

FIRSDOWN PARISH COUNCIL
Mrs AC Purves, Parish Clerk
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2nd May 2025

Dear Councillor

You are summoned to attend the Annual Meeting of **Firsdown Parish Council** to be held in the Meeting Room of Winterslow Village Hall on **Thursday 8th May 2025 at 7.45 pm** to transact the following business.

Yours faithfully,

Catherine Purves

Mrs AC Purves FSLCC
Parish Clerk

The Press and Public are invited to attend., and so there will be an **Open Forum** at the beginning of the meeting to allow members of the public to ask questions or make comment regarding the work of the Council or other items which affect the Parish.

Please note that proceedings may be recorded
Wiltshire Councillor Rich Rogers will give his report

AGENDA

27.25 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office

28.25 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office

29.25 To receive apologies for absence

30.25 To receive any Declarations of Interest from Members

- a. To receive any **Declarations of Interest** in respect of matters contained in this agenda
- b. To consider any **Dispensation Requests** received by the Parish Clerk and not previously considered.

Councillors are reminded that it is their responsibility to ensure their Register of Interests is up to date

31.25 Minutes

- a. To approve and sign as a correct record the minutes of the ordinary Parish Council meeting held on 6th March 2025 - draft previously circulated.

32.25 Governance

- a. To review the and approve the following governance documents

i. Internal Control Policy, ii Risk Assessment, iii Effectiveness of Internal Audit Policy, vi Asset Register, vii Standing Orders, viii Financial Regulations.

b. To review and confirm the banking arrangements and bank signatories

c. To review and confirm payments made by direct debit

33.25 To confirm the Internal Auditor for 2025/2026 under the three-year agreement with Working the Greener Way.

34.25 To appoint representatives to the under mentioned bodies as required:

a) Wiltshire Council's Southern Area Board (1 representative)

b) Wiltshire Council's Local Highways and Footpaths Improvement Group (1 representative)

35.25 To consider any items raised in the public session (Note no decision can be made)

36.25 To receive reports from:

a. The Chairman

b. The Parish Clerk

c. The Council's representative to the Southern Area Board

37.23 Finance

a. To confirm the payment of a schedule of accounts for May 2025 in the sum of £1080.78

b. To confirm retrospectively the payment of a schedule of accounts for April in the sum of £814.41

c. To note the May 2025.2026 Budget Monitoring form

d. To note the receipt of the half year precept – £9,500.00

e. To note the bank balances as of 30th April 2025 – current £882.38, deposit £44,566.55

f. To note the Q4 2025/2025 bank Rec as of 31st March 2025

g. To review and update as necessary the general and ear marked reserves

h. To consider quotes for bin emptying 2025/2026

38.25 To complete and sign the Annual Governance & Accounting Return for 2024/2025

a. To consider the redaction of the signatures on the AGAR documents uploaded to the FPC website, to protect signatories from "specific & identifiable threats" of identity theft, and GDPR concerns.

b. To note and accept the Internal Audit Report for 2024/2025 and any recommendations from the Internal Auditor

c. To approve and sign the Annual Governance Statement for 2024/2025

d. To approve and sign the Annual Accounting Statement for 2024/2025

e. To approve the dates for the period of the Public Right of Inspection of Accounts for 2024/2025 – Tuesday 3rd June 2025 to Monday 14th July 2025

39.25 New Issues raised for consideration and action as necessary

a. Provision of a Grimstead Parish Council mobile phone

b. To note the recommendations of the annual play inspection report and action as required.

c. To research and draw up a cyber security policy and IT resilience strategy for adoption and implementation at the September meeting

d. To review and implement the IA recommendations regarding the Microsoft office suite, VPN and anti-virus software as necessary

d. To research and update the GDPR policy and suite of supporting documents

- d. To obtain quotes for consideration for appropriate accounting software packages

40.25 Highway/Parish Steward/Footpath matters.

a. To note any new Highways issues:

To ask Wiltshire Council to consider the signage and road markings in the Old Malthouse Lane A30 junction area.

b. To note any new tasks for the Parish Steward

c. To note any new footpath matters

d. To note any updates:

- i. Dunstable Crossroads safety improvements – design work for long term solution is progressing, cost estimates for short term lining and signing works to be provided. Feb 2025
- ii. Dropped kerb at Firs Road/A30 junction – still awaiting advice from Legal Services concerning the land ownership. Feb 2025
- iii. Amendments to the B.O.A.T. designation – meeting between Traffic and Rights of Way to be arranged, and cost estimates/timeframe to be provided to FPC. Feb 2025

41.25 Planning

a. To consider a response to planning applications received:

PL/2025/03600 – single storey sales kiosk (resubmission of PL/2025/00838) at Salt Deli, The Haven, London Road, Firsdown

PL/2024/05302 – (more) additional plans/information concerning proposed change of use of certain agricultural buildings to commercial use on land at Manor Farm, Summerlug, Winterbourne Earls

b. To consider a response to applications notified between the publication date of the agenda and the date of the meeting, if necessary

c. To confirm the response determined by email for applications received since the last meeting:

PL/2024/05302 amended plans for proposed change of use of certain agricultural buildings to commercial use on land at Manor Farm, Summerlug, Winterbourne Earls – no objection.

d. To note planning decisions made by Wiltshire Council since the last meeting:

PL/2025/00838 – single storey sales kiosk at Salt Deli, The Haven, London Road, Firsdown – withdrawn by applicant.

PL/2025/01239 – single storey extension at 7 Juniper Close – Approved 16th April 2025

42.25 To review other ongoing matters

- a. Bank card – Unity Bank is currently processing the application.
- c. Possibility of the FPC buying the woodland at the northwestern end of Firs Road from the Christie-Miller Estate
- d. Roundbarrow Farm/Permissive bridleway

43.25 Items for the next agenda

44.25 To note the date and time of the next ordinary meetings of the Council

Thursday 3rd July 2025

Thursday 11th September 2025

Thursday 6th November 2025

All at 7.30pm in the Meeting Room of Winterslow Village Hall

45.25 To close the meeting

Councillors must consider the following when discharging their duties: Equal Opportunities (Race, Gender, Sexual Orientation, Marital Status, and any Disability), Crime & Disorder; Health & Safety;

Human Rights; Biodiversity