

# Teffont Parish Council

**Parish Clerk: Madeline Honeybourne**

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Minutes of the Parish Council Meeting held in Teffont Village Hall

(This meeting was recorded.)

NB: All recordings and Clerks notes will be deleted when the minutes have passed resolution.

**26<sup>th</sup> March 2024 at 18:30**

**MEETING CONVENED: 18:30**

**Those present:**

Parish Councillors: D.Wood S. O'Donnell. T. Deane. C. Bell. N. Blackford.

Also in attendance: M. Honeybourne (Parish Clerk). Councillor B. Wayman. 3 members of the public.

**Questions and Statements.**

The Chair invited questions and statements from the public. None were received.

**Report from Wiltshire Councillor.**

Councillor Wayman arrived late to the meeting. Councillor Wayman had no report for the Council.

## MEETING MINUTES

24.03.01	<p><b>Resolution to receive apologies for absence.</b> Councillor Robert Evans was absent from the meeting due to ill health. The Chair accepted the resignation of Councillor Evans due to his continuing ill health.</p> <p><b>Proposed: DW Carried: Unanimously</b></p> <p><b>Council resolved to accept Councillor Robert Evans absence from the meeting and his resignation due to ill health.</b></p>
24.03.02	<p><b>Declarations of Interest and Dispensations.</b></p> <p>None</p>
24.03.03	<p><b>Resolution of Minutes.</b></p> <p>Council was asked to resolve the minutes of the Parish Council meeting held on 20<sup>th</sup> February 2024 and 27<sup>th</sup> February 2024 as an accurate and true precis of the meetings.</p> <p><b>Proposed. DW Carried. Unanimously</b></p>

	<b>Resolved.</b> Parish Council resolved to accept the minutes as a true and accurate precis of the meetings held on 20.02.24 and 27.02.24
24.03.04	<b>Standing Orders.</b> Parish Councillors read the revised standing orders prior to the meeting. Some minor alterations were made to clarify order 9B. Council agreed to adopt the standing orders. <b>Proposed: DW Carried: Unanimously</b> <b>Resolved: Teffont Parish Council resolved to adopt the revised Standing Orders of 26<sup>th</sup> March 2024</b>
24.03.04a	<b>Co-Option of Councillor.</b> The Clerk received permission form Wiltshire Council on 26.03.24 to enable the co-option of a Councillor to fill the casual vacancy. The Chair invited applicant's to come forward. The Chair proposed Mr Andrew Chapman be co-opted as Councillor for Teffont Parish Council. <b>Proposed: DW Carried: Unanimously</b> <b>Resolved: Teffont Parish Council co-opted Mr Andrew Chapman to stand as Councillor on 26<sup>th</sup> March 2024.</b>
24.03.05	<b>Best Kept Village.</b> Due to the resignation of Councillor Evans, clarification will be sought on the future of the project. The Chair requested this be added to the next agenda.
24.03.06	<b>Grounds Maintenance Contract.</b> Teffont Parish Council considered the two tenders submitted for the contract. Council agreed to award a 3 year contract to Paul Butler Garden Services. <b>Proposed: DW Carried: Unanimously</b> <b>Resolved: Council resolved to award a 3 year grounds maintenance contract to Paul Butler Garden Services at a cost of £6,700 per annum.</b>
24.03.06a	<b>Annual Insurance Renewal.</b> Councillor Blackford had obtained two quotes for the renewal due on 01.06.24. The prices quoted of £728 per annum are only live for 45 days. Council agreed for Councillor Blackford to continue the tender process for insurance. Councillor Blackford will consider 3 year contracts. Council will consider all quotes at the next meeting 21.05.24. Council will budget £728 per annum. <b>Proposed: NB Carried: Unanimously</b> <b>Resolved: Council resolved to allocate a sum of £728 (subject to confirmation) for the Annual Insurance Premium.</b>
24.03.07	<b>Adjourned to the next meeting</b>
24.03.08	<b>Highways and amenities Group update.</b> Councillor Bell has written a letter to the Cabinet Minister for Highways at WC. Regarding a 30mph zone on the B3089 near Clarendon Stud. The Minister will reply when he has settled into his new role. Councillor Bell has confirmed with Paul Shaddock the horse signs and slow signs will take place and are on order. Paul Shaddock is hopeful the works will take place in May 2024. Councillor O'Donnell raised the recent works that should have been completed on the Old Dinton Road, and appear not to have taken place. The Clerk will write to David Button at Highways.
24.03.09	<b>Resilience Group Update.</b> Councillor O'Donnell has been waiting for responses from Environment Agency and Wiltshire Council drainage dept regarding the flood mitigation plan. A verbal agreement has been made. The resilience group are waiting for written approval of their Flood Mitigation Plan and then it will be published and can shared with the community and the measures can be implemented.
24.03.10	<b>Parish Steward.</b> There are no issues to be forwarded to the Parish Steward

24.03.11/ 12/13	<p><b>Finance Reports.</b> The Clerk informed the PC of the outstanding balance for the end of the financial year for the current account and deposit accounts and informed the Council the finances are reconciled with all bank accounts.</p> <p>There were no cheque payments made.</p> <p>The Clerk presented a budget forecast for the financial year 2024/25</p> <p>The Clerk asked the Council to agree the financial records for the year 2023/24 as a true and accurate record.</p> <p>The Clerk has prepared the AGAR documents for the Chair to sign. The Chair signed the documents ready for internal audit by Mr Don Ridley. The Clerk will forward the financial records to the auditor.</p> <p><b>Proposed: DW      Carried: Unanimously</b></p> <p><b>Resolved: The Parish Council resolved to accept the financial statement as a true and accurate report of their financial position for end of year 2023/24. The Parish Council agreed for the accounts to be audited by Mr D.Ridley.</b></p>
24.03.14	<p><b>Chairs Report.</b> Councillor Wood has a meeting with the PCC and TVHC tomorrow to discuss the apportionment of the grass cutting contract.</p>
24.03.15	<p><b>Clerks Report.</b> The Clerk asked the Council to set the date for the Annual Community Gathering. Council agreed on 14<sup>th</sup> May 2024</p> <p>The Clerk notified the Council of tree felling at Teffont Woods. The Clerk will verify a licence has been granted for the works.</p>
	<p><b>Items for the next agenda.</b></p> <ul style="list-style-type: none"> <li>•Parish Steward update</li> <li>•Working Group updates</li> <li>•Biodiversity Policy</li> <li>•Insurance Policy</li> <li>•Village Security (cctv)</li> <li>•Footpaths</li> <li>•Flood Mitigation Plan</li> <li>•Co-Option of Councillor</li> </ul>
	<p><b>Meeting Closed: 19:49</b></p>
	<p><b>Date of next meeting: Annual Community Gathering 14<sup>th</sup> May 2024 at Teffont Village Hall at 18:30</b></p> <p>Note: The Village Hall is open for 30 minutes prior to the start of any public meeting for questions from any resident.</p>

