

# MINUTES

## Annual Meeting of the Parish Council

@ 7:30pm Wednesday 18<sup>th</sup> May 2022 in Charles Willis Hall

1. **Members Present**, Cllr. Geoff Dickerson, Cllr. Nancy Bryant, Cllr. Dave Denny, Cllr. Rob Robinson, Cllr. Nick Tyler, Cllr. Mark Cawley  
**Apologies for Absence** Cllr. Sally Wilkinson, Wilts Cllr Sam Pearce-Kearney  
**Members of the public** 8
  
2. **Election of Chairman, Vice Chairman & Responsible Financial Officer**  
Chairman – Geoff Dickerson: Proposed by Nancy Seconded by Nick . All approved  
Vice Chairman – Rob Robinson: Proposed by Nancy Seconded by Mark. All approved  
Responsible Financial Officer – Mark Cawley: Proposed by Nick Seconded by Dave. All approved
  
3. **Declaration of Acceptance of Office**  
Geoff, Rob and Mark duly signed the Declaration of Acceptance of Office in accordance with the Code of Conduct.
  
4. **Roles & Responsibilities**  
Amenities Committee – Sally Wilkinson  
Area Board –Mark Cawley  
Calne Area Parish Forum – Nancy Bryant  
Local Highway & Footway Improvement Group (LHFIGs – formerly CATG) – Dave to take over from Rob  
Crime & Policing – Nick Tyler  
Defibrillator – Sally Wilkinson  
Farm Watch – Nick Tyler  
Highways – Rob Robinson  
Neighbourhood Watch – Nick Tyler  
Parish Steward – Rob Robinson  
Phone Book Swap – Sally Wilkinson  
Planning & Enforcement – Geoff Dickerson  
Recreation Ground – Sally Wilkinson  
School & Pre-school – Mark Cawley  
Transport – Sally Wilkinson  
Village Clean – Geoff Dickerson  
Village Hall – Nancy Bryant  
Above proposed by Nancy and Seconded by Rob – all in favour

Meeting started at 7:30pm & Ended at 7:32pm

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2. **Approval of Minutes of Meeting Held on Wednesday 9<sup>th</sup> March 2022 and Wednesday 30<sup>th</sup> March 2022**  
Adoption of the minutes of the meeting held on 9<sup>th</sup> March 2022 were proposed by Nick and seconded by Dave. Agreed unanimously as a correct record of the meeting. Copies for the minute book signed.
  
3. **Declaration of Interests**
  - a. **Declaration of interests in relation to the below agenda**
  - b. **Completion of Register of Disclosable Pecuniary Interests:** all Councillors to complete register on-line. *Councillors*  
Clerk has previously circulation link.

**4. Receipt of Public Questions**

Jane Horton requesting help to move chairs and tables from Church Farm on Friday 3<sup>rd</sup> June and return them on Sunday 5<sup>th</sup>. Nick happy to help. Geoff to let Jane know.

*Geoff*

**5. Correspondence (not covered elsewhere)**

None

**6. Planning Applications**

- a) **19/05029/FUL:** Holley Hextall Stone Yard - Retention of timber cabin and siting of second timber cabin. Decision pending
- b) **PL/2021/11944:** The Corner House, The Common - Extension and outbuildings. Decision pending
- c) **PL/2022/02575:** Wick Farm Cottage, The Common – Construction of 20x40m Menage. Clerk to submit ‘no adverse comment’ response agreed unanimously.

*Clerk*

**7. Finance & Accounts**

**a. Annual Governance & Accountability Return (AGAR) 2021/22:**

The auditor the Council have used previously is unavailable. Council to find auditor to carry out annual internal audit. Annual Governance & Accountability return will be submitted in due course.

*Dave & Geoff*

**b. Balance of Accounts**

HPC Current Account: £12,378.84

HPC Amenity Land: £9,433.22

HPC Amenities Fund: £3,238.85

**c. Invoices Received:**

£178.28 (13/4/22): Countrywide for grass cutting at the Rec

£177.14 (13/4/22): WALC

£40.40 (26/4/22): Southern Electric

£220.00 (26/4/22): N P Norman for Web site hosting

£453.75 (2/5/22): Clerk wages

**d. VAT Return:** £262.46 received

**e. Precept 2022/23:** Precept of £6,750 received

**f. Insurance:** Two quotes received to insure the Recreation Ground.

Hiscox: The premium (including IPT and all fees) for the year will be: £1,136.17. This premium includes liabilities and contents cover for the playground equipment at £49,267 and public liability cover including the zip wire.

Zurich: The premium for the year would be £517.53. If a 3 year cover was taken out the premium would be £489.58. The premium includes liabilities and contents cover for the playground equipment of £46,921 and public liability cover. The cover also includes the defibrillator and bus shelter. If the trampoline is installed, The Parish Council need to inform Zurich, however it will not have an impact on the costs.

The Councillors debated the pros and cons of both proposals. Last year insurance was £487.70 but the current provider could not provide cover for the trampoline.

Geoff proposed going for Zurich’s 3 year deal, seconded by Nick – all approved unanimously. Mark to respond to Zurich.

*Mark*

**g. Confirmation of HPC Assets:** Phone Box Book Swap, Play Equipment on the Rec, Remembrance Trees, Bus Shelter

**h. Heddington Charities/2<sup>nd</sup> Poor’s House:** Mark can access one account when logging in remotely but can’t access any of the money. In dialogue with them to resolve. Mark confirmed that dividends are still being received.

*Mark*

**8. Village Recreation Ground**

**a. Annual Inspection of Play Equipment:** Due in June – Sally and Geoff to take forward.

*Sally*

**b. Trampoline:** Mark to confirm with Zurich that the trampoline will be installed. MUGA committee to liaise with supplier to enable the Parish Council to make the formal purchase and claim VAT rebate. Final decision on siting to be made.

*Mark*

*MUGA*

**c. ‘No Over Night Parking’ Signs:** all installed and generally working. Dave reported a couple of Home Farm Close residents still using car park on a regular basis. Dave confirmed that they are not blocking the entrance and cars are generally removed during the day. Dave to speak to relevant parties.

*Dave*

**d. Grass Cutting Contract:** The grass was cut yesterday – cuttings all collected. Geoff questioned whether the footpath had been strimmed. Sally to follow up.

*Sally*

**e. Bin Emptying:** Bin is being emptied by the school. Mark to follow up with Ashley regarding invoicing.

*Mark*

**f. ‘No Dogs Allowed’ Signs:** Nick to order to additional signs.

*Nick*

**g. Request for Use of Rec During Steam Rally:** Sally was approached by the Steam Rally Committee for access to The Recreation Ground for use as a camping site during the Steam Rally weekend. This has been

done in previous years. Camping area to be fenced off from the car park and play equipment which will still be available to users via the main Home Farm Close entrance. All agreed. Clerk to inform Sally.

Clerk

## 9. Roads, Footpaths & Hedge

- a. **Parish Steward Update:** Clerk placed notices on village noticeboards and on the village Facebook page reminding the Parish of the jobs the Parish Steward can carry out.  
Sally reported 2 issues to be passed on to the PS: To strim the nettles etc to the left of the gate by the Thatched Cottage and to strim and remove along the edge of the path from the Thatched Cottage to the school. Dave reported trees down in Hitchin Lane. Rob
- b. **Speed of Cars on Village Roads:** Awaiting results of Stockley speed survey. Clerk to email Sam to request an update. Clerk
- c. **Clearance of Verge by Splatts:** Sally reported that the verges have yet to be cleared by Splatts of branches, hedge cuttings etc preventing mowing of the area. Clearance planned for the next 2-3 weeks.

## 10. Parish Matters

- a. **Village Clean 2022:** A good turn out and many bags of rubbish collected.
- b. **All Oaks Farm (Near Pooks Farm):** The owners of the land are in the process of submitting a planning application. Sean Williams (Planning Enforcement Team Leader) to investigate status. If no application is submitted, the LPA will proceed with formal action.
- c. **Fostering & Kinship Initiative:** Rolled over to next meeting as Sam not present. Sam  
Council
- d. **Bus Shelter Cleaning:** Sally arranged for her window cleaner to clean it last week at a cost of £12. Plan needs to be put in place for routine cleaning.

## 11. Parish Council Admin

- a. **Clerk:** Raquel has decided to step down after nearly 7 years. She will remain as Clerk until after the meeting in September. Councillors to put out feelers to recruit a new clerk. The Councillors expressed their thanks to Raquel for the work she has done. Clerk to put a notice on the Facebook page. Clerk
- b. **Web site:** The web site is currently very out of date. This is due to a back-office issue causing documents uploaded to not show on the live site and the design and functionality changing. Councillors to put out feelers for providers of web support going forward. Councillors
- a. **Village Hall:** Meeting next Wednesday.
- b. **Crime Policing & Neighbourhood Watch:** Nothing to report.
- c. **Area Board Update:** Future dates are 31<sup>st</sup> May, 6<sup>th</sup> September, 6<sup>th</sup> December
- d. **CATG:** Group has a new name - Local Highway & Footway Improvement Group (LHFIGs). Future dates are 28<sup>th</sup> July, 20<sup>th</sup> October and 26<sup>th</sup> January. All meetings are held at 10am. Remit has been broadened under the new guise and additional funding provided. There is therefore more scope of the Parish Council to identify areas that would benefit the Parish.
- e. **School & Pre-School:** No update
- f. **Transport, Defibrillator & Book Swap:** no update
- g. **Calne Area Parish Forum:** Last meeting was on 3<sup>rd</sup> May. No forward dates provided.

## 12. Matters for Next Meeting

Meeting started 7:32pm & Ended 8:35pm

Future Dates: 13<sup>th</sup> July, 21<sup>st</sup> September, 9<sup>th</sup> November