

# Manningford Parish Council

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## Minutes of the Annual Meeting of the Parish Council held on Monday 16<sup>th</sup> May 2022 at 7.30 p.m. in the Village Hall

**Present:** Parish Councillors Richard Netherclift (Chairman), David Proto, Sue Lympos, Liz Young, Andrew Paine and Bridget Lanyon

Unitary Councillor Paul Oatway

Clerk Ruth Kinderman

Resident Guy Lock

**1 Apologies**

Parish Councillor Andy Reed, resident Milly Woodard

**2 Election of Chairman for 2022/2023**

Cllr Lanyon proposed that Cllr Netherclift be elected to the chair, seconded by Cllr Proto; all in favour. Cllr Netherclift thanked the councillors and accepted the position for a further year.

**3 Election of Vice-Chairman for 2022/2023**

Cllr Proto proposed that Cllr Reed be elected as Vice-Chairman; seconded by Cllr Netherclift, all in favour.

**4 Pecuniary and other interests**

None.

**5 Minutes of meeting held on 8<sup>th</sup> March 2022**

Cllr Paine proposed that these be accepted as an accurate record; seconded by Cllr Lympos, all in favour and signed accordingly by Cllr Netherclift.

**6 Matters arising**

Ian Spanswick had not yet replied about the emptying arrangements for the dog-waste bin outside the Village Hall; Clerk to chase.

**7 To co-opt Milly Woodard on to the parish council**

Item postponed until further notice.

**8 Approve Risk Assessment**

Clerk had circulated updated Risk Assessment to all councillors prior to the meeting. Cllr Proto proposed that this be approved, seconded by Cllr Lanyon, all in favour.

**9 Finance – note payments and receipts since last meeting**

The precept of £7500 had been received from Wiltshire Council.

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£225.34 had been received from Pure Pastures in relation to the CATG road signs, owing from 2021/2022.

£12.50 had been collected by direct debit to Charlton Baker for payroll services in March.

Annual payments of £300 per parish towards the SID group had been received from Woodborough and Wilcot, Huish & Oare; payments from Rushall and Alton are outstanding. Manningford's SID contribution of £300 had been transferred from the parish council account to the SID account.

Other payments made since the beginning of the new financial year were:

Wicked Creations – new website - £1450.20

Proto Studios – repairs to bench and playground - £538.80

WALC subscription 2022/2023 - £151.69

Charlton Baker – payroll services April - £14.00 to be collected by direct debit  
Clerk's salary April - £86.70

Bank statements and the balance sheet had been circulated to all councillors prior to the meeting and is attached as an appendix to these minutes.

Clerk noted that the insurance premium is due for renewal on 1<sup>st</sup> June, with the price quoted at £558.50. The schedule was perused at this meeting, and it was agreed to proceed, but to remove the cover for mowers and machinery; and to first check with the PCC to avoid duplicating cover for the war memorial at St Peter's church.

Clerk noted that the defibrillator contract is due to expire on 24<sup>th</sup> July. Woodborough will assume responsibility for the garden centre defibrillator with Manningford retaining the Village Hall defibrillator only.

Prices to renew the contract with SWAST are held at £1800 plus VAT, for four years, to include an annual training session and replacement batteries and electrode pads as necessary. As the contract is already in place, there will be the option to pay annually, rather than in one sum at the commencement. For comparison, Community Heartbeat Trust can supply a defibrillator at a starting price of £995, with optional extras, but the parish council would be responsible for all future maintenance and consumables.

Cllr Lympoos proposed that the SWAST contract be renewed, with annual payments to be made.

Seconded by Cllr Lanyon, all in favour.

## 10 Finance

### - approve Certificate of Exemption 2021/2022

All AGAR documents had been circulated to councillors prior to the meeting. Page 4, Internal Auditor Report, had been signed and returned by Annie Diston. Clerk clarified that with annual gross expenditure and income both below £25,000, this parish council could choose to be exempt from Limited Assurance Review by PKF Littlejohn, the appointed auditor for smaller local authorities. If

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councillors wished the accounts to be reviewed, they could request this at a cost of £200.

Cllr Lanyon proposed that this council be exempt from Limited Assurance Review for 2021/2022. Seconded by Cllr Proto, all in favour.

## **- approve AGAR Section 1 Governance Statement**

Cllr Lympos proposed that the Governance Statement be approved. Seconded by Cllr Netherclift, all in favour.

## **- approve AGAR Section 2 Accounting Statements**

All councillors had understood the adjustments made to the 2021 figures to include the SID monies held.

Cllr Paine proposed that the Accounting Statements be approved; seconded by Cllr Young, all in favour.

## **11 Planning applications**

### **To note decisions made by Wiltshire Planning Department:**

PL/2021/11879 - Manorfield Farm, Manningford Abbots, SN9 6HY - Demolition and part demolition of 2x agricultural buildings and the conversion of another to form 2 dwellings with associated garaging and hard and soft landscaping.

This application had been refused by Wiltshire Council.

PL/2022/00146 - Corner Cottage, Manningford Abbots, SN9 6HY - Tractor storage shed and solar panels.

This application had been approved subject to standard conditions.

PL/2022/01484 – Southgate – Change of use from office to ancillary accommodation

This application had been approved subject to standard conditions and that it should remain ancillary to the main accommodation with no new access to be allowed.

### **To note applications considered since last meeting:**

PL/2022/01130 - Sunningdale, Manningford Bruce, SN9 6JL - First floor extension

Cllr Lanyon reported that since submitting no objection to the plans as originally published, it had become apparent that the plans were inaccurate, and a second set of plans had been sent out by Wiltshire Council for consultation. Cllrs Lanyon and Netherclift had discussed the proposals with the owners and neighbours and a third set of updated plans is now awaited, to replace the second set. If the third set have not been received by the consultation end date of 24<sup>th</sup> May, Cllr Lanyon

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will submit an objection based on the second set of plans, noting privacy concerns arising from the proposed Juliette balcony and bay windows.

## **12 Allotments update – overhanging trees**

One of the allotment holders had asked to cut back some trees overhanging his plot. Clerk had advised to discuss this with Chris Wardell as part of the wider plan to cut back trees around the site but had heard no more. Cllr Lymposs will follow this up with Chris; Clerk will follow it up with the plot holder.

## **13 Parish Council projects**

### **i) Playground maintenance**

The mulch surfacing for the climbing frame has been ordered from Kompan and an installation date is awaited.

The playground inspection report had been circulated to all councillors. It was agreed to pursue the minor repairs recommended, including the grass matting under the swings.

Cllr Proto reported that the previous repairs to the multi-play unit are now complete.

### **ii) To consider offer of donation of play equipment from residents**

Cllr Netherclift reported that residents had offered free of charge a huge wooden play unit/climbing frame, including tunnel, to the parish. It was agreed that the amount of work needed to remove splinters and bring it up to required standards, and the ongoing maintenance, was disproportionate to the space available and the number of children in the parish. Concern was also raised that such an item may attract too many visitors to the playing field.

The residents have also offered a large set of swings, which are likely to be less of a liability to the parish than the play unit/climbing frame. Cllrs Netherclift and Proto will have another look at these before recommending a decision to the council.

### **iii) Defibrillator training**

Julia Doel of SWAST had declined to rearrange the training in January due to the uncertainty caused by Covid. Clerk to ask for a new date now that Covid regulations have been removed.

### **iv) Queen's Jubilee**

Cllr Lymposs displayed the program of events, including tug-of-war, vintage games, and a plant stall. Donations of plants and bottles should be brought to the Village Hall between 1000 and 1400hrs on the Saturday. A further committee meeting will be held on Wednesday. Clerk to ask Mark Goddard to mow the field prior to the marquee going up on the Friday or Saturday.

### **v) Noticeboard for Bohune**

This had been suggested by the Clerk in response to a resident of Wick Lane. Cllr Proto will have a look for possible locations.

## **14 Highways**

### **i) Footpath along A345 at Chapel Cottages**

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This has been suggested to address the needs of residents of Chapel Cottages to reach Wick Lane safely. It was noted that the telegraph pole would need to be moved to install a proper footpath in front of the bungalow Woodside, on the north side of the A345. Previous plans to construct a footpath on the south side, between the car park and the chapel, have never come to fruition.

**ii) Speeding along A345**

This matter had been raised in conjunction with the safety concerns about dog walkers along this stretch of the A345.

Both items had been raised by Milly Woodard; further discussion to be postponed until she is able to attend a meeting.

**15 Footpaths**

Cllr Lympos noted that increasing numbers of cars are parking on the corner opposite Keepers Cottage, to access footpath MANN20 and Lock Wood; this is causing passing tractors and lorries to damage the verges. It was agreed that a 'No parking' sign may be appropriate.

**16 PCC**

No report.

**17 Village hall**

Cllr Lympos reported that there will be a coffee morning from 1000-1200hrs on Saturday 21<sup>st</sup> May.

The committee is busy with Jubilee planning (see item 13 iv) and is arranging a pub night.

**18 Website**

The new site is up and running; Cllr Lympos to liaise with Sandra Hossack about finalising the email facility.

**19 Correspondence**

Correspondence from parishioners had been addressed under items 13v and 14. Clerk had addressed queries relating to the increase in precept this year and had resolved the apparent discrepancy in the 2021 accounting statements, which had been noticed by a resident; figures had been rectified by including the SID monies (see item 10).

PCAP had passed on a request from the National Barge Traveller Association about surfacing the mud lay-by near the Swanborough Tump. It was agreed that this is an unofficial lay-by and the priority for Highways should be the huge potholes on that stretch of road, especially in front of the Tump. Clerk has reported them and has re-reported the entire C261 from Seven Wells to Frith Copse for re-surfacing. Cllr Oatway said that he would arrange for Highways Engineer Matt Perrott to view the site.

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**20 Items from the public**

Guy Lock raised the problem of the blocked drain outside the Mill House. Cllr Oatway said that engineers had visited the site under the previous resident, and this is an ongoing problem which is to be resolved.

**21 Date of next meeting**

Monday 11<sup>th</sup> July at 7.30pm in the Village Hall.

*Meeting closed at 8.40pm*

FY21 as at year end		<b>Manningford Parish Council</b>		FY22 as at 30th April 22	
£8,965.51		Balance at start of year	£14,650.99		
£11,210.34		Income	£7,500.00		
-£5,524.86		Expenditure	-£2,541.39		
£14,438.15		Lloyds Bank Balance as at 27 Apr 22	£19,710.30		
-£12.50	(Charlton Baker)	Creditors(RKinderman,CharltonBaker)	-£100.70		
£225.34	<b>(Pure Pastures)</b>	Debtors			
<b>£14,650.99</b>		<b>Manningford PC owns</b>	<b>£19,609.60</b>		
<b>Income</b>	<b>Expenditure</b>		<b>Income</b>	<b>Expenditure</b>	
n/a	n/a	Playground		£157.00	
	£476.54	Subscriptions, fees & website		£1,588.28	
	£1,015.30	Secretary's salary		£86.70	
	£1,490.00	External maintenance		£292.00	
	£505.38	Insurance			
	£0.00	Defibrillator			
£125.00	£300.00	Allotment			
£300.00	£300.00	SID 7 villages			
	£300.00	SID Manningford		£300.00	
£3,860.00	£465.03	village hall			
£225.34	£225.34	Miscel payments			
£6,700.00		wilts council	£7,500.00		
	£447.27	HMRC (VAT)		£117.41	
£11,210.34	£5,524.86	Sub totals	£7,500.00	£2,541.39	
£5,685.48		Excess income over expenditure	£4,958.61		
£14,650.99		Bank Balance brought forward	£19,609.60		
Richard Netherclift		Ruth Kinderman			
Chairman PC		Responsible Finance Officer			