

## LUCKINGTON & ALDERTON PARISH COUNCIL

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### Minutes of the Meeting of Luckington and Alderton Parish Council Held on Wednesday 8<sup>th</sup> September 2021 at 7.30pm in Luckington Village Hall

#### Present

#### Vice-Chair

Mr Nigel Neale (NN)

#### Councillors

Mr John Buckley (JB)

Councillor Martin Smith (MS)

Mr Nic Johnson-Greening (NJG)

**Parish Clerk:** Dr Sheona Beaumont (SB)

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#### 1708. Apologies for Absence

Richard McCraith (RMC).

#### 1709. Declaration of interests

There were none.

#### 1710. Members of the public are invited to address the Council on agenda items

There were none.

#### 1711. Public Question Time

There were no members of the public.

#### 1712. To confirm the end of the period of emergency delegation to the Clerk (13<sup>th</sup> May – 31<sup>st</sup> August 2021, during which there was a cessation of meetings due to COVID restrictions), and review as necessary.

End of period confirmed, Council and Clerk confirmed the arrangement went smoothly, thanks in part to NALC guidance.

#### 1713. Approve Clerk report for the period, including the record of decisions made and correspondence received (attached to these Minutes).

The report was approved and adopted as a true record and the Council thanked SB for her work.

#### 1714. Matters arising from the Clerk report.

On the Palm Court application (PL/2021/05009, 16/07/21), JB reported that it had been approved and read out the Case Officer's report. In light of the Council's and the neighbours' objections being overruled, JB asked if it was possible to come back to Planning on this. MS confirmed this is now too late for reappraisal, but invited his involvement for similar future situations.

JB confirmed the salt bin audit has now been carried out, with an extra one being reported and their filling confirmed.

In regards to the correspondence with Marilyn Impey, JB asked whether a letter had been written. SB confirmed that it had, and Marilyn had acknowledged it. RMC to supply the letter for Council records.

#### 1715. Correspondence received (since 1<sup>st</sup> September):

a) **Sheila Burridge (01/09/21):** 'Inspired by the Plant a Tree for the Jubilee Campaign to mark the Queen's platinum jubilee, I would like to donate and plant a small cherry tree on the green on Cherry Orchard Lane facing

the back of Luckington school. In addition to the large central native cherry, there are currently 2 smaller cherries which have been planted and maintained by Lady Jenkinson on the south side of the triangle. I would request permission to plant and maintain a matching cherry on the north side close to Sopworth Lane. It would be of the same variety as the tree closest to Glen Cottage. I would of course, undertake to bear all the cost of planting and securing this tree.'

The Council unanimously approved this request. SB to reply, pointing out that it needs to be no less than a meter from the edge of the green.

NJG concerned about Luckington's Back Green being used for Pre-School parking (drop-off and collection) – grass area being churned up. JB confirming similar complaints about other side of the triangle last year. JB suggested that Council find out Highways policies in regards to setting up barriers – JB to action.

#### **1716. To review and comment on Planning Applications**

a) [PL/2021/07852](#). Forge House, The Street, Alderton, Chippenham, SN14 6NL: Conversion of rural building to create a single dwelling.

Council noted that this is an unchanged application from an earlier one, but that it now confirms that the location is outside the line of village development. The Council's decision was to object, in the light of the location and the compromised privacy for nearby dwellings.

#### **1717. Update on Financial Issues**

a) To agree payments as listed on the financial summary. The following payments were agreed:

August grass cutting	£336.00
Luckington Village Hall invoice	£100.00
Clerk training on budgeting/precept	£36.00

Payments approved by all, SB to send out payment details.

b) To review/approve PAYE process for the Clerk.

SB communicated to the Council that declaring her income from Clerk employment, according to the online tax return filing system, requires the employer to be registered for PAYE. However, the HMRC advice from the 'PAYE for employers' webpages, and from SB's phonecall to the PAYE helpline (07/09/21), suggests that as the Council pays only one employee a salary (which is below the threshold), they do not have to register. SB was advised by the self-assessment helpline (07/09/21) to declare the income as 'other income', and not as self-employment income, which is what the previous Clerk advised. Further communication from Katie Fielding (Wiltshire Association of Local Councils), in an email to SB (08/09/21), forwarded additional HMRC guidance which says Parish Councils should be registered for PAYE ('Parish Council and Community Council Clerks: PAYE implementation' document).

JB confirmed that current NALC guidance strongly advises that Parish Councils should not be engaging Clerks as self-employed. JB also confirmed that LAPC was registered for PAYE, prior to the previous Clerk, who deregistered. After discussing the matter, Council asked SB to research registering as PAYE, including National Insurance implications, pension, and payroll. With Chair and Vice-Chair input, this should then be brought to the table for action by November, with an eye to having things set up by the next tax year. SB confirmed that her income up to such a time as PAYE registration is in place will be declared as 'other income', and not as part of her other self-employment work.

c) To approve new payment method for Microsoft Office annual subscription (due 26/09/21): £112.80. Council approved, to be authorised in the normal way.

#### **1718. Cemetery update and burial process review**

In light of problems with the misidentification of a grave location, prior to a burial over the summer, Council briefly reviewed the process of approving burials. As per usual procedure, on receipt of a booking for a burial, the Clerk advises the Funeral Director of the location. Since the applicant's family would already have direct details of the location, the responsibility lies between them and the Funeral Directors to communicate with the grave diggers.

**1719. Fingerpost update**

NN reported from RMC saying that he had chased Zeal Woodcraft, and that the delay was due to problems with sourcing wood. The matter is ongoing.

**1720. Highways update**

JB reported on:

- Shallowbrook Lane – met with Matt Perrott, and Steve Leonard (Rights of Way Officer). A way forward has been agreed that addresses all concerns, which is now in hand.
- Footpath from Old Royal Ship to Brookend overgrown, Steve Leonard to clear in the near future.
- Verge cutting is on hold while tractor is fixed.
- The ongoing issues with the smelly drain in Church Road have been fixed. JB reported a recent visit from a number of the Highways team, who identified several blockages, which are now cleared. JB to send thank you letter for their effort.
- In regards to the grass-cutting complaint about Hollis Gardens, Luckington, SB confirmed her reply to say this is not LAPC responsibility, and referred the person to Highways.

**1721. Luckington Lives Project**

JB notified the Council of Nick Burrridge's exhibition at Old Royal Ship from 18<sup>th</sup>-20<sup>th</sup> September, with book for sale raising funds for Luckington Church.

**1722. Report from Outside Meetings**

None to report.

**1723. Items for next meeting Agenda and any other business, for information only**

A concern had been raised about the parked van on the grass outside playground, in terms of treatment of the grass. NJG to ask in person to remove and put on road.

Council policy about the display of material on their noticeboards was confirmed for SB (no advertising, village-related events).

The meeting closed at 8.45pm.