BROAD CHALKE PARISH COUNCIL

Minutes of the 1029th Meeting of the

Broad Chalke Parish Council

held remotely via Zoom Pro

Wednesday 14 October 2020 at 6:30 p.m.

ATTENDANCE

Mr T Hitchings (Chairman)

Mr M Pickford (part meeting)

Mr D Gilbert

Mrs H Newman (part meeting

Mrs E Richter

Mr J Dutson (on audio only)

Mrs J Green

Mr S Dawes (by invitation)

The Clerk, Mr C Rothwell was in attendance.

**Introduction by the Chairman:** There were some issues with the IT connections that were preventing some councillors accepting the Zoom invitation. This preventedMr Fry and Mr Allison from joining the meeting.

The Chairman introduced Mr Simon Dawes and welcomed him to this, sightly unusual, meeting. Members of the Council present introduced themselves to Simon.

The Chairman explained that, for the start of the meeting, the Council was not quorate but the joining of the meeting by Mrs Newman and Mr Pickford enabled the rest of the meeting to be conducted formally.

If a vote is required, those attending by video will be asked to raise their hand until they have been advised that their vote has been recorded. Any members attending by telephone will be asked to express their vote vocally.

There were no requests to attend the Zoom meeting from Members of the public.

1. **To receive apologies for absence.** Apologies were received from Mrs R Holland and Mr Tim Cave Gibbs. Mr Fry and Mr Allison were recorded as not able to join the meeting due to IT issues. Mr Dutson was able only to listen in to the meeting.
2. **To record declarations of interest from Members regarding items on the Agenda.**

There were none**.**

1. **Chairman’s Announcements**. There were none.
2. **To approve the Minutes of the Meeting held on 9 September 2020 as a true and accurate record**. In view of the IT issues and that at this stage in the Meeting the Council was not quorate, this was deferred until the next meeting.
3. **Matters Arising from the September 2020 Minutes**.
* **(4)** Emergency Plan: Just to remind the Meeting that this is due to be reported at the November Meeting.
* **(10)** The Clerk has received confirmation from Clifford Fry that Internal Audit cost for this year will be £200 + VAT.
* **(11)** Christmas Tree Festival. Just to remind the Meeting that Mrs Newman will be coordinating the PC’s ‘entry’.
* **(11)** The Petanque Terrain has now been completed following the stone supplier’s confirmation that they had delivered the wrong finishing material and them removing and relaying ant no further cost.
1. **To receive report from Wiltshire Councillor Jose Green.**

Councillor Green reported on the following:

* That she will not be standing again as a councillor at the May 2021 elections.
* WC will be undertaking the Joint Strategic Needs Assessment where priorities for the next three years are considered. Cllr Green encouraged the Parish Council to let its views be known through the process.
* Full Council will be looking at the White Paper on planning.
* Update on the Covid-19 cases in Wiltshire.
* The Arts Council have awarded Wiltshire Creative £1.2 m grant to promote the arts across the county.
* It is hoped that all libraries in the county will be opened-up again by 11 November.
* The next Area Board is 11 November.
1. **To receive update on Fibre to the Premises and Community Fibre Project**

Emma Richter gave a brief update on the position. There had been four responses to the Broad Sheet article about interest in establishing a Community Fibre project. After discussion it was agreed to put a further item in the Broad Sheet to see if there was any further interest as just four was not considered sufficient for the PC to invest time in establishing such a project. Mrs Richter and the Clerk would also talk further with the Clerk at Bishopstone. Cllr Green advised that Marie Nash at WC was a contact that could assist.

1. **To receive report on Government requirements for public access websites.**

The Clerk had circulated a paper in advance of the meeting setting out the requirements for public bodies from 23 September 2020 to meet new accessibility requirements laid down by Government in 2018 (this is attached at Annexe 1). The Clerk had contacted the PC’s website host, Weebly, but had not received any communication back. The Clerk had also been in contact with Wiltshire Council to seek advice from the Monitoring Officer and with WALC. He had also spoken with Aubergine (the SLCC’s approved website developer), to get further information on costs of their services.

The Clerk advised the meeting that WALC’s advice is that councils should comply. He also advised that costs from Aubergine were c £700 +VAT for setting up a compliant website and on-going support costs of £200-£300/an. The Clerk had also considered proof on ‘disproportionate burden’ bearing in mind costs and use of the website.

The Chairman advised the Council that the capital cost represented approximately 10% of the Council’s budget and that the website, whilst currently kept up to date, was not particularly well utilised by the village, on average only 7 visits per week and some of these were from parish councillors.

There was in depth discussion as to the pros/cons of undertaking the work that is required to comply following which the Chairman put the matter to a vote. From the councillors present with voting rights there was unanimous agreement not to invest Council funds in changing the website. There was further unanimous agreement that, if the matter was raised by a resident and that information was not able to be provided in a suitable format, then the Council would review the position.

1. **To note current position on Remembrance Sunday arrangements under current Covid-19 requirements**

The Clerk reported on discussions between the Chairman and the Clerk and that it is currently envisaged that a War Memorial ceremony will take place on Sunday 8 November. The event will need to have full regard for social distancing requirements and any further measures that may be in force at the time. DCMS were not providing any direction to councils and the guidance from the Royal British Legion is to plan, taking full account of Government Guidance/Requirements.

The Chairman advised that the vicar was intending holding a church service but no further on this at this time.

Edward Gardiner has agreed to play the Last Post.

The Meeting discussed how to approach the event. One possible option to facilitate more space being available for social distancing is to approach the Jowett family to see if their field behind the war memorial might be used for the event. Thought was also given to whether the ceremony could be live streamed/recorded.

It was agreed that the Clerk and the Chairman would further discuss and with the vicar.

FOOTNOTE: Following the meeting the Chairman and Clerk considered options and decided that the event be conducted at the War Memorial and on South Street with a road closure that could extend to include an outside service if the vicar decided on that approach. Councillors to undertake stewarding and the ceremony to be live streamed.

Mr Dawes had checked on wi-fi signal for Zoom and reported that it should be possible. Article to be placed in Broad Sheet and Chalke Valley Families that anyone wishing to attend by Zoom contacts the Chairman by email.

1. **To receive update on Handyman duties from Justin Allison.**

Mr Allison had not been able to join the meeting due to IT issues. Mr Allison submitted a written update to the Clerk post-meeting and this was circulated with the Minutes.

1. **To discuss draft budget for 2021/22.**

Papers had been circulated showing previous years spend and projections for year-end for current year. The Clerk has reviewed areas of expenditure and suggested budget levels across key expenditure headings, including a Playground replacement fund along the lines that the Council had discussed last year when looking at the approach to maintaining/replacing equipment in the play area. No account has been taken in current year or in 2021/22 for any website costs. The Clerk advised that WC would be issuing a timetable for Precept setting and this normally requires parish councils to have set their budget and Precept before January.

The Clerk directed Councillors to review the draft budget ahead of the November meeting and let the Clerk have any issues ahead of the meeting.

**THE FOLLOWING ITEMS WERE ON THE AGENDA BUT WERE NOT DISCUSSED DUE TO TIME LIMITATIONS AND ARE PROVIDED HERE FOR INFORMATION**

1. **Finance Report**

Balance of £13,405.32 in Lloyds account.

**Payments since the last meeting:**

* Graham Newman for SID equipment £21.82
* Mr Allison for Grounds maintenance £158.94
* Abacus Reproduction for office supplies £39.46
* EJ Barnes for Petanque £982.80

**Receipts:**

* Wiltshire Council R2 funds for Petanque £2,143.90
1. **To receive any Planning applications.**
* **None at the time of issuing the Agenda.**

**14. Date of Next Meeting.** 11 November at 6.30pm via Zoom.

**The Meeting closed at 7.40 pm**