllr. RT said we will add a column on payments list for such items. Cllr. GT asked about the report on the drains. The village ranger is waiting for the drain company to come and do the survey, once done it will come to the meeting. With the amendment All approved the minutes.
402	Matters Arising. None
403	Planning applications determined. None
404	Planning Applications received. A PL/2024/07957 Householder planning permission. 4 Bath Road, Colerne Replacement windows to front, rear and side elevations. After discussion Cllrs. Agreed to Support the application. B PL/2024/04160 Full planning permission Euridge Manor, Euridge, Colerne Erection of Agricultural Storage Building. After discussion Cllrs. Agreed to Support the application C PL/2024/08003 - Full Planning Permission Annexe, Ventura, Thickwood Lane, Colerne Change of use of existing annex to dwellinghouse (Class C3). After a discussion Cllrs. Agreed to Support the application.

D	PL/2024/08223 Householder planning permission 24 Pinewood Way, North Colerne Demolition of existing front porch. Construction of new single storey lean to porch. After discussion Cllrs. Agreed to Support the application. Euridge Appeal Cllr. JM said that she had submitted a response to the inspector and had asked residents to record any issues on the roads. There has been a change in the road usage as Euridge are asking visitors to come in one way and go out via Thickwood Lane, this has reduced the traffic on these roads.																																																				
405	Finance Payments. We are still waiting for the grant for the gate for Franks Wood. Cllr. GT asked about the payment to Centrewire, the clerk explained it was for a kissing gate that was delivered after the others. He also asked which months the payment to the CPC was for as there was no PC article for September. The clerk will contact the CPC about it. Cllr. GT raised the Hills having problems gaining access to the skip. The VR has contacted Hills about the problem, and we have to pay for missed pickups. Cllrs agreed that if it cannot be resolved we may need to find another location for the skip or another company to remove the waste. Action add to November agenda. Paragraph numbers refer to the Financial Regulations. 1. Clerks delegated authority. Payment by Bacs for approval at council <table> <tr> <td>Mainstream 2 invoices Aug pd Sept</td><td>62.11</td></tr> <tr> <td>Fire Alarm Consultancy Ltd</td><td>243.70</td></tr> <tr> <td>Col Parochial Church 2 mths adverts</td><td>120.00</td></tr> <tr> <td>Col Parochial Church 1 yr adverts Climate Change Group</td><td>395.00</td></tr> <tr> <td>Screwfix</td><td>3.98</td></tr> <tr> <td>Joanes Cleaning Sept invoice 5-week month</td><td>647.50</td></tr> <tr> <td>Mike Matthews Scaffolding roof repairs</td><td>4572.00</td></tr> <tr> <td>Howard Roofing Inspection of roofs</td><td>540.00</td></tr> <tr> <td>Centrewire (waiting for funding)</td><td>241.20</td></tr> <tr> <td>C. Mumford food for Pinewood event</td><td>50.00</td></tr> <tr> <td>K. Pugh parcel tape</td><td>2.50</td></tr> <tr> <td>Rawlings & White service for van</td><td>599.11</td></tr> </table> Payment by cheque. 6.5 Cheques shall be signed by two bank signatories. 4. Payment by variable direct debit 4.6. Payment for utilities or others may be made by variable direct debit. <table> <tr> <td>British Gas Elect for public toilets Aug inv. pd Sept</td><td>22.44</td></tr> <tr> <td>Hill Waste skip</td><td>87.18</td></tr> </table> 5. Payment by bankers standing orders. 6.7. Payment for salaries may be made by banker's standing order. <table> <tr> <td>Salaries August</td><td>2603.71</td></tr> <tr> <td>HMRC period 4</td><td>689.54</td></tr> </table> 6. Payment by debit card. <table> <tr> <td>Mrs. Hutchinson refund allotment key and rent</td><td>15.00</td></tr> <tr> <td>Amazon. Toilet paper, bin bags, light bulbs & hand towels</td><td>137.18</td></tr> <tr> <td>Wickes Down pipe clip</td><td>10.71</td></tr> <tr> <td>Fuel for van</td><td>43.02</td></tr> <tr> <td>Nisbets, Hygiene broom/socket mop & floor cleaner</td><td>40.74</td></tr> <tr> <td>Nord 1 year subscription</td><td>34.42</td></tr> <tr> <td>Opus Elect for Public toilets c/f from last year</td><td>177.97</td></tr> <tr> <td>Fasthosts mailbox</td><td>16.36</td></tr> <tr> <td>Alan Joy Windows deposit for new door for pavilion</td><td>100.00</td></tr> <tr> <td>Total Expenses</td><td>11555.37</td></tr> </table> The above payments were approved.	Mainstream 2 invoices Aug pd Sept	62.11	Fire Alarm Consultancy Ltd	243.70	Col Parochial Church 2 mths adverts	120.00	Col Parochial Church 1 yr adverts Climate Change Group	395.00	Screwfix	3.98	Joanes Cleaning Sept invoice 5-week month	647.50	Mike Matthews Scaffolding roof repairs	4572.00	Howard Roofing Inspection of roofs	540.00	Centrewire (waiting for funding)	241.20	C. Mumford food for Pinewood event	50.00	K. Pugh parcel tape	2.50	Rawlings & White service for van	599.11	British Gas Elect for public toilets Aug inv. pd Sept	22.44	Hill Waste skip	87.18	Salaries August	2603.71	HMRC period 4	689.54	Mrs. Hutchinson refund allotment key and rent	15.00	Amazon. Toilet paper, bin bags, light bulbs & hand towels	137.18	Wickes Down pipe clip	10.71	Fuel for van	43.02	Nisbets, Hygiene broom/socket mop & floor cleaner	40.74	Nord 1 year subscription	34.42	Opus Elect for Public toilets c/f from last year	177.97	Fasthosts mailbox	16.36	Alan Joy Windows deposit for new door for pavilion	100.00	Total Expenses	11555.37
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406 i	To receive updates from working groups. Allotments/Recreation. Cllr. GT said his reports had been circulated and asked if anyone had any questions. Pavilion. Highways.																																																				

ii	Finance –Insurance Policy for 2024-2025. Cllr. RT. said that several assets have been added to the insurance policy which has increased the premium by £751.00. He recommended: - a) That the actions shown in the report are formally addressed and carefully monitored by the FC. b) That the new Hiscox quotation is accepted so that we don't have a gap in our cover, but that we will continue to try to get an understanding of why the premium is gone up by so much. c) We have used Hiscox for many years but have no evidence that they are competitive. The Hiscox policy statement is for “Local Councils and not-for-profit insurance”. We should; d) Investigate alternative providers by the end of May by asking WALC if they have a list of providers and find out who other councils in our area use and what their experience has been. e) Narrow this down to two providers and get quotations from them and Hiscox by the end of June. All agreed.
iii	Pinewood Play area Asset Transfer. Cllr. RT said that WC have sent in the documents for the suggested play area transfer and propose to give a one off grant to the PC of £18,000.00 towards the upkeep of it. WC have also asked if the PC would like to take other areas. The Asset Transfer working group have arranged a meeting with WC to discuss the proposals for all areas. After a discussion Cllr. RT recommended that the following should be the subject of further discussion with WC: - a) The transfer of WT123318 at Pinewood. b) The transfer of the other amenity assets in the parish with the exception of WT 137401. The exception covers the area in Southwood bounded by Poplar Way and Hazel Way. The areas shown are not amenity areas but are associated with highways. A report will be tabled at the November meeting for a final decision to be made by Council/ Cllr. GT abstained the remaining Cllrs agreed to the recommendations. <i>Watergates.</i> <i>Community Resilience</i> <i>Neighbourhood Plan</i>
iv	Marketplace. Cllr. AC had provided a report and Cllr. MG said they will be having a meeting soon.
v	Old School & Public toilets. Roof Survey. After going through the Howard Roofing survey report. Cllr. RT recommended; a) That we ask for a price for this work from Howard Roofing (excluding the Pavilion which the Ranger will fix). He has carried out two previous surveys and the emergent work has always been to our satisfaction, as it has been when we have called him out for emergency work. b) That we make Howard Roofing an approved contractor. The procurement policy Paragraph 8 allows the council to access pre-approved contractors to supply routine services (or who can be called on to provide emergency services). This would be a three-year arrangement but is not legally binding. This will give the council continuity from a roofing expert who knows the PC owned buildings well. All agreed. Wellhead. Personnel Committee. Climate and Biodiversity Group. Wellhead. Website
407	Review on Parish Council Allowances. Cllrs. Discussed this and agreed that they do not need an allowance. The Clerk will respond to WC.
408	Request for Premises Licence for Lexies discuss. After discussion about the possible noise concerns for the neighbours the majority of Cllrs approved.
409	Community Infrastructure Levy Cllr. RT. Said that the WC side agreement for the S106 money has been signed and will be sent by recorded post to WC. He covered the essence of the agreement, the £6634.65 must be spent by 9th May 2025, any money not spent by then will have to be returned to WC, there is a need for very careful project specific financial records to be kept. Cllr RT asked for a Cllr to take this on once the money had been received. Cllr JM offered.
410	Asset Register Cllr. RT. went through the Fixed Asset Register Policy. This was agreed and noted that the current register needs attention to bring it up to date to comply with this policy which is derived from a standard policy used by many Councils. This work will be carried out before the closure of the accounts at the end of the March 2025.

	The policy was agreed.
411	Health and Safety policy. Cllr. RT. The updated Health and Safety policy was agreed.
412	Clerks report. Scaffolding date for Walmsley Memorial is the 6th of October. IT report from Oscar Vaughan, we have asked him for more details on how to do checks if he is not available. Access Vicarage Lane. Following a resident's email and discussion with Cllr. RC, regarding difficulty driving a large lorry down the lane, Cllr. AC contacted LHFIG about the yellow lines, and was told the budget for 24/25 has been allocated so it will come under 2025/26 budget. Cllr. RC suggested putting a note on vehicles windscreen asking them not to park large vehicles on the lane. After discussion Cllr. RT asked the clerk to write to our WC Cllr/MP for help and it was agreed by the majority for Cllr. RC & JM to prepare a note for vehicles parking on the lane. Cllr. GT did not agree with the note on vehicles.
413	Items for Parish Magazine. Planning applications, Walmsley Memorial, parking problems on Vicarage Lane.
	Date of next meeting 12th of November 2024 7.30 at The Old School

Meeting closed at 21.45 pm. The Old School Charity Meeting was deferred to November after the PC meeting.

All reports discussed in the meeting are available to the public, unless it is for confidential. If you wish to see them request a copy from the clerk.