

**MINUTES OF A MEETING OF THE SAVERNAKE PARISH COUNCIL 7<sup>TH</sup> MAY 2025**  
**MEETING HELD AT THE MARLBOROUGH COMMUNITY & YOUTH CENTRE, ST MARGARET'S MEAD**

**PRESENT**

Guy Singleton (Chairman) (GS)  
 Martin Phipps (MP)  
 Nigel Eayrs (NE)  
 Nikki Boutal (NB)

Councillor  
 Councillor  
 Councillor  
 Councillor

Suzie Singleton (SS)

Parishioner & Minute Taker

ITEM		ACTION
<b>1</b>	<b>APOLOGIES</b> Andrew Smithson	
<b>2</b>	<b>PARISH COUNCIL ELECTIONS</b> 5 people had been nominated to be Parish Councillor's. As this was fewer than the maximum number of seats on the Council all 5 became Parish Councillors, and with 5 in place the council was Quorate.  There remains a vacant seat which an interested party could be co-opted to so, if any parishioner is interested in being part of the Parish Council, they should make contact.	
<b>3</b>	<b>SIGNING OF DECLARATIONS</b> The four Councillors present signed their Declarations of Acceptance of Offer and their Nil Expenditure Returns forms, and AS will sign his forms in due course. Once all Expenditure returns forms have been received they will be submitted to Wiltshire Council.	All/SS
<b>4</b>	<b>ELECTION OF CHAIRPERSON</b> Guy Singleton was elected to the Chair.	
<b>5</b>	<b>DECLARATIONS OF INTERESTS/REGISTER IF INTERESTS</b> There were no declarations of interest relating to the current Agenda.  All Councillors were asked to review the information held on the Register of Interests on Wiltshire Council's website, eg where they live/work/own land or property. This needs to be done within 28 days of taking office.	All
<b>6</b>	<b>APPROVAL OF MINUTES</b> The minutes of the meeting on 15 <sup>th</sup> January 2025 were approved. A copy will be uploaded to the SPC website.	GS/SS
<b>7</b>	<b>MATTERS ARISING FROM PREVIOUS MEETINGS</b> None	
<b>8</b>	<b>CRIME UPDATE</b> The Police Crime Report covering the 1 <sup>st</sup> quarter of 2025 had been circulated to the other councillors. It showed that there had been one report in relation to theft from a motor vehicle in that time.	

ITEM		ACTION
	<p>The Police had also conducted several speed enforcements checks in the Marlborough Area, leading to 120 drivers being offered speed awareness courses, 26 issued with a fine and points on their licence and 1 reported to court for excessive speed.</p> <p>The Police update listed Community Consultations over the following few months at the Nationwide Building Society in Marlborough High Street and the Waitrose Cafe in Marlborough.</p> <p>NB mentioned that she had attended a previous Community Event at Bouverie Hall in Pewsey but that the Police had nothing to report at that time.</p> <p>A copy is attached to these Minutes.</p>	
9	<p><b>PLANNING UPDATE</b></p> <p><u>25/01034 – Levett’s Farm – Internal and external remodelling</u> No objection</p> <p><u>25/01638 – Ballards Piece</u> No objection</p> <p><u>25/01682 – Levett’s Farm, Aparthotel</u> Objected as demolishing existing structure and rebuilding falls outside of the previously agreed developments rights. Also, that any ensuing property should be tied to the Farmhouse as ancillary accommodation.</p> <p><u>25/01850 – Lodge Cottage</u> Objected due to the increase in size of the property meant that parking requirements would be likely to also increase, and these were already too tight.</p>	
10	<p><b>REVIEW OF PLANNING REVIEW PROCESS</b></p> <p>There was some discussion on how the Parish Council dealt with reviewing Planning Applications and it was agreed to modify the process as follows:</p> <ul style="list-style-type: none"> <li>• When a new application is notified to SPC, GS, with his knowledge of the planning process, will allocate it to one of the Councillors.</li> <li>• That particular Councillor will review the Application in full and respond to all councillors with their view of the matter and suggested response.</li> <li>• All Councillors will make their views known and a response agreed.</li> <li>• The agreed response will then be submitted onto the Wiltshire Council Planning Portal by the responsible Councillor.</li> </ul>	<p>GS</p> <p>ALL</p>

ITEM		ACTION
	<ul style="list-style-type: none"> <li>All emails regarding any Planning Applications must be copied to all Councillors.</li> </ul>	ALL
11	<p><b>FOREST LIAISON OFFICER REPORT</b></p> <p>There had been no further updates from Forestry England since the last meeting.</p> <p>Due to the change in the Planning Permission procedure, it was agreed to ask AS if he would take over the role of Forest Liaison Officer</p> <p><i>Post meeting note: AS agreed to take on the role of Forestry Liaison.</i></p>	<p>GS</p> <p>AS</p>
12	<p><b>FINANCE OFFICER'S REPORT</b></p> <p><b>Banking</b></p> <ul style="list-style-type: none"> <li>Since the last meeting, <ul style="list-style-type: none"> <li>a) Payments made / received: <ul style="list-style-type: none"> <li>08 Apr    -£4.25    – Lloyds Bank        – Service charges</li> <li>10 Apr   -£122.96   – WALC                – Advisory services</li> <li>22 Apr   -£50.00   – SMH Singleton    – Secretarial services</li> <li>23 Apr   +1,300.00   – Wiltshire Council – Precept</li> </ul> </li> <li>b) Invoices received, in the process of payment: <ul style="list-style-type: none"> <li>Nil</li> </ul> </li> </ul> </li> <li>Total funds at date of meeting are £ 6,496 and are held as follows: <ul style="list-style-type: none"> <li>Payments a/c :        £ 126.33</li> <li>Interest a/c :        £ 6,780.57</li> </ul> </li> <li>Lloyds Bank has transferred all not-for-profit organisations to its new 'Community Account' and introduced a monthly service charge of £4.25 (equal to 50% of their Business Account charges). Larger organisations, with a higher number of transactions, will also pay additional charges, but SPC will not incur these due to its small size.</li> </ul> <p><b>Accounts</b></p> <ul style="list-style-type: none"> <li>Total funds at date of meeting are as follows: <ul style="list-style-type: none"> <li>Precept a/c :        £ 6,495.96</li> <li>CIL a/c :                £ 0.00</li> </ul> </li> </ul> <p><b>Budgeting</b></p> <ul style="list-style-type: none"> <li>Precept account: Expenses this year (2025-26) to date are £177.21 (14% of Precept)</li> </ul>	

ITEM		ACTION
	<p>- CIL account: No additional funds have been received and no additional payments made, funds are currently zero.</p>	
13	<p><b>REVIEW AND APPROVAL OF 2024-25 ACCOUNTS</b></p> <ul style="list-style-type: none"> <li>2024-25 Year-end Accounts have been circulated by email to all Councillors for formal sign-off in the meeting.</li> <li>Following sign-off, NE will submit the Accounts and supporting documents to the Auditor.</li> </ul>	GS/NE
14	<p><b>APM 2025</b></p> <p>Some discussion was held regarding the upcoming APM. MP would prepare the meeting room we usually use as it was believed it was big enough for the expected number of attendees, but he would also ensure that the larger room upstairs was laid out in case we had a good turnout.</p> <p>GS had asked Mr Jankovitch of Savernake Park Farm if he would be interested in giving a presentation to the Parishioners at this year's APM and was awaiting his response.</p> <p><i>Post Meeting Note: Mr Jankovitch agreed to speak at the APM, and in fact invited the council to hold it at the old Dairy Building at Park Farm. The Councillors were happy to agree to this so the APM Agenda was issued with that amendment.</i></p>	
15	<p><b>WEBSITE</b></p> <p>SS had attended a webinar that day on "What a Parish or Town Council Should Publish on Its Website". It had proven to be very interesting.</p> <p>The main pieces of information taken away from the meeting were:</p> <ul style="list-style-type: none"> <li>A higher requirement for Accessibility, ensuring that everything was uploaded in a suitable format and machine readable. Scanned documents should be avoided if at all possible. Also, signatures should be redacted.</li> <li>The new requirement for an IT Policy, this needs to be in place by 2026.</li> <li>That at least 6 years' worth of Financial documents should be available on the Parish Council website, but there was no statutory requirement for a similar number of years' worth of Agenda and Minutes.</li> </ul> <p>SS had spent some time that day removing some old documentation from the website and looking into other work yet to be done.</p>	SS

ITEM		ACTION
16	<p><b>PARISH STEWARD</b></p> <p>The Councillors were all now aware of the dates the Parish Steward was due to be in the Parish this year.</p> <p>It was agreed that GS would add the other councillors to the WhatsApp group with the Parish Steward so that they could also report any problems they had noticed and see the results of his work.</p>	GS
17	<p><b>LHFIG</b></p> <ul style="list-style-type: none"> <li>• <u>Clench Common</u> NB was just about in a position to be able to order the signs, but this had been delayed a little waiting until the Parish Council was reinstated following the elections.</li> <li>• <u>Savernake Hospital/Maurice Way</u> GS had chased WC and Savernake Hospital regarding the road markings at the hospital and was awaiting responses.</li> </ul>	MP/NB
15	<p>Dates of next meetings:</p> <p>The date of the July meeting has had to be pushed back by 1 week.</p> <p>APM 21<sup>st</sup> May 2025                      16<sup>th</sup> July 2025 15<sup>th</sup> October 2025                      14<sup>th</sup> January 2026</p>	ALL

Signed .....

Date .....

Name .....