

Clerk Jane Tier, 40 Firs Road, Firsdow, Salisbury, SP5 1SL
Tel 01980 862953

Minutes of the Winterslow Parish Council Meeting held on Monday 2nd October 2017 at 19.30 hrs at Winterslow Village Hall

Present: – Cllrs Ivan Moody, David Newton, Angela Sillence, Mike Taylor, Philip Beagle, Paula Levitt, Pam Robinson, Simon Port, Lucy Clifford and Jane Tier (Parish Clerk)

Cllr Devine

13 Members of the public

A resident produced brief plans for an extension to a property in Woodland Drive, the P.C. thanked the resident and await the formal planning application.

A resident reported on highway issues at Keel Close whereby the entrance and surrounding surfaces have been churned up by large vehicles.

Cllr Taylor will investigate the conditions of the Highway maintenance of Keel Close as set out in the Southcott planning application

A resident discussed the Community Survey in relation to NP 2 and the deliverability of 15 units on this site The P.C. stated the questionnaire was sent out due to timescale issues and the requirement for the Community to be able to vote for either the Primetower option or the N.P. options; as there is not another site to replace N.P.2 it needs to be included in the site options.

Cllr Devine

Cllr Devine reported on a W.C. meeting he had attended regarding the Business Plan for ‘Special Educational Needs Development’. (SEND) in Wiltshire

W.C. spent £4 million on ‘SEND’ provision last year and have improvements to make in this area. This is being reviewed and discussion by W.C. with the aim of providing an improved service for the SEND provision

Cllr Devine is in contact with Winterslow Village Hall regarding the ‘HUBS’ / Campus project.

Cllr Devine has spoken with Inspector Sparrow regarding the closure of the Alderbury police station. The dedicated officers for the area will remain and the police will continue to patrol the area

The Dunstable crossroads funding was approved at the Southern Area Board.

The Churchfields recycling centre will be closed from 9th – 18th November 2017 for re-vamping of the site.

The Amesbury recycling centre will be closed from 21st November – 1st December 2017 for re-vamping of the site.

Item Xx/17	
506.	To receive apologies Cllrs Brown and Sheppard
507.	Declarations of interest None
508.	To consider any urgent business raised by the public in public discussion, and any other urgent matters or items of information from councillors, or for referral to the appropriate working party. None

509.	<p>To agree and sign minutes of 4th September meeting Cllr Newton proposed acceptance of the minutes, seconded Cllr Sillence, all in favour</p>
510.	<p>Discuss and vote on Planning Applications 17/08966/FULL; Formation of vehicular access to Barn conversion Home Farm Barn, Livery Road, Winterslow, Wiltshire, SP5 1RJ Cllr Robinson proposed to support the application, seconded Cllr Beagle, all in Favour</p>
511.	<p>Planning Application Update 17/06734/FULL; Conversion of former agricultural buildings to 10 residential Dwellings. Former Piggery buildings at Cotswold Farm, West Dean Road, West Tytherley, Wiltshire, SP5 1QA W.C. Awaiting decision 17/07418/FULL; First floor extension to accommodate bathroom and bedroom above existing ground floor area. Glebe Cottage, The Street, West Winterslow, SP5 1SX W.C. Approve with Conditions 17/07718/FULL; Provision of first floor accommodation, including roof alterations. Tregonwell, Middleton, Winterslow, Wiltshire, SP5 1QS 17/06824/FULL; Replace existing post and wire fence with a 2m high close board fence; Dunster, Andover Road, Lopcombe, Salisbury, Wiltshire, SP5 1BY W.C. Awaiting decision 17/07038/FULL; Retrospective double garage; Stone Banks, The Street, Winterslow, SP5 1RY W.C. Approve with conditions 17/07374/PRE-APP- Extension of car park On-going 17/06765/FULL; Alterations to existing dormer; Amberley House, Weston Lane, West Winterslow, Salisbury, SP5 1RQ W.C. Approve with conditions</p>
512.	<p>Barry's Field – Discuss and vote on P.C. to agree the principal of seeking expressions of interest for the paid position of B.F. Caretaker Cllr Taylor reported, subject to the agreement of the current B.F. Trustees, the BFSG will seek public expressions of interest for a care-takers position at B.F. Cllr Port proposed to proceed with seeking expressions of interest for the position of caretaker, seconded Cllr Clifford, all in favour. Discuss and vote on PC to agree to BFSC to start operational handover from BFSGL to BFSC ahead of formal transition (subject to agreement of BFSGL Trustees) Cllr Newton proposed to proceed with the operational handover of B.F., subject to a satisfactory first meeting with Wilson's, seconded Cllr Taylor, all in favour. Brief PC on legal/accountancy advice being sought, insurance position, quotes for heating, meeting requested with Judy Cllr Taylor reported the BFSG has sought legal advice from Whitehead Vizzard but following on from the Charity Trustees Training seminar organised by Wilsons Solicitors (attended by Cllr Brown and the Clerk) further legal advice is needed from a Solicitor who specialises in Charity / Accountancy Law.</p>

	<p>The P.C. Accountant has raised concerns regarding the 'Asset' of B.F. (the Pavilion) regarding 'ownership' issues and Asset Transfers.</p> <p>Cllr Taylor reported, subject to the agreement of the current B.F. Trustees, the BFSG will seek quotes for boiler maintenance. This will include ensuring that the heating system will be set to heat the three different zones in the building with clear / precise instructions for setting the boiler.</p>
513.	<p>Footpaths – Update Cllr Robinson</p> <p>Cllr Robinson reported on the recent footpath meeting which discussed employing contractors to undertake various cutting back tasks in the village. Cllr Port proposed a vote of thanks to all the Councillors and volunteers to have worked cutting back and clearing the hedges/bushes / footpaths in the village</p>
514.	<p>Car-Park – Update</p> <p>The Clerk reported on the car park extension;</p> <p>The Pre-application is with W.C. who are investigating the options of how to manage the bus parking space to ensure it is left free for the bus to park but is not used by parents to park.</p> <p>The quotes for using stone plaining's are est. £45k and the Parish Council is seeking quotes for alternative types of base for the car park.</p>
515.	<p>Finance— To resolve, confirm and authorise October schedule of accounts and to receive monthly report from Clerk.</p> <p>Cllr Newton proposed acceptance of the monthly cheques, seconded Cllr Robinson, Cllr Port abstained, all remaining Cllrs in favour.</p> <p>Cheques; Winterslow V.H., £15.00, Paul Hardiman, £48.00, Wiltshire Council, £150.00, D.Campbell-Smith, £400.00, Getmapping, £50.40, Jane Tier, £2646.91, Mick Brown, £351.82, Idverde, £198.00, Winterslow Primary School, £300.00</p> <p>Balance at Bank £36825.00</p> <p>Report on Developer sponsorship</p> <p>The Clerk reported the P.C. will open formal discussions with two local developers regarding contributions to the Community</p>
516.	<p>Discuss and vote on CATG Contribution for Dunstable</p> <p>Cllr Port proposed to approve the CATG donation for Dunstable of £500; (£500 from Winterslow, £250 from Firsdown, £500 Pitton and Farley, subject to approval); seconded Cllr Moody, all in favour</p>
517.	<p>Update on Trustee Training session</p> <p>Please see attached notes, Appendix A</p>
518.	<p>To Discuss on action / response to W.C. document – Boundary / settlement review comments</p> <p>The Clerk reported W.C. responded to the questions raised by Cllrs Beagle and Brown by referring them back to the original comments on the document.</p> <p>The review response date is closed</p>
519.	<p>Recreation – ROSPA Report</p> <p>The Clerk reported the maintenance work from the previous year's Recreation Areas Inspection report has been completed by a local contractor. The Play Inspection Company are scheduled to visit and report on the Recreation Areas within the next few weeks</p> <p>Discuss and vote on removal of Seat at the Recreation Ground</p> <p>No action was taken on this proposal</p>

	Action: Clerk to write a notice for the Recreation Ground to advise the Parish Council are not liable for any accidents that may happen within the seating area
520.	<p>Neighbourhood plan Update– Cllr Taylor; Report on results of recent Community Survey. Cllr Taylor thanked Cllr Brown, his family and the volunteers for arranging the delivery and collection of the N.P/ Primetower Community Survey results See Appendix B for breakdown of results Discuss and vote on comments (if deemed appropriate) to be sent to Primetower and/or the NP Steering Group The Cllrs noted the survey results and it was decided that no response or comments needed to be sent to Primetower. Window on Winterslow. Cllr Taylor to report on lack of progress on an updated brochure and seek a Cllr to ‘own’ this project Cllr Sillence volunteered to undertake this task</p>
521.	<p>Review of Budget / Financial Report The P.C. briefly discussed the Budget / Financial report</p>
522.	<p>Highways and Rights of Way Cllr Newton reported on the work that the Parish Steward has undertaken in the village. The P.C. discussed the recent work on the manhole covers (by Southern Water) but there are three more that need to be repaired Action: Clerk to contact Southern Water</p>
523.	<p>Correspondence – None</p>
524.	<p>AOB The P.C. briefly discussed a recent email that had been distributed to certain members of the Community detailing information about attending the P.C. meeting. This will be placed on the next agenda Cllr Moody reported on dog-fouling which is taking place on meadows and grass fields, whereby a cow lost a calf due to contact with dog fouling. A note will be placed in the Precis regarding this matter Action: Clerk to investigate signage Dog - Fouling The P.C. noted that there are still too many incidents of dog fouling in the Parish and a local farmer had lost a calf due to the cow eating dog faeces. Action Cllr Moody and the Clerk to out a note in the Parish Magazine</p>
525.	<p>To confirm the date of the next full council meeting The next meeting will be held on 6th November</p>
526.	<p>To close the meeting The meeting closed at 9.40pm</p>

Councillors are asked to note that in the exercise of their functions, they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & Safety, and Human Rights.

Anyone who may have **difficulty with access to the meeting** because of disability is asked to advise the Clerk (01980 862953 or winterslowclerk@gmail.com) at least 24 hours before the meeting so that every effort may be made to provide access

APPENDIX A

NOTES FROM THE WILSONS TRUSTEE TRAINING WORKSHOP

20TH SEPTEMBER 2017

The Charity Commission

The Charity Commission is a non-departmental Government body, that is Governed by a Board of Charity Commissioners.

Updates to Charity Legislation;

1993

- Expansion of the powers of the Charity Commission
- Regulatory Powers;
Temporary and protective powers
Remedial
- Disqualification of Charity Trustees

2006

- Introduced a statutory definition of Charitable purposes
- Introduced a new public benefit test
- Launched the Charity Tribunal

2011

- Consolidation Act

2016

- Significant new regulatory powers
- Powers to make Social investments
- Restrictions on Fundraisers

The 2011 Charities Act introduced 'Objectives'; (Increase public trust and confidence in Charities, promote awareness and understanding of the operation of the public benefit requirement), and 'Functions'; (To determine whether a body is or is not a Charity, to encourage and facilitate better administration of Charities)

The Charities Commission new approach concentrates on specific strategic priorities;

- Zero tolerance
- Proactive in identifying risk
- Alert to fraud and financial mismanagement
- Assertive in using statutory powers

A new Charity Governance Code Which Promotes trusteeship, supports Trustees and ensures effective use of charitable resources

The Statutory powers of the Charities Commission, under the Charities Act,

- Power to obtain information
Accounts and statements in writing
On Oath or Statutory Declaration
To attend
- Applies to Trustees, advisors of the Charity, its accountants, auditors, solicitors or banks

Notes regarding Serious Incident Reporting

- If there is loss with a value of 20% or more of the Charities income or £25k whichever is the small amount
- Significant donations from unknown or unidentified source of payments of £25k or more
- A person disqualified from acting as a trustee has been or is currently acting as a trustee of the charity; offences involving dishonestly or deception, undischarged bankrupts, disqualified company directors
- The Charity has no vetting procedure to ensure that trustee or member of staff is eligible to act
- Failure to have systems in place is a serious regulatory concern
- The charity does not have a policy for safeguarding its vulnerable beneficiaries
- Trustees must take appropriate steps to protect the charity and its beneficiaries from harm
- Trustees have a legal duty to report serious incidents to the Commission as part of the Charity's Annual return

WPC NOTE:

Charities need a safeguarding policy

- how does this work with B.F. being used by Children?
- How far does the responsibility need to go?
- If Youth Zone have insurance and D.B. checks do the B.F. Trustees / members need to see these?
- Do B.F. members / Trustees need D.B. checks?
- Vetting system for trustees / members for eligibility to act on behalf of the Charity?
- Standard form required for Trustees / members of the Charity to sign regarding eligibility / bankruptcy/ dishonestly / deception

GOOD FINANCIAL GOVERNANCE

Funds of a Charity

Restricted

Funds must be spent on
Specified purpose
Restricted imposed by donor
Restricted funds may be for a
Specified project, specific geographical
Area or raised in an appeal

Unrestricted

Funds received for any purpose
within your charitable objects;
General donations
General legacies
Self-generated income

Designated

Funds earmarked by Trustees
To be used for purposes
In the future

General

Unrestricted undesignated funds

GOOD FINANCIAL GOVERNANCE

A 'Statement of Recommended Practice', SORP, is required for the Statutory accounts.

The SORP will report income and expenditure in line with activities reported in the Trustees Annual Report, TAR.

The SORP has been amended to include 'Widen Reserves Policy and Risk Statement'

(Need to ensure B.F. has Risk Assessment Policy / Reserves Policy)

A clear Audit Trail is needed for Gift Aid / Grants / and Tax position of Charity

(See www.sayervincent.co.uk) for information

CHARITY GOVERNANCE CODE

Foundation: trustee role and charity context

- 1 Organisational purpose
- 2 Leadership
- 3 Integrity
- 4 Decision making, risk and control
- 5 Board effectiveness
- 6 Diversity
- 7 Openness and Accountability

Trustees have ultimate responsibility for;

- 1 Public benefit
- 2 Governing Document and the Law
- 3 Acting in the best interest of your charity
- 4 Ensuring compliance with Charity Commission guidance
- 5 Managing resources responsibly
- 6 Acting with reasonable care and skill

Trustees are accountable to the Charities Commission

When writing the Governance document - all delegated powers must be included, clear definitions of responsibilities must be clear and any interests declared on the 'Declaration of Interest Form'.

The Governing document will define how many Trustees can vote