**Minutes of Shalbourne Parish Council Meeting**

**Held on Thursday 20th March 2025 at 7.30pm**

**Present:** Mike Lockhart (Chairman), Carolyn Bartholemew, Andy Dolan, Carole Fisher, Susan Jamieson, Dianah Shaw, Nicola Hartman, Bob Walker

1. **Introduction**

The Chairman welcomed those present.

1. **Apologies for Absence**

Apologies had been received from Emma Verey, Bill Simpson and Stuart Wheeler

1. **Declaration of Interest**

Carole Fisher declared an interest in 12.1.2

1. **Formal Business**

None

1. **Minutes of the Last Meeting**

The minutes of the meetings held on 9th January 2025 were considered. It was proposed, seconded and agreed by the Council that the Chairman be authorised to sign them.

1. **Wiltshire Council Report**

Councillor Wheeler had sent his apologies.

1. **Wiltshire Police Report**

It was noted that the PCSO hopes to attend the Parish Assembly.

1. **Matters Arising**
   1. **Shalbourne School Buildings and Grounds:** The school buildings have been put up for sale by the church authorities. There has been interest in converting the building into a dwelling by two separate parties. The grounds will be marketed separately by Wiltshire Council who are obliged to consult with both our Unitary Councillor and the Parish Council. This had not happened and formal complaint will be lodged through our Unitary Councillor.
2. Governance

It was proposed, seconded and agreed that the Council adhered to the principles set out in Attachment 1 for the reasons set out in italics in that Attachment.

1. **Speed Limiting Measures**
   1. The Highways Engineer has confirmed that the road in Bagshot does not need to be closed in order to erect the dangerous bend sign and that LHFIG will require a 40% contribution from the council for the signage. The current estimate for the total cost remains at £1100. It was proposed seconded and agreed that the Council would commit 40% of that sum.
   2. There have been some objections to the proposed traffic calming measures in Oxenwood which will be revealed when the report is published. There had been no objection in principle but some had asked for the area to be changed others that the limit should be 20 mph. As had previously been explained to those asking for the limit, these objections mean that the work will be delayed whilst they are being considered by the relevant cabinet member of Wiltshire Council.
   3. Currently there are no volunteers to set up a Speedwatch group in the village.
2. **Moles**

It was noted that there had been a complaint from one resident about mole hills on the Green. After discussion, it was proposed, seconded and agreed to do nothing.

1. **Committee Reports**
   1. **Planning**
      1. It was noted that the Council had agreed not to respond to: PL/2025/00475; PL/2025/01046; PL/2025/01328; PL/2025/01760; PL/2025/02161; PL/2025/02161; PL/2025/02353.
      2. It was proposed, seconded and agreed that the Council should the response to PL/2025/01793 as set out in Attachment 2 and that the Chairman was authorised to speak in favour of the proposal at the Area Planning Board. It was proposed, seconded and agreed that the Council would not respond to PL/2025/01793.
   2. **Rights of Way**

Repairs to the Shalbourne/Ham Footpath**.** The pathway has changed and does not follow the original path. A better access point is needed for the Ham end. It was agreed to discuss with Charles Dean, chairman of the Ham PC

* 1. **Highways and Surface Water**.
     1. The Parish Steward has completed some works and the grip cutter is due to cut the grips on the A338 and Rivar Hill. A note at the gravel pit warning of CCTV surveillance has resulted in no litter in the past two months. It was proposed, seconded and agreed that there were no changes to the Parish Steward’s Issue List.
     2. The ditch around the Green needs clearing, it was agreed that Wiltshire Council should be approached as there needs to be a decision about where to put the resulting soil and whether clearing the ditch would result in flooding downstream.
     3. Direction Sign on the Green:Peter Orr has kindly offered to repair this sign upon his return.
  2. **Local Transport**

Nothing to report.

* 1. **Neighbourhood Watch**

Nothing to report.

* 1. **Environmental Matters**

Nothing to report.

* 1. **Shalbourne Club.**

Nothing to report.

1. **Finance**
   1. It was proposed, seconded and agreed to make the following payment:
      1. Grant for Mayday Fair - £450.00
   2. It was noted that £ 1320.47 had been received from HMRC in respect of reclaimed VAT.
   3. The balances after the above, Attachment 3 were noted.
   4. It was proposed, seconded and agreed that Nick Shaw-Hardie should be asked to be internal auditor for the 2024/25 accounts.
   5. It was proposed, seconded and agreed that the Council should fund the provision of refreshments from the Plough/Shalbourne Stores at the Parish Assembly.
2. **Correspondence and Any Other Business**

Nothing to report

The meeting closed at 8.11pm. The Parish Assembly will be held on 24th April and the annual Parish Council meeting will be held on 22nd May at 7.30pm.

**ATTACHMENT 1**

**Governance Questionnaire**

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. *Yes. Budget was prepared and agreed by Council. Actual bank balances and expected balances following transactions reported to each meeting.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. *Yes. Actual and expected balances reported, see above. Dual cheque signatories. Original invoices available at each meeting where expenditure was incurred.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finance. *Yes. Member of Wilts Association of Local Councils and attendance at Area Board provided early alert of any changes in laws or regulations.*
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations. *Yes. Access to accounts advertised widely – noticeboard, Facebook, website. Nobody denied any access.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. *Yes. Risks specifically addressed when insurance is reviewed in May.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. *Yes. Proportionate, see [1] and [2] above.*
7. We took appropriate action on all matters raised in reports from internal and external audit. *Yes.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. *Yes. Reviewed when agreeing accounts.*

**ATTACHMENT 1**

**Response to PL/2025/01793**

**PL/2025/01793** - **26 Kingston Road, Shalbourne Marlborough, SN8 3QH**

1. Shalbourne Parish Council supports the above application.
2. The property is in need of modernisation inside. If we are to keep younger people in the village, it is important that suitable housing is available. Two bedroom interiors and a ground floor bathroom might have been acceptable in the 1950’s and 60’s but will not attract younger families now.
3. The Conservation Officer’s report does not claim any merit for retaining the area to be demolished other than it ‘fits in’. The area is a 20th century addition. The Officer does not explain why its replacement would be out of place. We believe it would be a dangerous precedent to automatically to preserve non original features of a historic building because they ‘fit in’.
4. As far as the Conservation Area is concerned, all that will be seen is the front extension which will have no adverse impact on the street scene. We assume suitable conditions with respect building materials will be made.
5. The L shaped extension at the back will have no impact on the Conservation Area – it cannot be seen from any public area!
6. The L shaped extension will be distinguishable from the listed building. This is not a unique arrangement. We have seen the idea of a glass passageway adopted in extensions to other listed buildings in the area.
7. We have not seen the full pre-application advice but, in the paperwork, there is no mention of the Conservation Officer saying what might be acceptable. This is unfortunate as some indications would have saved both the applicant and officers time (and money).
8. It is also unfortunate that there appears to be no indication of a meeting or any form of dialogue between the applicant and the Conservation Officer.
9. The proposal retains the historic features of the building but makes the house suitable for occupation by younger families. This is clear and convincing justification for the proposal.
10. The decision is a balancing exercise between preserving in aspic the old and having a house suitable for modern owners. We respectfully suggest that the balance has not been struck and that a policy of ‘no change at any cost’ is inappropriate.

**ATTACHMENT 2**

**Balances following Meeting.**

1. **Current Account**

Payment Receipt Balance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Balance after meeting of 9 Jan** |  |  | **19619.31** |
| 25-Feb-25 | VAT Reclaim |  | 1320.47 | 20939.78 |
| 20-Mar-25 | Grant for Mayday Fair | 450 |  | 20489.78 |
|  | **Balance after meeting of 20 March** |  |  | **20489.78** |

1. **Deposit Account**

Payment Receipt Balance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 29-Nov-24 | Interest |  | 2.85 | 2643.06 |
| 31-Dec-24 | Interest |  | 3.14 | 2646.2 |
| 31-Jan-24 | Interest |  | 3 | 2649.2 |

1. **CIL Account**



1. **Commitments**

LHFIG for Oxenwood Limit - £4000

Signpost Repair - £200

Oxenwood defibrillator - £1886.40

Bagshot calming - £440

1. **Bank Balances**

Current Account at 5 Feb 25 - £22,378.31

Deposit Account at 5 Feb 25 - £2,661.60