

# Teffont Parish Council

**Parish Clerk: Madeline Honeybourne**

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Minutes of Parish Council Meeting held via Zoom.

**9<sup>th</sup> March 2021**

**at 18:00**

This meeting was open to the public.

**Meeting convened:** 18:02

**Questions or Statements from the Public:**  
None received.

**Report from Wiltshire Councillor Bridget Wayman:**

Councillor Wayman informed the Parish Council that Wiltshire Council had agreed a Council tax increase of 4.99%. This includes a 3% increase for adult social care and an increase for children's services- post pandemic. £1.5 million had been given to SEN transport.

An increase in the amount of waste being collected has seen the Council increase the budget to £2.6 million. There remains a large funding gap of £45 million. The pandemic has seen an increase in the number of Universal Credit claimants.

Extra funds have been given to support Children's charity, Seeds for Success and Rights of Way.

The annual Spring clean will take place from 28.05.21 to 13.06.21

## MEETING MINUTES

21.03.01

**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). Bridget Wayman. 3 members of the Public

The public were able to submit written questions prior to the meeting for consideration by Council.

**Resolution to receive apologies for absence.**

All Councillors were present for the meeting.

21.03.02	<p><b>A. Declarations of Interest</b> – any Parish Councillor wishing to declare interests should do so at this point:</p> <ul style="list-style-type: none"> <li>• declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interests – <b>None.</b></li> <li>• declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests – <b>None.</b></li> </ul> <p><b>B. <u>Dispensations:</u></b> <b>None.</b></p>
21.03.03	<p><b>Resolution of Minutes:</b> Meeting minutes of the 17.02.21 were authorised by the Parish Council</p> <p><b>Proposed:</b> IJ      <b>Seconded:</b> RB      <b>carried:</b> Unanimously</p> <p><b>RESOLUTION:</b> Parish Council resolved unanimously to accept the minutes as true and accurate for the meeting 17.02.21</p>
21.03.04	<p><b>Chairs Report:</b></p> <ul style="list-style-type: none"> <li>• The Chair requested affirmation that all Councillors were familiar with Standing Orders. The Chair asked for a revision of Standing Orders and requested all Councillors should read and update themselves. The Chair reminded the Council, Standing Orders had been adopted by all within the last year and are there to support the smooth running of Business at meetings.</li> <li>• The Chair requested affirmation that all Councillors were familiar with the Planning Consultation comments form. The Chair requested all Councillors to familiarise themselves with the document. The Clerk was asked to forward the document to Councillor Cordle.</li> <li>• SSEN power cables – The Chair has ascertained that the Village, in principle, meets the criteria for funding to have some of the 11KV power cables buried underground. A site visit will take place when Covid lockdown has ended.</li> <li>• Annual Parish Meeting and Annual Community meeting will not be able to be held in the normal way due to social distancing and the limited space available in the Village Hall. If anyone has any ideas on how we might conduct these meetings please inform the Clerk.</li> </ul>
21.03.05	<p><b>Clerks Report:</b></p> <ul style="list-style-type: none"> <li>• The Clerk informed the Parish Council the Holt Lane no through road sign had been reinstated.</li> <li>• Payment for the new see saw has been made using the S106 fund.</li> <li>• Payment for the 20MPH road signs has been completed</li> <li>• The Clerk informed the Parish Council of the Election due to take place on 6<sup>th</sup> May. The Public are encouraged to apply for postal votes. The Clerk will notify the Village of the upcoming Election and will forward nomination packs on request.</li> <li>• Teff 8 has been clarified as a Public bridleway. Councillor Cordle has been asked by the Chair to obtain written confirmation. Fontwyke Park clay pigeon shooting will be on the agenda for May 2021</li> <li>• Ley Farm have removed dead Ash tree branches that presented a danger to road users.</li> </ul>
21.03.06	<p><b>Planning Application received:</b> <b>None Received</b></p>

21.03.07	<p><b>Other Planning Matters:</b> for information only; The Clerk received notification of building repairs to Cedars, Holt Lane, Teffont Evias and explained details to the Council.</p>
	<p><b>FINANCE</b> – resolutions required</p>
20.03.08	<p><b>Financial reports:</b> The Clerk showed the Councillors the excel spreadsheet and confirmed that all payments had been reconciled with the bank account. The Clerk confirmed the annual AGAR was due at the end of March and Councillor Johnson had agreed to verify the bank account. Mr Don Ridley has agreed to audit this years AGAR.</p>
21.03.09	<p><b>Current Financial Position</b></p> <ol style="list-style-type: none"> <li>a. The current financial position is stable, with all payments settled in a timely manner. There is a monthly and quarterly review process in place.</li> <li>b. The current reserve has been used to pay for the 20 MPH road signs .</li> <li>c. There is a Financial Full Year review planned for 11<sup>th</sup> May 2021 meeting.</li> <li>d. The Clerk is in the process of claiming for a VAT refund.</li> <li>e. The PCC are outstanding on their grass cutting invoice. The Clerk has reminded them that this is due.</li> </ol>
	<p><b>MATTERS TO BE CONSIDERED OR RESOLVED.</b></p>
21.03.10	<p><b>Code of Conduct:</b></p> <ul style="list-style-type: none"> <li>• The Chair requested affirmation from Councillors that they had read the Model Code of Conduct, sent by the Clerk.</li> <li>• As some of the Councillors had not read the Model Code of Conduct, it was proposed by the Chair that this agenda item be deferred until the next Meeting of the Parish Council in May 2021.</li> <li>• The Chair reminded Councillors, actions taken by Councillors must have been discussed and approved at a full meeting of the Parish Council. Councillors acting without Council backing are liable for their actions.</li> <li>• The Clerk was requested to forward the Code of Conduct to Councillors Blamey and Cordle.</li> </ul>
21.03.11	<p><b>Invite to Tender for grass cutting contract:</b></p> <ul style="list-style-type: none"> <li>• It was agreed by the Parish Council to award the contract to Westlea Landscapes, following a robust tendering process.</li> <li>• There remain some outstanding questions from the PCC. The contractor has been notified and responses are expected shortly.</li> <li>• It was agreed by Council to keep a £500 reserve fund for additional cuts and works that maybe required throughout the year.</li> <li>• Council agreed to vote, subject to a satisfactory response to the PCC questions and references.</li> <li>• TVHC support the tender to be awarded to Westlea Landscapes.</li> </ul> <p><b>Proposed. EW                      Seconded. PF                      Carried. Unanimously</b></p> <p><b>RESOLUTION: The Parish Council agreed to award the Contract to Westlea Landscape subject to a satisfactory response to the PCC questions and references.</b></p>

21.03.12	<p><b>Capital Investment Plan:</b></p> <ul style="list-style-type: none"> <li>• Councillor Johnson informed the Council the 3 quotes for the bus shelter repairs had been obtained. Councillor Johnson was asked to get a 4<sup>th</sup> quote from a local thatcher, Mike Reed. Councillor Johnson agreed.</li> <li>• Ongoing discussion on local Boundary stones, there location and repair. Work in progress.</li> <li>• Councillor Johnson informed the Council the CIP was fit for purpose and the Council will need to decide how much money they need to save to fulfil the requirements of the CIP.</li> </ul>
21.03.13	<p><b>Village Green Restoration:</b></p> <ul style="list-style-type: none"> <li>• Councillor Cordle informed the Council 3 quotes have been obtained to replace the posts on the Village green. The plan is to increase the number of posts to 18 to negate the need for railings.</li> <li>• Council agreed in principle but more detail was asked for regarding the quotes.</li> </ul> <p><b>Proposed: JA      Seconded: GC      Carried: Unanimously</b></p> <p><b>RESOLUTION: The Parish Council resolved that 18 oak posts should border the Village green rather than boulders or posts and chain. Further costs for posts to be obtained.</b></p>
21.03.14	<p><b>Village Benches:</b></p> <ul style="list-style-type: none"> <li>• The Clerk has obtained 2 Quotes for the repair of the benches.</li> <li>• Councillor Johnson has approached Westlea Landscapes for a 3<sup>rd</sup> quote which is outstanding.</li> </ul>
21.03.15	<p><b>Village Welcome Letter:</b></p> <p>This agenda item was deferred to a future meeting.</p>
21.03.16	<p><b>Climate Emergency Working Group:</b></p> <ul style="list-style-type: none"> <li>• The Climate emergency working group has been established by Councillor Fisher.</li> <li>• A survey has been circulated to the Village with responses required by 15.03.21</li> </ul>
21.03.17	<p><b>Parish Steward:</b></p> <ul style="list-style-type: none"> <li>• The Chair requested the Parish Steward remain a rolling agenda item to enable a satisfactory way of reporting on works completed by the Parish Steward.</li> <li>• The rolling agenda item would also provide an opportunity for Councillors to notify Councillor Blamey of areas of concern in the Village</li> <li>• The Clerk will receive any issues between meetings and notify Councillor Blamey.</li> <li>• Councillor Blamey agreed to remain the point of contact for the Parish Steward.</li> <li>• Councillor Blamey requested the Parish Steward scope of works to be sent to all Councillors. The Clerk agreed.</li> <li>• Councillor Blamey was informed of an issue with horses damaging the verge near Springhead.</li> </ul>
21.03.18 And 21.03.19	<p><b>Flood Warden and Teffont Community Resilience Plan</b></p> <ul style="list-style-type: none"> <li>• Rob Evans presented a comprehensive slide show covering his role as flood warden, the flood risk for the Village and a resilience plan for the Village for an emergency.</li> <li>• Mr Evans resilience plan is work in progress. He is in the process of creating a Community response team of experts and volunteer first responders.</li> <li>• Mr Evans presented a cost plan for skip hire to clear excess vegetation on the river bank at the Church, to provide extra salt/grit bins and other costs to provide AED cards for</li> </ul>

	<p>households and flyers on how to respond in an emergency.</p> <ul style="list-style-type: none"> <li>• The Chair thanked Mr Evans for his very impressive work and suggested an Extraordinary meeting to discuss the plan in more detail and to enable Council to fully consider the plan.</li> <li>• The Councillors were asked to vote on the immediate hire of a skip to remove the excess vegetation from the village green at a cost of £520 including VAT.</li> </ul> <p><b>Proposed: GC    Seconded: TD    Not carried: 2 votes for the proposal and 5 against.</b></p> <p><b>RESOLUTION: Majority of the Council felt the cost was excessive and did not support the motion.</b></p>
21.03.20	<p><b>Re-Thatch of Bus shelters:</b></p> <ul style="list-style-type: none"> <li>• Council requested further quote from Mike Reed. See agenda item 21.03.12</li> <li>• Councillor Johnson agreed to obtain a 4<sup>th</sup> quote.</li> <li>• Council requested further information on the materials to be used and where they were sourced from.</li> <li>• Councillor Johnson agreed to find out.</li> </ul>
21.03.21	<p><b>Review of Village Design Statement:</b> This item was deferred to a future meeting due to time constraints.</p>
21.03.22	<p><b>HGV Sub-Committee Update:</b> This item was deferred to a future meeting due to time constraints.</p>
21.03.23	<p><b>Village Litter Pick:</b></p> <ul style="list-style-type: none"> <li>• Councillor Blamey informed the Council that as Covid restrictions had impeded on the Parish Council being able to support the annual litter pick, he had taken it upon himself, as a Village resident, to complete a litter pick with 3 volunteers.</li> </ul>
	<p><b>Reports: No resolutions required.</b> None received</p>
21.03.24	<p><b>Other Reports:</b> None received</p>
21.03.25	<p><b>Correspondence received:</b></p> <ul style="list-style-type: none"> <li>• Wiltshire Best Kept Village – Council agreed to defer until next year.</li> </ul>
	<p><b>Meeting Closed: 20:10</b></p>
	<p><b>Items for next agenda – to pick up action required from public representations.</b></p> <ul style="list-style-type: none"> <li>• Village Green Restoration</li> <li>• Parish Steward</li> <li>• Teffont Community Resilience Plan</li> <li>• End of year Financial review 20/21</li> </ul>
	<p><b>Date of next meeting:-</b> <b>Tuesday 11<sup>th</sup> May 2021 at 18:00, Teffont Village Hall.</b></p>

