

# MINUTES OF THE ANNUAL MEETING OF ALL SAINTS PARISH COUNCIL

**Tuesday 6<sup>th</sup> May 2025 at 7.00pm held at All Saints Village Hall**

Present: Cllr Steve Holt, Cllr Glenn Fletcher, Cllr John Adams, Cllr Diana Jenner,  
Cllr Janet Verplancke  
Clerk of the Parish Council: Linda Ledingham,  
Cllr Paul Hayward, DCC  
Cllr Duncan MacKinder, EDDC  
14 members of the public

Meeting opened at 7.15pm

	<b>FIRE REGULATIONS (already notified to those present at APM)</b>
AM01/25	Election of Chair Cllr Fletcher nominated Cllr Steve Holt, seconded by Cllr Verplancke. There were no further nominations. Cllr Holt accepted the nomination and was duly elected Chair of All Saints Parish Council for 2025-26.
AM02/25	Signing of Chair's Declaration of Acceptance of Office Cllr Holt signed Declaration: witnessed by Proper Officer
AM03/25	Election of Vice-Chair Chair sought nominations. Cllr Adams nominated Cllr Fletcher, seconded by Cllr Verplancke. There were no further nominations. Cllr Fletcher accepted the nomination and was duly elected Vice-Chair of All Saints Parish Council for 2025-26.
AM04/25	Signing of Vice-Chair's Declaration of Acceptance of Office Cllr Fletcher signed Declaration: witnessed by Proper Officer.
AM05/25	Signing of the Councillor's Declaration of Acceptance of Office Cllrs Adams, Jenner and Verplancke signed Declarations: witnessed by Proper Officer.
AM06/25	To receive, and if thought fit, approve apologies for absence from members. None received.
AM07/25	To receive and note any other apologies for absence. None received.
AM08/25	To receive any declarations of interest from members of the Parish Council. No declarations of interest were received.
AM09/25	To consider and if thought fit, approve the minutes of the previous Annual Meeting held on Tuesday 7 <sup>th</sup> May 2024. Proposed by Cllr Fletcher, seconded by Cllr Verplancke.
AM10/25	To consider and, if thought fit, approve the minutes of the previous Ordinary Meeting held on 4 <sup>th</sup> March 2025 (as previously circulated). Proposed by Cllr Verplancke, seconded by Cllr Jenner
AM11/25	To appoint Responsible Financial Officer for the 2025/2026 period. Chair proposed the present RFO, Linda Ledingham, which was unanimously agreed.
AM12/25	To consider payment of Chair's Allowance for financial year 2025/2026. It was proposed that the Chair be permitted to spend up to £500 in this financial year in respect of the reasonable expenses incurred in that role, which was unanimously agreed.
AM13/25	To consider payment of Member's Allowance for 2025/2026.

	None has been taken in recent years, and it was unanimously agreed there would be no members allowance.
AM14/25	Election of Representatives from members and parishioners: DALC Representative: Chair proposed the Clerk, Linda Ledingham, which was unanimously agreed.
AM15/25	Nominations for Honorary Footpath Warden (P3) Cllr John Adams and Mr Richard Greaves were proposed by Chair and unanimously agreed.
AM16/25	Nominations for Honorary Tree Warden. The nomination will be carried over to the next Ordinary Meeting.
AM17/25	To consider renewal of subscription/membership of the following bodies: a) NALC/DALC It was unanimously agreed to renew All Saints Parish Council subscription.
AM18/25	a) To confirm bank mandate signatories and revise as necessary/appropriate. The Clerk confirmed that there were 4 signatories for the bank mandate in place. b) To confirm Insurance arrangements for the next 12 months. Clerk confirmed that Insurance arrangements were in place until 1 <sup>st</sup> June 2027.
AM19/25	To appoint an Internal Auditor for the 2024/2025 Annual Governance and Accountability Return (Exempted)(AGAR2) The Clerk has confirmed that an Internal Auditor and been appointed for the 2024/2025 AGAR audit. This was unanimously agreed.
AM20/25	To receive report from RFO on the ongoing arrangements for the completion and submission of the 2024/2025 Annual Governance and Accountability Return (Exempted)(AGAR2) Clerk reported that all documentation, accounts and policy documents will be handed to the Internal Auditor before the end of May.
AM21/25	To consider the date for the publication of the Notice Period for the Exercise of Public Rights for the financial period 2024/2025. Clerk reported that, in accordance with PKF Littlejohn (External Auditor) guidelines, as soon as the Internal Audit was completed and the accounts for year ending 2024-25 had been signed off, the date for publication would be announced.
AM22/25	Annual Review and Acceptance of All Saints Parish Council Policies and Procedures as previously circulated. a) Standard Orders Proposed by Cllr Jenner, Seconded by Cllr Verplanke. b) Asset Register (revised 31 <sup>st</sup> March 2025) Proposed by Cllr Fletcher, Seconded by Cllr Verplanke c) (i) Financial Regulations (revised) Proposed by Cllr Verplanke, Seconded by Cllr Holt (Chair) (ii) Appendix A – Delegation Policy 25/26 Proposed by Cllr Fletcher, Seconded by Cllr Adams d) To adopt Council's Code of Conduct Policy for 2025/2026 Proposed by Cllr Verplanke, Seconded by Cllr Jenner e) To adopt Council's Internal Controls Policy Proposed by Cllr Fletcher, Seconded by Cllr Verplanke f) To adopt Council's Risk Management Policy and Plan. Proposed by Cllr Verplanke, Seconded by Cllr Jenner
AM23/25	<b>Chair's Announcements.</b> ( <i>Chair suspended Standing Orders</i> ) The Chair announced that he had been approached by a member of the public regarding potholes, asking that a formal letter be sent to DCC from the Parish Council on this issue. The Chair explained the procedure in relation to the DCC Portal which is a reporting mechanism. The issue is listed, registered and in due course a contractor



	will assess it. An offer of help with this situation was declined. ( <i>Chair reinvoked Standing Orders</i> )
AM24/25	<p><b>Financial Matters:</b></p> <ul style="list-style-type: none"> <li>a) Consider, and if thought fit, approve payments for March 2025 as per the schedule previously circulated and published on the Council's website. Proposed by Cllr Fletcher, Seconded by Cllr Verplancke</li> <li>b) To consider expenditure for 25/26 authorised under Chair/RFO delegated authority to approve known items over £500, namely Lease, Annual Insurance and EDDC Bins. Proposed by Cllr Fletcher, Seconded by Cllr Verplancke</li> <li>c) To consider and review Council's payments for April 2025 as circulated. Proposed by Cllr Fletcher, Seconded by Cllr Jenner</li> <li>d) To receive an updated AGAR (exemption) report timetable from RFO with draft End of Year figures. Proposed by Cllr Fletcher, Seconded by Cllr Adams</li> <li>e) Resolution: That All Saints Parish Council has fulfilled, and met the requirements as required under the Transparency Code regulations for smaller local authorities. Proposed by Chair, agreed unanimously.</li> <li>f) Resolution: That All Saints Parish Council will continue to publish all information as required under the relevant regulations for smaller local authorities. Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015. Proposed by Chair, unanimously agreed</li> <li>g) To agree to reimbursing Clerk for time committed to Training and in certain agreed circumstances, where extra hours are required over and above the agreed standard per week. Proposed by Cllr Fletcher, Seconded by Cllr Verplancke</li> <li>h) To consider approval to set up an Environmental Working Group budget heading to record approved expenses and potential donations and receipts Proposed by Cllr Fletcher, Seconded by Cllr Verplancke</li> </ul>
AM25/25	<p><b>Planning Matters:</b></p> <p><b>25/0617/FUL – Replacement to garden shed to provide potting shed and craft room.</b> Cllr Verplancke reported on this non-contentious planning application and proposed that it be approved. Proposed by Cllr Verplancke, Seconded by Cllr Fletcher</p>
AM26/25	<p><b>All Saints Parish Council Business to be considered:</b> "Matters of Council consideration may include public participation if so, invited by the Chair"</p> <ul style="list-style-type: none"> <li>a) Highways <ul style="list-style-type: none"> <li>(i) VAS update. The Clerk reported that the process had stalled as the DCC Neighbourhood Highways Technician had stated that they needed permission from EDDC for the site in Goldsmiths Lane, due to the passage of time since it was first approved in 2022. The application was still being passed around various departments in EDDC, but no definitive permission had been given. (<i>Chair Suspended Standing Orders</i>) Cllr Mackinder offered to take this up with EDDC. Clerk to forward relevant communications etc.</li> <li>(ii) Speedwatch update. The Clerk reported that this is still ongoing due to the extremely complicated registration requirements.</li> </ul> </li> <li>b) Pavilion and Field <ul style="list-style-type: none"> <li>(i) Communications with Salisbury Diocese. Cllr Fletcher reported that negotiations are ongoing with the Diocese regarding the renewal of the lease and ownership of the Pavilion. The Diocese has now requested that future discussions are entered into with their agent, Strutt &amp;</li> </ul> </li> </ul>

	<p>Parker. Strutt &amp; Parker has approved the request for the removal of some internal walls.</p> <p>(ii) Renovations update. Further improvements have been implemented. The recent focus has been on the curtilage of the Pavilion with the addition of two water butts, trellis and planters. The Pavilion Working Group and Environmental Working Group have further plans for making the Pavilion and surrounding area more attractive. Monthly Coffee Mornings and a Pop-up Pub have been introduced and are very popular, but the Council are keen to generate more interest.</p> <p>Flooding update: The Clerk reported that four quotes had been sourced, but only two company's had responded, one was a fixed quote and the other an onsite assessment. The Council are still looking at the options to rectify this issue.</p> <p>c) Farmers IHT Meeting update. Following the meeting the Parish Council drafted a letter to Richard Foorde MP and sent the letter to the Parish Council's who had sent a representative, namely Membury and Chardstock, for their input. To date the Parish Council has had a positive response from Membury and Kentisbeare (the draft letter was forwarded to them by Membury), but have not heard back from Chardstock. The decision was made to send the letter without representation from Chardstock.</p> <p>d) ASPC Logo update Chair reported that he had been sent samples of suggested Logo's, and these would be discussed with Councillors and a decision will be made in due course. (Chair reinvoked Standing Orders)</p>
AM27/25	<p><b>Date of Next Annual Meeting: 5<sup>th</sup> May 2026</b></p> <p><b>Date of Next Ordinary Meeting: 1<sup>st</sup> July 2025 at 7.15pm</b></p>
AM28/25	<p><b>It is proposed that, under the provisions of the Public Bodies (Admission of Meetings) Act 1960, as amended by local Government Act 1972 the public (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business to be discussed.</b></p>
AM29/25	<p><b>Matters to be considered in confidence.</b></p> <p>a) Reports – deferred to next Ordinary Meeting</p> <p>b) General working practices – deferred to next Ordinary meeting.</p>
	<p>With no further business to attend to, the Chair the close the meeting at 9.05pm</p>

Signed: \_\_\_\_\_

Chair

Date: \_\_\_\_\_