

# Teffont Parish Council

**Parish Clerk: Madeline Honeybourne**

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## **Minutes of Full Parish Council Meeting**

**9th July 2020 at 18:00**

**(Via Zoom)**

### **Those present:**

Parish Councillors: E. Worth (Chair). I. Johnson (Vice Chair). T.Deane. G. Cordle.  
R. Blamey. P. Fisher. J. Aspden

Also in attendance: M. Honeybourne (Parish Clerk). 2 members of the public.

This meeting was held remotely via Zoom.  
The meeting was recorded for legal requirements.

**Meeting convened : 18:01**

20.07.01

### **Resolution to receive apologies for absence.**

Parish.Councillors resolved to accept the following apologies:

**All Councillors Present**

**No Resolution required.**

### **Report from Wiltshire Councillor Bridget Wayman:**

Councillor Wayman did not attend the meeting.

## **MEETING MINUTES**

20.07.02

**A. Declarations of Interest** – any Parish.Councillor wishing to declare interests should do so at this point:

- declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests – **None**.
- declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests – **Tony Deane** is a member of Wiltshire Council, **Community Area Transport Group (CATG)**

**B. Dispensations:**

**None.**

20.07.03	<p><b>Resolution of Minutes:</b> Extraordinary Meeting minutes of the 14<sup>th</sup> April 2020</p> <p><b>Proposed:</b> PF <b>Seconded:</b> RB <b>carried:</b> <b>Unanimously.</b></p>
20.07.04.	<p><b>Annual Financial Reports – End of Financial Year 19/20.</b></p> <p>The Chair informed the Council that due to the appointment of the Chair and Clerk coinciding with the end of the financial year, time had been taken to verify the accounts by employing the services of Ruth Blamey.</p> <p>The Chair expressly thanked Ruth Blamey for all her work in this matter.</p> <p>The Clerk explained that due to the pandemic, submission for the end of year reports for audit, had been given a 2 month leeway. Permission has been granted to authorise the accounts remotely but the documents still need to be wet signed. These documents are unaudited.</p> <ul style="list-style-type: none"> <li>• Certificate of Exemption (A) <b>Proposed:</b> GC.                    <b>Seconded:</b> TD                    <b>Carried:</b> Unanimously</li> <li>• Annual Governance Statement (B) <b>Proposed:</b> GC                    <b>Seconded:</b> IJ                    <b>Carried:</b> Unanimously</li> <li>• Accounting Statement (C) <b>Proposed:</b> TD                    <b>Seconded:</b> IJ                    <b>Carried:</b> Unanimously</li> </ul> <p>The above documents have been wet signed by the Chair and Clerk (RFO) The Clerk will now submit these documents for Internal Audit.</p>
20.07.05	<p><b>Adoption of new financial regulations:-</b></p> <p>The Chair explained to Council the proposed Model Financial Regulations have been created by NALC to be used and adopted by all Councils as best practice. The Chair asked all Councillors to read the regulations and act in accordance.</p> <p>It was agreed that Councillors will adopt the regulations in the meantime and amend the detail in a future meeting.</p> <p><b>Proposed:</b> GC                    <b>Seconded:</b> TD                    <b>Carried:</b> Unanimously</p>
20.07.06	<p><b>Financial Reports 20/21</b></p> <p>The Clerk informed Council that financial records were not currently available as new financial controls were being created to make the reconciliation of future accounts an easier process.</p> <p>In line with the new financial regulations it was agreed that a Councillor, other than a Bank signatory, should scrutinise the accounts on a quarterly basis.</p> <p>Councillor Cordle agreed to undertake this position.</p>
20.07.07	<p><b>Financial Update:</b></p> <p>As the financial records have been away for scrutiny a current financial position is not available but all outstanding payments have been made. The Clerks salary has been paid.</p>
<b>MATTERS TO BE CONSIDERED and/or RESOLVED</b>	
20.07.08	<p><b>HGV Traffic Through Teffont:-</b></p> <p>Council were informed that there will be a delay to the installation of 20MPH signs in the Village due to the pandemic.</p>

	<p>Councillor B. informed the Parish Council that HGV traffic through the Village was causing considerable concern amongst residents. The Councillor had distributed a report to all Councillors providing background information, prior to the meeting.</p> <p>The Councillor informed the meeting that in May 2019 Chilmark Parish Council had met with Wiltshire Council with the purpose of directing HGV traffic away from Chilmark. As a consequence of this meeting, black directional signs were distribute on local routes which direct HGV traffic through Teffont.</p> <p><b>There was a pause in proceedings whilst Council and the public joined a new Zoom meeting.</b></p> <p><b>Meeting paused at 18:40. Meeting Reconvened at 18:45.</b></p> <p>HGV Traffic at Stocks Corner has become a serious safety issue with vehicles causing substantial damage. HGV Traffic through the Village has increased with the roadworks at Wilton. It is felt the majority of the HGV traffic is heading to EHD depot at RAF Chilmark. Councillors discussed in detail and at length on how to proceed with this matter. A resolution was not the intention of the discussion.</p> <p>An agreement to take formal action was unanimous.</p> <p>The Chair suggested a sub-committee be formed with Councillor Blamey as Chair. The sub-committee will have authority to make representations to Councillor Wayman at Highways, to the Fonthill estate and to the EHD depot. Forming a sub committee will negate the need to get approval from full Council to move this matter forward.</p> <p><b>Proposed:</b> GC                      <b>Seconded:</b> IJ                      <b>Carried:</b> Unanimous.</p>
20.07.09	<p><b>Defibrillator update:-</b></p> <p>Defibrillators are fully installed at the Reading Room and at Howards House Hotel. Full instructions on the use of the defibrillators is given when in operational mode.</p> <p>A message will be posted on Info@Teffont and the Village website.</p> <p>No PIN code is required to access the defibrillators.</p> <p>Grateful Thanks to Councillor Johnson for organising the purchase and installation of the defibrillators.</p>
20.07.10	<p><b>Covid 19 update:</b> The Chair will cover this in her report 20.07.23</p>
20.07.11	<p><b>Parish Council Funding for Village Social Event:-</b></p> <p>The traditional Village show this year has been cancelled due to the pandemic. It is hoped that some low key events for the Village will take place on 29.08.20. The format of the events and the location is still to be decided.</p> <p>Parish Council funds of £500 are available to support the Village social events.</p> <p>New bunting has been purchased to decorate the event.</p> <p><b>Proposed:</b> GC                      <b>Seconded:</b> TD                      <b>Carried:</b> Unanimously</p>
20.07.12	<p><b>Parish Council Website Compliance:-</b></p> <p>The Clerk informed Council of the need for the Village website to become legally compliant by September 2020. The aim is to improve accessibility for disability groups to the website.</p>

	<p>A local resident has very kindly offered his services to the Parish Council. The resident has completed a recommended risk assessment and has volunteered to make the website compliant to the best of his ability.</p> <p>Should the resident require assistance, the Clerk will support.</p>
20.07.13	<p><b>Annual Parish Community Meeting:-</b></p> <p>This item was deferred as the Village Hall is to remain closed for the foreseeable future.</p>
20.07.14	<p><b>Annual Parish Meeting:-</b></p> <p>This item was deferred as the Village Hall is to remain closed for the foreseeable future.</p> <p><b>Proposed:</b> TD.                      <b>Seconded:</b> RB.                      <b>Carried:</b> Unanimously</p>
20.07.15	<p><b>Village Green Commemorative Tree:-</b></p> <p>It was proposed that a commemorative tree on the Village Green could be planted to honour Hugh Homan and to commemorate all his outstanding work for the Village community.</p> <p>It was agreed to approach Hugh Homans family on the matter.</p>
20.07.16	<p><b>Parish Steward Update:-</b></p> <p>The regular Parish Steward has now returned from pot-holing duty. The communication process with the Parish Steward is not reliable and emails detailing work required in the Village often get overlooked.</p> <p>The Parish Steward will be asked to clear some debris that has been left by previous contractors.</p>
20.07.17	<p><b>Quotes for the restoration of the Village Green:-</b></p> <p>Various quotes are being sought to improve the Village green appearance and to mitigate cars impeding on the grass.</p> <p>This item will be deferred until the next meeting.</p>
20.07.18/ 19	<p><b>Parish Council Asset Register and Capital investment Plan and repairs to bus shelters:-</b></p> <p>CIP is progressing and will include costings to protect the longevity of Village assets. Councillor Johnson is looking into the finite detail and will circulate to the Council when completed.</p> <p>Repair work is required to the thatch and wood paneling of both Village Bus shelters. Quotes are being sought from 3 Master Thatchers. Local thatchers will be asked to submit quotes.</p>
20.07.20	<p><b>Ash Trees at Ley Farm:-</b></p> <p>The Ash trees at Ley Farm are showing signs of Ash Dieback disease. There are several trees affected. There is a danger that dead branches present a safety risk as they overhang the carriageway and could fall in high winds.</p> <p>It was agreed that a formal letter be sent to the land owner of Ley Farm.</p>
20.07.21	<p><b>Grass Cutting Contract:-</b></p> <p>Council were notified that the 3 year grass cutting contract with Idverde is due for completion in Autumn 2020. Three new tenders will be sought.</p>
20.07.22	<p><b>Dates for future Parish Council Meetings:-</b></p> <p>Meeting dates are normally set during the Annual Parish Meeting. As the Annual meeting has been delayed it was agreed, by majority, to wait until September before dates are set.</p>

	<b>REPORTS – no resolutions required</b>	
	<p><b>Chairs Report-</b> Covid-19. The selling of provisions at Howards House Hotel has now ceased. The initiative was well received by the community. Final accounts are still being drawn up. There will be surplus funds from the venture which will be donated to the Trussell Trust.</p> <p>It was also noted that the contribution Rob Evans had made to support the Village by organising meat and fish deliveries had been invaluable to the Village.</p> <p>The Council would like to sincerely thank Rob Evans for his contribution. It was agreed that a gift for Rob should be arranged.</p> <p><b>Proposed:</b> GC                      <b>Seconded:</b> JA                      <b>Carried:</b> Unanimously</p>	
20.07.23	<p><b>Clerks Report –</b> The Village Hall play area has been temporarily closed to the public whilst a safety inspection of the equipment was carried out by Wicksteed Leisure Ltd and due to the pandemic. A risk assessment is to be completed by the Clerk before the play area can re-open. A Deep clean has been arranged and social distancing posters and hand sanitiser have been purchased.</p> <p>Covid-19 updates received from Wiltshire Council have reduced in number and it was agreed the Clerk will scrutinise the information before forwarding to Councillors.</p>	
20.07.24	<b>Other reports: - for information only.</b> None received pertaining to this agenda.	
20.03.27	<p><b>Correspondence received:</b> - Items requiring consideration at the meeting will be highlighted on receipt if required, but listed below are the most notable items:</p> <ul style="list-style-type: none"> <li>• A letter of thanks from Zillah Faulkner was read to the Council.</li> </ul>	
	<p><b>Items for next full meeting agenda –</b> to pick up action required from public representations.</p> <ul style="list-style-type: none"> <li>• <b>Village Green refurbishment.</b></li> <li>• <b>Wildlife.</b></li> <li>• <b>HGV – sub committee update.</b></li> </ul>	
	<p><b>Date of next meeting. –</b> During these unprecedented circumstances, there is no requirement for the Parish Council to meet unless an urgent matter arises.</p> <ul style="list-style-type: none"> <li>• <b>Annual Parish Meeting proposed for 1<sup>st</sup> September 2020 TBC.</b></li> </ul>	
	<b>Meeting Concluded:- 20:03</b>	

