

**DRAFT MINUTES**  
**SOUTH WILLINGHAM PARISH COUNCIL**  
**MEETING**  
**THURSDAY 31 MARCH 2022**

**Present:**

Cllr D Challender (Chair)

Cllr F Christie

Cllr M Edmundson

Cllr R Granger

Cllr J Pedersen

Clerk - S Asquith

**Residents' Forum:**

There was no attendance from residents.

**1 Apologies for absence:**

Cllr P Bradwell (LCC)

Cllr R Fry (ELDC)

The Clerk had received an email from Cllrs Paul and Maureen Ferguson stating that they wished to resign from the Parish Council as they had decided to cut down their commitments. Councillors wished to record their thanks for the time they had given to the role. The Clerk is to write a letter of appreciation. **Action: Clerk**

There are now two vacancies on the Parish Council which the Clerk will advertise.  
**Action: Clerk**

Cllr Challender said she would post the vacancies on the village Facebook site.  
**Action: Cllr Challender**

**2 Declarations of interest in any items on this agenda:**

None.

**3 To agree the Minutes of the meeting held on 19 January 2022:**

The minutes were agreed as a true record and were signed by the Chair.

#### **4 Matters arising from the meeting held on 19 January 2022:**

As new Chair Cllr Challender had signed an electronic acceptance of office.

The Clerk is currently arranging the banking mandates to include Cllrs Pedersen and Granger as cheque signatories. To be completed. **Action: Clerk**

The Clerk had returned the precept form to ELDC and informed them of the new councillors' details.

With the resignation of Cllrs Paul and Maureen Ferguson there were some outstanding actions from the minutes of the previous meeting. Cllr Challender would contact Cllr P Ferguson to discuss the work on dedicated email addresses; access to the website; the fitting of the solar light to the bus shelter; the repair of the rotten wood on the bus shelter; and the watering of the plant boxes at the village signs. **Action: Cllr Challender**

Responses had been made to the previous meeting's correspondence as requested.

#### **5 Financial matters:**

The financial report had been circulated by email prior to the meeting and the bank statement was circulated at the meeting. The report was approved.

The Clerk pointed out the new £5 monthly charge from HSBC for account maintenance.

With the resignation of Cllr P Ferguson, who was going to take on the role of responsible financial officer and had produced the financial report for this meeting, the Clerk asked if anyone with confidence of using Excel spreadsheets and of finance would take on the role. Cllrs Granger and Christie said they would look at the spreadsheet and see what was needed. **Action: Clerk to send an editable version of the spreadsheet to them.**

Cllr P Ferguson had kindly agreed to act as external auditor.

#### **6 Adoption of updated Standing Orders**

Cllr Challender and the Clerk had gone through the model version and adapted it to SWPC requirements. The document had already been circulated and the proposal to adopt the amended version was approved.

#### **7 Training**

The Clerk had looked into the cost of the LALC training scheme and whether joining the scheme would save money. Membership is £102 for the Parish Council whilst a day's training as a non-member is £60. Cllr Challender and the Clerk are booked to attend the Chair and Clerk training on 27 April, which would cost £60 each as non-members. Cllr Pedersen was interested in new councillor training on 10 May and any training on planning that might be offered. There is an extra £10 charge for

refreshments for a full-day's event. In this case, it was proposed that SWPC join the LALC training scheme. This was approved. **Action: Clerk to join the LALC training scheme and enrol Cllr Pedersen on the training requested.**

## **8 Community orchard**

There was some discussion about securing access to the community orchard that had been planted on ground on his property offered by Paul Elliott. The issue of future access should the land be sold was raised. It was agreed that there was no common land in the village that the trees could be moved to, should the case arise. The Clerk was asked to contact local villages via their parish clerks to see what arrangements they had made in relation to any community orchards they had planted. Cllr Pedersen said she would discuss the situation with Paul Elliott. **Action: Cllr Pedersen and Clerk.**

## **9 Footpath maintenance**

The Clerk had circulated Cllr Bradwell's response regarding the legality of village residents clearing the footpaths on Hainton and Station Roads themselves. Cllr Granger said that he was prepared to make up a working party to remove the spoil that was covering the tarmac but that it would have to be put somewhere. He said he would approach Alan Bray regarding spreading the spoil from Station Road. **Action: Cllr Granger**

## **10 Heneage Estate bike track – update**

Councillors reported seeing promotion of the site by Focus Rides although no planning application has as yet been made.

## **11 Risk Management**

Nothing to report.

Cllr Granger asked whether the village street lighting would be going off at night owing to electricity prices. **Action: Clerk to find out from ELDC.**

## **12 Planning matters**

None received.

## **13 Parish Council initiatives**

Nothing raised.

## **14 Correspondence**

LALC guidance had been received on the role of internal auditor. The person should be financially qualified. This appointment is to be reviewed every year and minuted.

The link to the Government Response to the Landscape Review had been circulated regarding the use of byways by off-roading vehicles. Several councillors had replied

independently but it was deemed too complicated to agree a parish council response from the meeting as many of the questions were subjective and required some knowledge of the issues. Cllr Pedersen would look at putting together a response supporting the main issue of keeping green lanes free of recreational motor vehicles.

**Action: Cllr Pedersen.**

**15 Dates of meetings 2022/23**

Thursday 26 May 2022

Wednesday 13 July 2022

Wednesday 21 Sept 2022

Wednesday 16 Nov 2022

Wednesday 25 Jan 2023

Wednesday 15 Mar 2023 (amended)

**16 Items for next agenda**

Nothing raised.

**17 Date of next meeting**

Thursday 26<sup>th</sup> May. This would be the Annual Parish Meeting along with the Council Meeting.

The meeting closed at 8.15 pm.

Signed:

Date:

Chairman: