

**ANNUAL MEETING OF EASTON ROYAL PARISH COUNCIL
MINUTES OF THE MEETING HELD IN THE VILLAGE HALL
ON THURSDAY 20TH MAY 2021
At 19:30**

PRESENT:

Cedric Hollinsworth, Margaret Holden, Beverley Helps, Anna Patterson, James de Pass, Paul Narizzano, Ben Cooper. Pauline Archer Clerk

1. APOLOGIES FOR ABSENCE

None.

2. ELECTION OF CHAIRMAN

Cedric Hollinsworth. Proposed by Anna Patterson, seconded Beverley Helps. All agreed

3. ELECTION OF VICE CHAIRMAN

Margaret Holden. Proposed Cedric Hollinsworth seconded Anna Patterson. All agreed.

4. SIGN DECLARATION OF ACCEPTANCE OF OFFICE.

Completed and signed in the presence of the Clerk.

5. NEW COUNCILLORS TO COMPLETE REGISTER OF INTEREST WITHIN 28 DAYS OF ACCEPTANCE.

The Clerk to email the username and password for online completion by Councillors.

6. TO RECEIVE MEMBERS DECLARATION OF INTEREST

None.

7. APPROVAL OF THE MINUTES OF THE EXTRAORDINARY MEETING FRIDAY 23RD APRIL, AND PARISH COUNCIL MEETING THURSDAY 29TH APRIL BOTH CONDUCTED BY "ZOOM".

Approved and signed by the Chairman.

8. APPROVAL OF PARISH COUNCIL INSURANCE (ORGANISED BY COMMUNITY FIRST)

Documents delayed whilst awaiting a revised quote to include new playground. Clerk to circulate in due course, payments to be agreed as per 12 below.

9. ALLOCATION OF PARISH COUNCILLOR PORTFOLIOS (SEE ATTACHED)

Cedric Hollinsworth – Chairman, Highways, Finance and administration.

Margaret Holden- External meetings, defibrillator, Finance and administration

Paul Narizzano – Village open spaces.

Beverley Helps- Rights of Way lead

Anna Patterson- Church liaison, Governance and Compliance and Legal

Ben Cooper- Rights of Way, School Liaison, Planning

James de Pass- Rights of Way, Betterment.

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A discussion took place about a number of broken hunter gates, the lack of footpath signage, and a suggestion to have better maps in the village detailing the footpath routes. Available for both Parishioners and visitors.

10. BANK MANDATE APPROVAL OF SIGNATORIES

It was resolved to add Ben Cooper and James de Pass to the signatory list, and to remove previous Councillors. Clerk to organise.

11. DELEGATION OF POWERS TO THE CHAIRMAN AND VICE CHAIRMAN FOR THE APPROVAL OF PAYMENTS UP TO £1,000

It was resolved to delegate the approval of payments to the Chairman and Vice Chairman collectively, up to a value of £1,000.

12. APPROVAL OF ELECTRONIC BANKING PROTOCOLS:

- Invoices to be checked by the Clerk, and to be noted as payments approved in future minutes.
- under the delegated powers, the approval of the payment can be handled by the Clerk, Chairman and Vice Chairman through email.
- The payment details are entered electronically by the Clerk, and an email sent to two approved signatories who will authorise the payment through on-line banking.

13. NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FROM 14TH JUNE TO 23RD JULY.

Clerk to place documents on the website and noticeboard.

14. PROPOSED DATE FOR THE ANNUAL PARISH MEETING TO BE HELD Tuesday 22ND JUNE IN THE VILLAGE HALL.

In view of the government guidelines for Covid restrictions, the Parish Council did not feel that it was appropriate to hold this meeting in May, and the possibility of holding by Zoom was felt to be too limiting. The Parish Council will review government Covid requirements nearer the time.

15. PLANNING:

New Applications since last meeting:

PL/2021/03658	Inch Cottage. Two storey rear extension over existing. Replacement garage	No Objection Approved Wiltshire Council
PL/2021/03542	White House. Erection of a 3 sided gazebo	No Objection Approved Wiltshire Council

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16. FINANCE:

Payments made:

WALC	£109.96
Buildbase Sleepers playground	£506.52

Payments to approve:

Community Heartbeat defib pads	£98.40
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17. ANY OTHER BUSINESS

18. MEETING DATES

APM Tuesday 22nd June

29th July

30th September

25th November

Meeting finished 21: 10

Councillor Portfolios

Pauline Archer
Clerk to Easton Royal Parish Council

Tel: 01672 811348
email: clerk@eastonroyal.org

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Church Liaison

- a) Churchyard and Cemetery funding
- b) General feedback on Church Issues

External Meetings

- a) Area Board
- b) PCAP
- c) Others

Finance and Administration

- a) Precept
- b) Audit
- c) Budget
- d) Payments
- e) Banking
- f) Insurance

Governance/ compliance

- a) Code of conduct compliance
- b) Standing orders
- c) Councillor attendance
- d) Correspondence and complaints policy

Highways

- a) CATG
- b) Parish Steward management
- c) Drainage issues
- d) Lighting
- e) Potholes
- f) Signage

Planning

- a) Full / Listed Building applications
- b) Trees/ hedges
- c) Condition's compliance
- d) Conservation Area Monitoring
- e) Wiltshire Development Plan Monitoring
- f) Pewsey Area Development Plan Monitoring
- g) Neighbourhood development plan production

Rights of Way

- a) Footpaths
- b) Bridleways
- c) Byways/ B.O.A.Ts

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- d) Permissive paths
- e) Stiles/ gates maintenance
- f) Walkers are Welcome Initiative

School Liaison

- a) Recreation Ground usage
- b) School updates
- c) Parking issues

Speeding

- a) Police Liaison/ requests for speed monitoring.
- b) Village Street 20 MPH zone (School Parents/ Delivery Drivers/ Villagers)
- c) B3087 30 MPH zone/ liaison with Speedwatch
- d) Analysis of Speed monitoring devices
- e) Action Recommendations
- f) Pedestrian Safety

Village Betterment

- a) Decorative, e.g., troughs/ bulbs etc
- b) New Initiatives
- c) Dog fouling
- d) Litter

Village Open Spaces

- a) Grass mowing contract
- b) Recreation Ground
- c) Area at the bottom of the Street
- d) Old Village Green area at the Crossroads
- e) Leadership of "Dads Army"
- f) Liaison with Village Hall re events and use of the Rec
- g) Liaison with Orchard and Woodland Group
- h) Liaison with Play Area Group