

**DRAFT Minutes of the Annual Firsdowm Parish Council meeting held on Wednesday 4<sup>th</sup>  
May 2022 at 7.15pm in Winterslow Village Hall**

**Present**

Cllr Simon Brown (Chairman)  
Cllr Jeremy Beavan (Vice Chairman)  
Cllr Paul Kennedy  
Cllr Steve Smith  
Cllr Nigel Walsh

**In attendance:** Catherine Purves (Clerk)

**Also present:** One member of the public

**Public Session** – no issues raised

**COUNCIL BUSINESS**

**34.22 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office – Resolved:** to elect Simon Brown as Chairman for 2022/2023 and receive the signed Declaration of Acceptance of Office

**35.22 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office – Resolved:** to elect Jeremy Beavan as Vice Chairman for 2022/2023 and receive the signed Declaration of Acceptance of Office

**36.22 To receive apologies for absence**

**Resolved:** to receive and accept apologies for absence, and for the reasons given, from Cllr Ginette Stewart (indisposed), and Cllr Rich Rogers (previous engagement)

**37.22 To receive any Declarations of Interest from Members**

a. To receive any **Declarations of Interest** in respect of matters contained in this agenda

**Resolved:** to note there were none

b. To consider any **Dispensation Requests** received by the Parish Clerk and not previously considered.

**Resolved:** to note no requests had been received.

The Clerk reminded councillors that it was their responsibility to ensure that their Registers of Interest were current and up to date.

**38.22 Minutes**

**Resolved:** To approve and sign as a correct record without amendment the minutes of the extra ordinary Parish Council meeting held on 13<sup>th</sup> April 2022

**39.22 Governance**

a. *To review the and approve the following governance documents*

i. Internal Control Policy, ii Risk Assessment, iii Effectiveness of Internal Audit Policy, vi Asset Register, noting any alteration required.

**Resolved:** to note these had been previously circulated and that no alterations or updates were required, and to review the insurance policy in the autumn prior to renewal.

b. *To adopt the following policies*

i. Community Engagement Policy, ii Social- Media and Electronic Communications Policy

**Resolved:** to adopt and action.

**40.22 To complete and sign the Annual Governance & Accounting Return for 2021/2022**

a. *To note and accept the Internal Audit Report from the Internal Auditor for 2021/2022*

**Resolved:** to note and accept the Internal Audit Report for 2021/2022, particularly the two recommendations regarding the play area, and that Cllr Brown and Cllr Walsh agreed to undergo appropriate inspection training. **Action:** The Clerk to arrange appropriate training

b. *To approve and sign the Annual Governance Statement for 2021/2022*

**Resolved:** to approve and sign the Annual Governance Statement for 2021/2022

*c. To approve and sign the Annual Accounting Statement for 2021/2022*

**Resolved;** to approve and sign the Annual Accounting Statement for 2021/2022

*d. To resolve to certify that Firsdown Parish Council is exempt from a Limited Assurance Review by the External Auditor, as it meets the qualifying criteria.*

**Resolved:** to certify that Firsdown Parish Council is exempt from a Limited assurance Review by the External Auditor, as it meets the qualifying criteria

*e. To approve the dates for the period of the Public Right of Inspection of Accounts for 2021/2022 – Monday 13<sup>th</sup> June 2022 to Friday 22<sup>nd</sup> July 2022*

**Resolved:** to approve the dates for the period of the Public Rights of Inspection of accounts for 2021/2022

#### **41.22 To appoint an Internal Auditor for 2022/2023.**

**Resolved:** to appoint Auditing Solutions Ltd as Internal Auditor for 2022/2023

#### **42.22 To appoint representatives to the under mentioned bodies as required:**

- a) Wiltshire Council's Southern Area Board **Resolved:** to appoint Cllr Simon Brown
- b) Wiltshire Council's Southern Area Local Highways and Footways Improvement Group  
**Resolved:** to appoint Cllr Simon Brown

#### **43.22 To consider any items raised in the public session (Note no decision can be made)**

No items raised.

#### **44.22 To receive reports from:**

*a. The Chairman* – Cllr Brown reported that with the Parish Clerk, he had attended the area Board's Environmental Workshop Event, which had proved very interesting, and provided a toolkit containing practical ideas, suggestions and projects for Parish Councils and residents alike to help reduce their carbon footprint. A dedicated page will be created on the community website, and residents will be signposted to the information.

*b. The Parish Clerk* – the Clerk advised she had enrolled on a training course for quotes, Tenders and Contracts later in May.

*c. The Council's representative to the Southern Area Board* – The Clerk advised the next meeting would be held on Thursday 26<sup>th</sup> May at 7.00pm, venue to be confirmed.

#### **45.22 Finance**

*a. To approve for payment a schedule of accounts for May in the sum of £772.29*

**Resolved:** to confirm for payment a schedule of accounts in the sum of £772.29, together with two additional payments, chq no 398 to Auditing Solutions Ltd for £198.00 in respect of the recent internal audit, and chq no 399 to the Wiltshire association of Local councils for £256.56 in respect of membership for 2022/2023. *Total payments approved £1226.85*

**b. Resolved:** To note the 2022.2023 Budget Monitoring form

**c. Resolved:** To note the receipt of the half year precept – £9355.00

#### **46.22 Highway/Parish Steward/Footpath matters.**

Cllr Brown noted that the collapsed drain cover opposite the Firs Close entrance had been repaired, and that he had reported the demolished "Give Way" sign at Dunstable Crossroads to Wiltshire Council.

*a. To note any new Highways issues:*

*To request Wiltshire Council to reduce the speed limit of the A30 through Firsdown Parish to 40mph.*

After a short discussion, during which it was noted that there had been a number of accidents during the last 20 years, and that any reduction in speed would also reduce the carbon footprint of the parish, it was:

**Resolved:** to request Wiltshire Council to undertake a review of the speed limit on the A30 through the parish to reduce it to 40mph. Action: The Clerk

*b. To note any new tasks for the Parish Steward* – none noted.

*c. To note any new footpath matters:* Cllr Walsh advised that the Footpath Group had cut around the mobile phone mast, had cut the grass in the play area, and had been given permission to cut back the crop to reinstate footpath FIRS4 at the north end of Firsdown on the circular walk, which will be done as soon as possible. The Group will also cut the initial diagonal paths along the byway, and cans of

fluorescent paint will be purchased to spray the dog deposits on the footpaths and pavements.

**Resolved:** To note. **Action:** The Clerk and Cllr Walsh.

#### **47.22 Planning**

a. *To consider a response to planning applications received*

PL/2022/02789 – creation of an external seating area with kiosk and stretched sail canopy along with awning blinds to existing restaurant at Thyme & Tide (formerly The Haven), London Road, Winterslow.

**Resolved:** to support this application, with conditions attached to limit the number of tables provided to 10, and that BBQs or cooked hot food should not be provided because of smells. The FPC recommends that acoustic/noise reducing panels be installed along the boundary fence to no 128 Firs Road. **Action:** The Clerk

b. *To note planning decisions made by Wiltshire Council since the last meeting:*

None received

#### **48.22 To review other ongoing matters**

a. *Picnic benches on the Byway* – Wiltshire Council had reiterated that it had no objection to the picnic benches being installed, and so two had been ordered, and delivery was imminent. A working group will be organised to undertake the installation.

b. *Play area fencing* – the posts had been ordered, and delivery was awaited. Noting the auditor's recommendations

c. *Path Improvement Grant* – the Clerk will now apply to the new LHFIFG for funding.

d. *Map lectern design* – Cllr Beavan displayed the first draft, and advised that the second draft was being worked on, with the final design hopefully being available by the end of May. It would be easy to amend the design in the future, if required. Cllr Beavan was thanked for the work undertaken so far.

e. *Community Jubilee event* – it was agreed to increase the budget for this event from £250 to £500 to cover a second leaflet drop, bunting, generator hiring and prizes. Cllr Beavan offered to create a flag at no cost, and the Clerk was asked to research flag poles. **Action:** The Clerk

**Resolved:** to note these updates.

#### **49.22 Items for the next agenda**

- Appropriate environmental projects
- Dropped kerb at the A30/Firs Road junction
- Jubilee legacy flag pole
- Recording/streaming of Parish Council meetings

#### **50.22 To fix the dates and times of the next ordinary meetings of the Council**

Wednesday July 6th 2022 at 7.15pm in Winterslow Village Hall

Wednesday September 7th 2022 at 7.15pm in Winterslow Village Hall

Wednesday November 9th 2022 at 7.15pm in Winterslow Village Hall

Wednesday January 11<sup>th</sup> 2023 at 7.15pm in Winterslow Village Hall

Wednesday March 1st 2023 at 7.15pm in Winterslow Village Hall

#### **51.22 To close the meeting**

The meeting closed at 8.16 pm

Councillors considered the following when discharging their duties: Equal Opportunities (Race, Gender, Sexual Orientation, Marital Status, and any Disability), Crime & Disorder; Health & Safety; Human Rights; Bio-Diversity