

## ODSTOCK PARISH COUNCIL

The Annual meeting of Odstock Parish Council was held on 8 May 2014 in the Pavilion, Nunton Recreation Field.

**Present:** Rod Poynting (Chairman), Colin Berry, Gavin Simmonite, Nigel Start, Sally Nelson, Wiltshire Cllr Julian Johnson, Richard Parsons (Clerk) and five members of the public.

**Apologies:** Stephen Stapley (Vice-Chairman) and David Williamson-Jones.

**14/14 Annual Parish Meeting:** a) **Annual OPC Report:** The Chairman delivered his report.

b) **Financial Report for y/e 31 March 2014:** Income of £16,412.25 for the year includes 3 grants totalling £7,603.96p, donations totalling £562 and the balance of £8,246.29 from the precept and a small amount of bank interest. Expenditure of £13,172 includes £4,850 of Capital spent on improvements to footpaths and Jubilee Gardens, £2,899.23 on rents, grass-cutting and maintenance, £1,250 on grant support for village groups and £4,172.27 on general administration. The balance of £13,869.92 being carried forward includes £10,000 reserved for play equipment in Odstock playing field and £1,000 earmarked for incidental maintenance needs in the Nunton Recreation Field.

c) **Community Orchard:** This is being well received...

d) **School Footpath:** There was a discussion about whether the roadside footpath by the School could be improved.

**15/14 Election of Chairman and Vice-Chairman:** Cllr Berry proposed and Cllr Simmonite seconded, Cllr Poynting as Chairman. The Chairman proposed and Cllr Berry seconded, Cllr Stapley as Vice-chairman.

**16/14 Declaration of Interest:** None.

**17/14 Minutes** of the Ordinary OPC meeting held on 6 February were approved and signed by the Chairman.

**18/14 Delegation of Functions:** LGA 1972 s101 allows for the functions of a statutory authority to be discharged through a committee, sub-committee, officer or any other local authority. It was unanimously agreed that when necessary, statutory functions would be delegated to the Parish Clerk as Proper Officer of Odstock Parish Council.

**19/14 Meeting Dates:** 3 July, 4 September, 4 December, 5 February 2015 and the Annual meetings on 7 May 2015. In accordance with LGA72 sch.12 s.9(1), Extraordinary PC meetings can be called by the Chairman at any time and may be subject to LGA72 sch.12 s.10(2) requiring three clear days notice. Meeting cancellations will be similarly advised.

**20/14 Nunton Recreation Field:**

- a) **Pavilion:** The Chairman reported that he had arranged to have the portable electrical appliances tested, as required by Health & Safety legislation and the Electricity at Work Regulations 1989.
- b) **Grass-Cutting:** The contract for 2014/15 specifically includes up to 18 cuts per year and 3 visits to apply herbicide around obstacles and in children's play areas, all for a monthly cost of £201.56p inc VAT.
- c) **Community Orchard:** The Chairman and Cllr Nelson will produce a plan and seek possible sources for grants.

**21/14 Community Initiatives:**

- a) **Radnor Hall Committee:** The Chairman reported that the new Hall caretaker will be in post shortly.
- b) **Odstock Recreation Field:** Cllr Simmonite reported that the installation of new play equipment had been completed and that the play area would be formally opened on 30 May.
- c) **Jubilee Gardens:** Wording for two 'Deep Water' signs was agreed and Cllr Berry and the Chairman will meet on site to decide where best to place the signs. Plans to re-profile the riverbed are under consideration.

**22/14 Transport, Roads and Footpaths:**

- a) **Parish Highways and Streetscene Maintenance:** Wiltshire Highways will deal with OPC requests, as required.
- b) **Community Area Transport Group:** Cllr Berry will attend the next CATG meeting and will meet the agent for the Longford Estate on site to consider proposals for resurfacing the path behind the hedgerow, off the C12, east of Odstock Church.

**23/14 Planning:** There were no new planning applications for consideration.

**24/14 Reports and Correspondence:** The next Area Board meeting is in Coombe Bissett Village Hall on 29 May.

**25/14 Finance:**

- a) **Bank Accounts:** It was agreed to continue maintaining Odstock PC's Bank Accounts with Lloyds Bank plc.
- b) **Staff Costs for 2013-2014:** The Parish Clerk's salary of £50 per week was in line with expectations.
- c) **Accounts for 2013-2014:** OPC's Internal Auditor had verified Odstock PC's accounts as presented.

- d) **Annual Return for 2013-2014:** Members answered all of the Governance questions in the affirmative.
- e) **Chairman's Allowance for 2014-2015:** Up to £100 will be made available to the Chairman for expenses of office.
- f) **Zurich Municipal Insurance Premium for 2014-2015:** The invitation to renew, for £513.35p, including 8 additional items of play equipment in the Odstock Recreation Field, was approved.
- g) **WALC Membership for 2014-2015:** Subscription renewal of £202.01p inc VAT was approved.
- h) **Receipts:** The following were acknowledged:

Wiltshire Council – Precept		£9,580.00p
Wiltshire Council – Support Grant		£392.57p
Trustees of 8 <sup>th</sup> Earl – Donation, Odstock Play Project		£1,000.00p
Wiltshire Council – S106 funds		£3,786.57p
Cleansing Services Group – Community Landfill Grant		£11,000.00p

- i) **Payments:** The following were approved:

HMRC – PAYE	505	£134.00p
R C Poynting Pavilion supplies	506	£45.54p
Broxap Ltd – Play Equipment	507	£18,886.56p
G I Simmonite – Play Equipment	508	£229.99p
WALC – Annual Subscription	510	£202.01p
Community First – Insurance Premium	511	£513.35p
R Parsons – Clerk's salary and expenses, on account	512	£912.00p
Broxap Ltd – Play Equipment	513	£9,912.00p
Bawden Contracting Services Ltd – Grass Cutting	514	£403.12p
Southern Electric – Nunton Field Electricity	DD	£21.72p

**26/14 Any Other Business (for information only):** Cllr Simmonite requested that OPC commemorate the loss of soldiers lives in World War One.

**27/14 The next scheduled OPC meeting** is the on Thursday, 3 July 2014.

The meeting closed at 9:08pm