MINUTES OF THE MEETING OF NETTLETON PARISH COUNCIL

**Held at St Marys Church, Burton. 7pm. 17th May 2021**

**PRESENT: -** Cllrs Clarke, Clarke, Dafforn, Kurle, Minney, Meier, and Webb, Clerk

**Members of the Public.** Mr. Kerr and Mr & Mrs Wilson.

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| **AP** |  | **ACTION** |
| 1. | **Apologies for Absence**. Cllr. Howey, Lamb, and WC Cllr. Botterill |  |
| 2. | **Acceptance of Office by Councillors.** All councillors signed their acceptance of office and handed it to the clerk who countersigned them |  |
| 3. | **Election Of Chairman.** David Kerr as outgoing chairman came back to start the meeting to elect the chairman for the year. He asked for nominations for Chairman,Cllr. Minney nominated Cllr. Meier, seconded by Cllr. Webb, all approved. Cllr. Meier nominated Cllr. Minney, seconded by Cllr. Webb, all approved.  Cllr. Meier thanked David Kerr for his time as chairman and all he has done for the parish. |  |
| 4. | **Election of Vice Chairman**. Mr Kerr asked for nominations for vice chairman, Cllr. Meier nominated Cllr. Minney, seconded by Cllr. Webb all approved. |  |
| 5. | **Declarations of Councillors personal and prejudicial interest in any Agenda item.** None. |  |
| 6. | **To approve the minutes of the annual meeting in 2019.** These were approved as a true record by those councillors at the meeting. |  |
| 7. | **Annual Governance Statement**. Councillors present at the April meeting confirmed they were happy with the Annual Governance Statement. The clerk will take it to the internal auditor for signing off before submitting it to the external auditors. | Clerk |
| 8. | **To note the draft accounts for 2020/21 which were approved in April.** Councillors were happy with the draft accounts. |  |
| 9. | **Standing Orders and Financial Regulations**. These have been circulated to all councillors and they will discuss and update them if required at the June meeting. |  |
| 10. | Business Plan. The clerk had circulated the business plan for 2021-22 for councillors to note and they will be discussed at the June meeting. |  |
|  | **Meeting closed** and was followed by the monthly Parish Council Meeting. |  |

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| **AP** |  | **ACTION** |
| 1. | **Apologies for Absence**. Cllr. Howey, Lamb, and WC Cllr. Botterill |  |
| 2. | **Declarations of Councillors personal and prejudicial interest in any Agenda item.** None. |  |
| 3. | **Chairman’s Announcements.** Cllr. Meier welcomed everyone to the meeting, he asked if all councillors had internet access so all documents can be emailed to them so they are pre-read ready for the meetings, as it is likely they will be face to face from now on. It was agreed to hold meetings on the 2nd Thursday of the month at West Kington Methodist Chapel at 7.00 pm The clerk will send out all the information required for the meetings. |  |
| 4. | **Approval of Minutes of the APM and the Parish Meeting in April 2020.** Cllr. Meier proposed approval of the minutes for April and the APM. Seconded by Cllr. Webb, they were approved by the councillors who were present at the meetings. |  |
| 5. | **Update on Actions from the Parish Council meeting minutes where not the subject of a specific agenda item.** Cllr. Meier and Webb signed the forms to add their signature to the bank account and Cllr. Meier will pursue internet banking once the signatures have been approved. |  |
| 6. | **Public Participation. None** |  |
| 7. | **Planning Applications.** PL/2021/03300. Land South of Three Acre Cottage, Wick Farm, West Kington Wick, SN14 7JD. Construction of equestrian all weather riding arena in a grass paddock. After discussion Cllr. Meier proposed No Objection, seconded by Cllr. Webb all approved. Cllr. Lamb sent in an email saying the residents had no objections, as long as there were no flood lights. A note was added to the parish comments to WC asking for no flood lights. |  |
| 8. | **Planning Applications Determined. None.** |  |
| 9. | **Finance Matters.** Approve the payment to Community First for Public Liability Insurance. There is a choice of a reduction in cost for taking out a three year policy. Cllr Meier proposed they accept the quote of £171.09 for a 3 year policy, seconded by Cllr. Webb all approved.  The payment to ICO for GDPR for £40 for the year was approved.  It was agreed that Cllrs Minney would do the first quarterly check of the accounts. Clerk will produce a rota for Cllrs doing this check. |  |
| 10. | Highway Report. Update on road closures by Wessex Water (Fosse Way) and Wiltshire Council (Wood Lane in West Kington). Cllr. Meier explained that Stephen Beare used to be the lead councillor for highways and asked if anyone would like to take over this role. They would be the contact for David Arnup at WC and the parish steward to get highway issues resolved.Cllr. Dafforn offered to take it on and asked cllrs to let her know of any issues in their villages. Other NPC roles were discussed and the following responsibilities agreed for councillors to take a lead role  CATG meeting attendance and liaison – Cllr. Meier.  Cotswold Wardens Group – Cllr. Meier  Chippenham Parish Forum – Cllr. Minney  Operational Flood Working Group – Cllr Dafforn  Website. Updating the website used to be shared between Cllr. Kerr, Futrell and the clerk. Still need someone to take it on. |  |
|  | **AOB. Planning Maps.** Cllr. Meier asked about getting A3 maps for any contentious planning application printed. The clerk said she would ask the architect to send a copy if not she will get them printed.  **Co-option.** Cllr. Meier will ask the village email amangers to issue a notice regarding the vacancy and the clerk will put notices up on the boards asking people to apply.  **Apologies:** Cllr. Dafforn gave her apologies for the 10th June.  **Training:** Clerk will circulate dates to councillors.  **Calendar of meetings.** Clerk to produce and circulate.  Clerk to book West Kington Chapel for all future meetings. | Clerk  Cllr.Meier |
|  | **Date and Time of next meetings**. 7.00 pm Thursday 10th June 2021 at West Kington Methodist Chapel. |  |

**Meeting closed 7.45pm**