

**Minutes of the Annual Parish Council Meeting of
Heywood Parish Council
at 7:15 pm, 13 May 2019
at Heywood and Hawkeridge Village Hall**

Members present: Cllr J Masson Cllr E Lock Cllr K Youngs
 Cllr F Morland Cllr S Heron Cllr T Griffin

1. **Election of Chairman:** J Masson was elected to serve as Chairman for the year 2019/20 (proposed E Lock, seconded K Youngs). The Acceptance of Office form was signed accordingly by the Chairman and the Parish Clerk.
2. **Election of vice Chairman:** K Youngs was elected to serve as vice Chairman for the year 2019/20 (proposed E Lock, seconded T Griffin). The Acceptance of Office form was signed accordingly by the vice Chairman and the Parish Clerk.
3. **Register of interests:** Councillors were reminded of their obligation to ensure that their record in the Register of Interests held by Wiltshire Council is updated.
4. **Apologies for absence:** Cllr P Thompson – absent on duty in HM Forces.
5. **Declarations of interest:** none.
6. **Minutes of the last parish council meeting held on 8 April 2019:** the minutes of the last meeting were approved after the correction of the date in minute 128, and duly signed by the Chairman.
7. **Updates on items outstanding from last meeting:**
 - 7.1 Emergency & flood plans: deferred to next meeting;

[Public requested to leave the meeting.]
 - 7.2 After the public were requested to leave the meeting, Cllr Masson briefed the Council on the applications received for the position of Parish Clerk. It was resolved to invite those applicants on the shortlist to attend an interview, date and time tba.

[Public returned.]
8. **Planning Applications and Issues:** there were no new applications for consideration.
 - 8.1 It was noted that the appeal regarding application number 18/04201/FUL re Land at Church Road, Heywood has been dismissed by the Planning Inspectorate.
 - 8.2 Wiltshire Local Plan Review: it was agreed that Cllrs Masson and Youngs, as representatives of the Council, and Cllr Morland on behalf of the Neighbourhood Plan Steering Group, would attend the meeting on Friday 7 June at 1:00 pm at County Hall.

9. **Highways Issues:**

9.1 Rights of Way warden for Central Wiltshire, Paul Millard, has reported that although the obstruction to the footpath HEYW9 was removed, it has now been replaced. He will be returning to the site.

9.2 No action has yet been taken regarding the Metro Watch and Lorry Watch in Heywood village.

10. **Wiltshire Council survey of "Facilities and employment options in rural communities"**: the survey was sent by Planning – Monitoring and Evidence at Wiltshire Council and will be returned by the closing date.

11. **Clerk's and RFO's Report:**

11.1 Councillors resolved to approve the accounts for the year ended 31 March 2019.

11.2 Section 1 - Annual Governance Statement 2018/19 of the Annual Governance & Accountability Return 2018/19 Part 2, was signed by the Chairman and Responsible Financial Officer.

11.3 Section 2 - Accounting Statements, AGAR 2018/19 Part 2, was signed by the Chairman and Responsible Financial Officer.

11.4 Certificate of Exemption – AGAR 2018/19 Part 2 was signed by the Chairman and Responsible Financial Officer thereby certifying the Parish Council as exempt from Limited Assurance Review as set out in Section 9 Local Audit (Smaller Authorities) Regulations 2015.

11.5 The Period of Public Rights will begin on Monday 17 June and end on Friday 26 July 2019. The appropriate paperwork will be displayed on parish noticeboards and on the website.

11.6 The Asset Register and Risk Assessment as included in the accounts were approved.

11.7 Current website statistics show 280 visitors in May to date, compared to 521 in April.

The Clerk has arranged for Councillors to access documents via Google Drive to avoid issues when sending files by email.

11.8 The Council noted the current year's financial statement to date.

11.9 The Council approved invoices and authorised payments as listed on the Payments Schedule (see annex to these minutes).

11.10 The Council approved the issue of an invoice to the committee of Heywood & Hawkeridge Village Hall for 50% contribution towards the cost of the new noticeboard.

11.11 A Lloyds Bank mandate was signed appropriately to add Cllr Heron as a signatory on the bank account.

12. **Neighbourhood Plan Steering Group:** the Council confirmed that the final report on the survey of Rural Housing Needs carried out by Wiltshire Council has been received, and that the contents and conclusion of the report have been noted.

13. **Correspondence:** various items of correspondence received by the Clerk were distributed for information.

14. **Date of next meeting:** it was confirmed that the next meeting of Heywood Parish Council will be on Monday 10 June 2019, at 7:30 pm.
NB Please note the change of time for this meeting.

15. **Matters for future consideration:**

- 15.1 Emergency & flood plan;
- 15.2 Wiltshire Local Plan Review.

The meeting was closed at 8:50 pm.

Payments schedule

Parish Council
meeting dated 13 May 2019

	Payee	Details	Invoice no	Cheque / BACS	Chq no	Amount	Approved by 2 Cllrs (initials)	
1	Mrs E A Bizeray	Admin to Parish Council	May 19	CQ	845	286.94	KY	EL
2	Community First	Insurance premium	YLL-2720278-713	CQ	846	282.71	KY	EL
3	WALC	Subscriptions - WALC/NALC	SUB 19/20 - 122	CQ	847	332.56	KY	EL
4	Earth Anchors	New noticeboard (Heywood & Hawkeridge Village Hall)	EA31993	CQ	848	651.60	KY	EL
5	Wiltshire Publications	PC job advertisement - White Horse News	INV-52647	CQ	849	69.60	KY	EL
6	21st Century Business Machines	Remote access /maintenance contract	8653	SO	n/a	36.00	KY	EL
Total payments						£ 1,659.41		

Chairman's signature JI Masson *(original signed)*

Date 13 May 2019

Online BACS payment(s) set up	.	Authorised on	n/a
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