



# Whiteparish Parish Council

**MINUTES** of the Meeting of Whiteparish Parish Council held on Tuesday 28<sup>th</sup> November 2023 at 7.30pm in the Memorial Centre, Whiteparish.

**Present:** Cllrs King (Chairman), Hayday, Bell, Bishop, Camley and Pavey.

**In attendance:** Maria Pennington (Parish Clerk), Unitary Cllr Richard Britton and three members of the public.

## **Public participation**

Unitary Cllr Britton gave an update on Wiltshire Council activities.

PC Harry Murphy had sent his apologies and the Clerk read out the police update on his behalf.

A member of the public spoke in objection of planning application PL/2023/08088 Douglas Lodge, Formerly of "The Barns near Blaxwell Farm", Romsey Road, Whiteparish SP5 2RR.

## **To receive and accept apologies for absence.**

**283/23** Prior to the meeting apologies were received from Cllr Palmer and Cllr Gould due to prior commitments and from Cllr McFarland due to illness. No apology was received from Cllr Francis. Whiteparish Parish Council RESOLVED to accept the apologies for the reasons given.

## **To receive any Declarations of Interest from Members.**

**284/23** There were no declarations of interest.

## **Exclusion of the press and public. To agree any items to be dealt with after the public, including the press, have been excluded under the Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972 ss100.**

**285/23** Whiteparish Parish Council RESOLVED to discuss items 23. To approve the additional maintenance works on part of the boundary of the recreation ground and items 31, 32, 33 and 34 'staffing matters' following the exclusion of the press and public.

## **To receive written applications for the office of parish councillor and co-opt candidate to fill the vacancy.**

**286/23** The Clerk reported that no applications have been received.

## **To approve and sign as a correct record the Minutes of the Parish Council meeting held on Tuesday 24<sup>th</sup> October 2023.**

**287/23** Whiteparish Parish Council RESOLVED to approve the Minutes of the meeting held on 24<sup>th</sup> October 2023 and they were signed by the Chairman.

## **To approve and sign as a correct record the Minutes of the Staffing Committee meeting held on Tuesday 24<sup>th</sup> October 2023.**

**288/23** Whiteparish Parish Council RESOLVED to approve the Minutes of the Staffing Committee meeting held on 24<sup>th</sup> October 2023 and they were signed by the Staffing Committee Chairperson.

## **To approve and sign as a correct record the Minutes of the Finance Committee meeting held on Wednesday 1<sup>st</sup> November 2023.**

**289/23** Whiteparish Parish Council RESOLVED to approve the Minutes of the Finance Committee meeting held on 1<sup>st</sup> November 2023 and they were signed by the Finance Committee Chairman.

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Whiteparish Parish Council – Parish Council Meeting Tuesday 28<sup>th</sup> November 2023  
Minutes approved as a true and accurate record, and signed as so by the Chairman presiding

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Date.....

**To consider and agree a response to planning applications received:**

**290/23 PL/2023/08088 Douglas Lodge, Formerly of “The Barns near Blaxwell Farm”, Romsey Road, Whiteparish SP5 2RR Variation of conditions 2 and 4 of PL/2022/07168 to allow additional roof light to south elevation.** Whiteparish Parish Council RESOLVED to recommend refusal as the plans are incomplete and unacceptable.

**291/23 PL/2023/09266 Lains, Hop Gardens, Whiteparish SP5 2SS First floor extension over single storey front of house, two storey extension to north end of house.** Whiteparish Parish Council RESOLVED to make no comment to this application.

**292/23 PL/2023/08410 Sewage Works, Whiteparish SP5 2QW Proposed Motor Control Centre (MCC) Kiosk.** Whiteparish Parish Council RESOLVED to make no comment to this application.

**293/23 PL/2023/08383 Unit 7, Ash Hill Common, Sherfield English, SO51 6FU Certificate of lawfulness for the operation of business outside of the originally consented hours restricted under planning permission S/2002/1994 (resubmission of PL/2023/02422).** Whiteparish Parish Council RESOLVED, with two abstentions, to recommend refusal for not complying with existing planning consent.

**Planning and enforcement update.**

**294/23** The Clerk had circulated the update prior to the meeting. The Clerk reported that a Section 211 notice – works to trees in a conservation area (TCA application number PL/2023/09959) has been validated since the publication of the agenda and Councillors are requested to submit any comment to the Clerk by 5<sup>th</sup> December using Minute 210/15.

**Finance update.**

**295/23, 265/23** The Clerk advised that Barclays acknowledged the information sent to them on 3<sup>rd</sup> November however another request for the same information has been received regarding the Barclaycard. The Clerk has contacted Barclays for an update.

**To approve accounts for payment and to record the bank balances.**

**296/23** Whiteparish Parish Council RESOLVED to authorise payments totalling £1,426.46  
Unity Trust Bank Current Account 24.11.23 - £15,706.44  
Unity Trust Bank Savings Account 24.11.23 - £85,893.18  
Cambridge & Counties Bond 24.11.23 - £30,000.00

**To set the Budget for year 2024/2025.**

**297/23** Further to the Finance Committee meeting on 1<sup>st</sup> November the Clerk had circulated the budget and, following presentation from Cllr Bishop, Whiteparish Parish Council RESOLVED to accept the proposed budget for 2024/2025.

**To review and approve the Financial Reserves Policy 2024/2025.**

**298/23** Whiteparish Parish Council RESOLVED to approve the Financial Reserves Policy 2024/2025 with no amendments.

**To set the Parish Precept for year 2024/2025.**

**299/23** Whiteparish Parish Council RESOLVED to set the precept with a nil rise in the precept payments for a Band D property with exact figures to be determined on receipt of the tax base from Wiltshire Council after 12<sup>th</sup> December 2023.

**To review and approve the Financial Regulations.**

**300/23** Whiteparish Parish Council RESOLVED to approve the Financial Regulations with no amendments.

**To review and approve the Risk Assessment.**

**301/23** Whiteparish Parish Council RESOLVED to approve the Risk Assessment with no amendments.

**To review and approve the Finance Committee Terms of Reference.**

**302/23** Whiteparish Parish Council RESOLVED to approve the Finance Committee Terms of Reference with no amendments.

**To review and approve the Statement of Internal Control.**

**303/23** Whiteparish Parish Council RESOLVED to approve the Statement of Internal Control with no amendments.

**To review and approve the Unity Trust Bank Mandate.**

**304/23** Following a recommendation from the internal auditor Whiteparish Parish Council RESOLVED to approve the Unity Trust Bank Mandate. It was noted two councillors are yet to complete registration for online banking.

**To review the Parish Council contact list.**

**305/23** No Councillors wished to amend their details on the Parish Council contact list.

**To consider and agree the Wiltshire and Swindon Prepared Emergency Community Contacts.**

**306/23** The Clerk advised that Wiltshire and Swindon Prepared (of which Wiltshire Council is a member) is developing a database of emergency contacts in the Wiltshire and Swindon communities.

Our current Emergency Plan will be archived by Wiltshire Council with full details of volunteers removed due to GDPR, apart from the co-ordinator, before adding it to their files. Cllr King volunteered to be added to the list and Cllr Bishop wished to make a further enquiry before volunteering.

**To review and approve the Staffing Committee Terms of Reference.**

**307/23** Whiteparish Parish Council RESOLVED to approve the Staffing Committee Terms of Reference with no amendments.

**To note the extract from Wiltshire Council Highway Record showing highways maintainable at public expense.**

**308/23, 242/23** Following enquiries to Wiltshire Council, who stated the highways record map is continuously evolving, Whiteparish Parish Council RESOLVED to not have a potentially out of date and inaccurate map on the Parish Council website.

**To consider the Parish Council apply for re-classification of Clay Street and Hop Gardens.**

**309/23, 270/23, 241/23** Following comments from a resident of Hop Gardens, Wiltshire Council, as the highways authority, has indicated to the Parish Council that it is highly unlikely they would contribute to improving the condition of Clay Street and Hop Gardens. Whiteparish Parish Council RESOLVED, with one abstention, to not proceed with this request.

**To approve volunteers for movements of speed indication device.**

**310/23** Whiteparish Parish Council RESOLVED to approve the use of Parish Councillors and/or volunteers in connection with movement of the speed indication device. The Parish Council agreed to send a thank you to the volunteers.

**To agree the skateboard park professional inspection in conjunction with the Memorial Trust play area inspection.**

**311/23** The Clerk reported the quote had not yet been received and it was agreed to defer this item to the next meeting.

**To agree to sign the legal agreement for occupation of the Parish Council field.**

**312/23, 271/23, 244/23, 216/23, 197/23** Whiteparish Parish Council RESOLVED, with one abstention, to sign the legal agreement for occupation of the Parish Council field and the Chairman signed the agreement, with the Clerk as witness.

**To consider a request in sharing grounds maintenance with White Horse Housing Association.**

**313/23** There was no support for sharing grounds maintenance with White Horse Housing Association.

**To update on the bulbs for the village planters.**

**314/23, 211/23** The Clerk reported that the bulbs have arrived and three volunteers from the Garden Club have tidied up the planters and surrounding area and planted the bulbs. The Parish Council agreed to send a thank you to the volunteers.

**Rights of Way (ROW) and Common Land update.**

**315/23** There has been a report that the footbridge on ROW 5 (near Earldom A36) is broken and very dangerous. This has been reported to Wiltshire Council.

**Highway's update**

**316/23** Wiltshire Council Highways have asked the Parish Council to initially write to some landowners in Parkwater Road regarding concerns of overhanging branches on to the public highway.

**317/23** The poor condition of Miles Lane has been reported to Wiltshire Council Highways along with blocked ditches causing flooding.

**318/23** Wiltshire Council Highways have invited Parish Council representatives to an online meeting on 1<sup>st</sup> December 2023 with themselves, representatives of the school and Unitary Cllr Britton further to a request for a disabled bay near to the school.

**319/23, 280/23** The Parish Steward was unable to visit again due to attending a meeting. The Clerk advised his next scheduled visit is 5<sup>th</sup> December.

**320/23 Reports from representatives for information purposes only:**

**Memorial Trust:** Cllr Bishop updated on the Memorial Trust activities including 100+ Club quiz on 24<sup>th</sup> February 2024.

**New Forest National Park:** There was no report.

**Area Board:** The next Area Board is at Downton on 7<sup>th</sup> December 2023 at 7pm.

**Whiteparish Education Foundation:** There was no report.

**Neighborhood Tasking Group:** Cllr Bishop advised the next meeting is at Landford on 17<sup>th</sup> January 2024.

**Correspondence/communications update**

**321/23** The Clerk had circulated the update prior to the meeting and there were no queries.

The members of the public left the meeting.

**CONFIDENTIAL INFORMATION – EXEMPT MATTERS**

**To approve the additional maintenance works on part of the boundary of the recreation ground.**

**322/23** Prior to the meeting the Clerk had circulated a confidential summary of one year and three year quotations for the additional maintenance works on part of the boundary of the recreation ground. Whiteparish Parish Council RESOLVED to accept the three year quotation from Wood-Falls Tree Care.

**To review and approve the Clerks job description.**

**323/23** Whiteparish Parish Council RESOLVED to approve the Clerks job description with no amendments.

The Chairman agreed to move to agenda item 34 next and then revert to agenda item 32.

**To approve the implementation of the joint council pay increase for 2023/2024.**

**324/23** Whiteparish Parish Council RESOLVED to approve the joint council pay increase for 2023/2024 and for it to be back dated from April 2023, and an additional SCP in recognition of the Certificate in Local Council Administration (CiLCA) back dated to the pass date. The Chairman, on behalf of the Council, thanked the Clerk for her hard work.

**To review and approve the Clerks Contract of Employment.**

**325/23** Whiteparish Parish Council RESOLVED to approve the revised Clerk’s Contract of Employment.

**To approve a Parish Council mobile phone and PO Box for the Clerk.**

**326/23** Whiteparish Parish Council RESOLVED to approve a Parish Council mobile phone, up to £150.00 and to allow up to £15.00 a month contract.

**327/23** The Clerk advised Royal Mail have stated a PO Box cannot be used if it is a re-direction of mail. Whiteparish Parish Council RESOLVED to pay re-direction of Parish Council mail for a 3-month period.

The next scheduled Parish Council meeting is to be held on Tuesday, 9<sup>th</sup> January 2024 at 7.30pm in the Memorial Centre.

The Chairman closed the meeting at 8.44pm.