

ODSTOCK PARISH COUNCIL

The Annual meeting of Odstock Parish Council was held on 20 May 2019 in the Nunton Recreation Field Pavilion.

Present: Sally Nelson (Chairman), Nigel Start (Vice-Chairman), Colin Berry, Rod Poynting, Stephen Stapley, Richard Parsons (Clerk), Wiltshire Cllr Richard Clewer and seven members of the public.

Apologies Accepted: Thomas Newman and Barry Norris.

12/19 Annual Parish Meeting: a) A request from Downton Football Club to use the Nunton Recreation Field for football between September and April was considered by those present. Cllr Poynting reminded the meeting that preparing the field for football would involve a significant upgrade. The Downton FC representatives advised they would provide whatever was needed and ensure that there would be no inconvenience to parishioners. It was agreed to permit Downton FC the use of the field for an initial period during which time parishioners would have the opportunity of determining the practicality of the arrangement.

b) The Chairman reported on OPC's activities during the year. The timber bus shelters had received some attention. The A338 shelter had been re-roofed and the Odstock crossroads shelter had been cleared of weeds and brambles. OPC is grateful to those parishioners who contributed to the refurbishment. OPC regularly inspects the play equipment in both the Nunton and the Odstock Recreation Fields. The Nunton Play area will soon need substantial maintenance for which funds have been set aside. Maintenance requirements to the river banks at Jubilee Gardens are also being scheduled. Cllr Berry has continued to hold Wiltshire Council to account for the promised resurfacing of the village roads. Cllr Start continues to encourage responsible parking next to Odstock Play School. The Community Speed Watch initiative is now maintained by an expanding group of volunteers. The Chairman reports regularly to News and Notes about issues raised at OPC meetings and arranges meetings with the Agent for the Longford Estate when necessary.

c) The perennial problem of dog fouling was raised by a parishioner. OPC may have to introduce measures to control this behaviour.

13/19 Election of Chairman and Vice-Chairman: Cllr Start proposed and Cllr Poynting seconded, Cllr Nelson as Chairman. Cllr Nelson proposed and Cllr Poynting seconded, Cllr Start as Vice-chairman.

14/19 Declaration of Interest: None.

15/19 Minutes of the Ordinary OPC meeting held on 11 February were approved and signed by the Chairman.

16/19 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.

17/19 Meeting Dates: 1 July, 9 September, 9 December, 10 February 2020 and the Annual meetings on 18 May 2020. In accordance with LGA72 sch.12 s.9(1), Extraordinary PC meetings can be called by the Chairman at any time or by any two councillors and may be subject to LGA72 sch.12 s.10(2) requiring three clear days notice. Meeting cancellations will be similarly advised.

18/19 Community Initiatives:

- a) **Radnor Hall Committee:** Cllr Poynting, as OPC's representative on this committee, believes OPC might need to take a more proactive role in the running of the regular Car Boot Sales.
- b) **Annual Parish Meeting:** It was resolved to make more effort to increase the level of attendance at future Parish meetings.
- c) **Annual ONB Village Fete:** Grass cutting will be scheduled to be performed at least 8 days before 6 July.

19/19 Nunton Recreation Field:

- a) **Downton Football Club:** Cllr Start proposed a probationary period to allow Downton FC to play football between September and April 2020. Cllr Start agreed to draft a licensing agreement which will set out the terms of the arrangement between OPC and Downton FC.
- b) **Play Area:** Cllr Poynting is in contact with Playdale regarding the refurbishment of the play equipment.

20/19 Transport, Roads and Footpaths:

- a) **Wiltshire Council Highways:** Wiltshire Cllr Clewer advised that equipment will become available in June to clear and refurbish the roadside footways along the A338 between Britford and Downton.
- b) **Community Speed Watch:** Cllr Start reported that he had handed over leadership of the volunteers to another parishioner.
- c) **Speed Indicator Display (SID):** There may be an opportunity to share the expense of a dedicated SID with a neighbouring parish.
- d) **A338 Bus Shelter:** The seating has been damaged and Cllr Berry agreed to effect a repair.

21/19 Planning: No new Planning Applications to consider.

22/19 Reports and Correspondence:

- a) **Wiltshire Council:** The next Area Board meeting is at Coombe Bissett Village Hall on Thursday, 11 July.
- b) **Grob Tutor Aircraft:** There has been concern about overflight activities from Boscombe Down. Cllr Start agreed to follow up.

23/19 Finance:

- a) **Budgeting Spreadsheet:** Cllr Stapley produced a cashflow spreadsheet and it was agreed to adopt this to help with budgeting.
- b) **Annual Internal Audit Report 2018-2019:** OPC's Internal Auditor signed off OPC's Accounts on 13 May.
- c) **Annual Governance Statement 2018-2019:** Section 1 of the AGAR was considered and unanimously approved.
- d) **Bank Accounts:** It was agreed to continue maintaining Odstock PC's Bank Accounts with Lloyds Bank plc.
- e) **Staff Costs for 2018-2019:** The Parish Clerk's salary of £53.08p per week was in line with expectations.
- f) **Accounts for 2018-2019:** OPC's Internal Auditor had verified Odstock PC's accounts as presented. Income of £12,241.64p for the year includes donations of £120, bank interest of £61.64p and the balance of £12,060 from the precept. Expenditure of £8,486.01p includes £3,452.56p on rents, grass-cutting and maintenance, Capital spending of £250 on website development, £600 on grant support for village groups and £4,183.45p on general administration.
- g) **AGAR Certificate of Exemption:** Since neither Income nor Expenditure exceeded £25,000, OPC will not be required to have a Limited Assurance Review for 2018-2019. Unanimously approved and signed by the Chairman.
- h) **AGAR Accounting Statements for 2018-2019:** Unanimously approved and signed by the Chairman.
- i) **Chairman's Allowance for 2019-2020:** Up to £100 will be made available to the Chairman for expenses of office.
- j) **Zurich Municipal Insurance Premium for 2019-2020:** The invitation to renew, for £504.56p, was approved.
- k) **WALC Membership for 2019-2020:** Subscription renewal of £180.56p ex VAT was approved.
- l) **Earmarked Reserves:** OPC is carrying forward £18,548.98p of which £9,800 is earmarked for Recreation Field and Pavilion maintenance and £4,000 is in a Capital fund.
- m) **Budget for 2019-2020:** Bus shelter and Play Area refurbishment is likely to use a substantial amount of resources.
- n) **Transparency Fund Grant:** OPC is carrying forward £957 of the £1,207 grant to cover the ongoing cost of website maintenance, hosting and GDPR compliance for the publication of OPC's Policies and Documents.
- o) **Receipts:** The following were acknowledged:
Wiltshire Council – First instalment of the precept – £6,030
- p) **Payments:** The following were approved:

Bawden Contracting Services Ltd - Grass Cutting	BACS	£415.31p
Wiltshire Association of Local Councils – Subscription	BACS	£216.67p
Community First Trading – Zurich Insurance Renewal	BACS	£504.56p
R Parsons – Clerk's salary and expenses, on account	BACS	£975.00p
Bawden Contracting Services Ltd - Grass Cutting	BACS	£424.87p
Southern Electric – Nunton Field Electricity	DD	£43.94p

24/19 Any Other Business (for information only): None.

25/18 The Next Ordinary OPC meeting is scheduled for Monday, 1 July 2019.

The meeting closed at 8:47pm