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|  | **NORTH BRADLEY PARISH COUNCIL**  **MINUTES OF THE EXTRA-ORDINARY MEETING HELD ON**  **MONDAY, 2 AUGUST 2021 AT NORTH BRADLEY PROGRESSIVE HALL** |

**COUNCILLORS PRESENT**

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| Cllr Bernard Clarkson |
| Cllr Nick Crangle |
| Cllr Roger Evans (Chairman) |
| Cllr Mrs Lee Lee (Vice-chairman) |
| Cllr Francis Morland |
| Cllr Horace Prickett |
| Cllr Mrs Viv Regler |
| Cllr Russell Willsmer |
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| **Item** | **Record** | |
|  | Cllr Roger Evans welcomed everyone to the meeting. | |
| 54 | **APOLOGIES** – Cllrs Mrs Jenny Joyce, Mrs Pam Kettlety, Tom Conner | |
| 55 | **MEMBERS’ DECLARATIONS OF INTEREST** Cllr Roger Evans declared an interest in a likely maintenance issue regarding an overhanging lime tree in a resident’s garden in Churchlands. | |
| 56 | **APOLOGIES** Cllr Nick Crangle | |
| 57 | **STANDING ORDERS**  Having been previously circulated the council’s Standing Orders were reviewed. Cllr Francis Morland disputed whether these were legally required. The Clerk reported that they are based on NALC’s Model Standing Orders. Councillors resolved to accept the Standing Orders. Cllr Francis Morland wished it to be recorded that he disagreed. | |
| 58 | **FINANCIAL STANDING ORDERS**  Having been circulated previously, Councillors resolved to accept the Financial Standing Orders. | |
| 59 | **CONTRACT OF EMPLOYMENT**  Having been circulated previously, Cllr Mrs Lee Lee asked how the agreed sum for lighting, heating etc was calculated. The Clerk explained that the maximum tax-free allowance was six pounds per week, and this was what the clerk claimed. Cllr Mrs Lee questioned the membership of the Local Government Pension Scheme. The Clerk clarified that this is a statutory entitlement. The current clerk chooses not to participate. Councillors resolved to accept the updated contract of employment. | |
| 60  60.1  60.2 | **DEVELOPMENT CONTROL – APPLICATIONS RECEIVED**  [**PL/2021/06047**](https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000015THhW/pl202106047)Kings Farm Annex, 6 Little Common, North Bradley, Trowbridge, BA14 0TX Proposal - Use of annex as a separate dwelling house for a period in excess of four years (application for a Certificate of Lawfulness).  Councillors felt that there were too many inconsistencies in the application and not enough information The statutory declaration is misleading. There are doubts about occupation of the property as a separate dwelling for four continuous years. Members resolved to object.  **PL/2021/06720** Westbury Road, North Bradley, BA14 0TN. First floor rear extension and single storey side extension. Members had no objections to this application. | |
| 61  61.1  61.2  61.3 | **ANNUAL GOVERNANCE AND ACCOUNTING STATEMENTS**  The **SECTION 2 ACCOUNTING STATEMENT 2021-2021** was approved, signed and dated.    The **ANNUAL GOVERNANCE STATEMENT 2020-2021**, having been circulated previously, was approved and signed and dated. The Council was late in publishing the notice of period for the Exercise of Public Rights in 2019/2020 due to no face-to-face meetings for the signing of documents. The Clerk to write a letter to the external auditor to explain this.  **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-2021 Part 2**  Having been circulated previously, members approved, signed and dated the statements accordingly. | |
| 62 | **ANNUAL INTERNAL AUDIT REPORT**  Members received and considered the Annual Internal Audit Report from the Internal Auditor, reviewed its findings and the effectiveness of the system of internal control and agreed the below listed actions:  To review and update its Standing Orders  To review and update its Financial Regulations  To introduce dual authorisation of online bank payments  A member shall sign the reconciliations and the original bank statements as evidence of verification at least once in each quarter. | |
| 63  63.1  63.2  63.3  63.4  63.5  63.6 | **ANY OTHER BUSINESS**  Cllr Mrs Viv Regler reminded members of the forthcoming election for a new police and crime commissioner. She asked if she could display a poster promoting this. Cllr Roger Evans confirmed that she could do this independently of the parish council.  Cllr Horace Prickett informed council that he would be unable to attend a Trowbridge Town Council development fund meeting on 3 August. Cllr Roger Evans will attend in his place.  Cllr Lee Lee asked if there were any objections to North Bradley primary school pupils visiting the allotments under supervision of their teachers and assistants. Members fully supported this. Cllr Mrs Lee Lee will ensure that the visits will be appropriately risk assessed.  36 Churchlands – Overhanging tree – a tree surgeon will be visiting to estimate the cost of trimming overhanging branches. Cllr Mrs Lee Lee offered to inform the homeowner. PMN Another tree surgeon has trimmed the overhanging branches at the request of the homeowner.  Cllr Russell Willsmer asked who emptied the dog poo bins. Clerk informed him that it is Idverde. Cllr Willsmer confirmed that the one on the Common had just been emptied  Cllr Russell Willsmer reported the high number of blocked drains on Woodmarsh. Residents are having to clear drains themselves to avoid flooding. Some drains have collapsed. Ditches also need to be cleared. Cllr Bernard Clarkson also reported on a recent inspection by Wiltshire Council on a drain near 9 Church Lane. WC confirmed the drain to be inadequate.  The meeting closed at 20.45. | |
| 64 | **DATE OF NEXT MEETING Monday 6 September 2021, 19:30 at the Progressive Hall** | |
|  | Signed ………………………… | Date …………………… |