



**Bowerchalke Parish Council**  
**Minutes of the Meeting held at 7:00 p.m. on Thursday 4th June 2020**  
**via Zoom**

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bowerchalke.parish.council@gmail.com*

**Present: Councillors** David Floyd (DF) (Chair), John Ibbotson (JI), Anna Watson (AW), Peter Guy (PG),

**Parish Clerk** John Nicholas (JN)

**1. Apologies:** James Body, Jose Green (Wiltshire Council). Unable to attend/connect to Zoom: James Gosling, Jonathan Sheppard

**2. Declaration of interest:** None.

**3. Minutes of meeting held on 6th March 2020:** Approved.

**4. Matters Arising and Outstanding Actions:**

1. Bowerchalke Barn - JN referenced ongoing communication between one of the neighbours and Wiltshire Council. It was agreed the Parish Council would take no further action.
2. HMRC - JN updated on the HMRC refund issues. He had secured the refund which was slightly larger than anticipated. The duplicate accounts had now been closed and a new account would now need to be opened. **Action JN**
3. JI informed that the Village Hall has received a grant of £10,000 from Wiltshire Council to ensure its viability during the pandemic.

**5. Planning Matters:**

1. Proposed Garden Room Bell House (20/03315/FUL): no objections raised, consultation ends 18.06.20. Parish Council agreed to support. **Action JN**

## 6. Green areas:

1. Footpath and bridleway clearance: DF introduced the topic by referencing 2 issues:
  - 1) The amount of unpaid work that had been undertaken in particular by David Thick in the past and
  - 2) The width to which the wider paths/bridleways should ideally be cut.

Regarding 1) It was proposed and unanimously agreed that The Council put on record its thanks to all Parishioners who work to tidy up the village and cut back undergrowth from pathways, in particular David Thick who has generously used his own machinery to this end. It was further agreed to send a copy of these minutes to David Thick. **Action JN**

Regarding 2) AW and to a lesser extent Janie Mann had expressed some concern wrt the extent to which the width of the footpaths had been cut, in particular the path leading to Marleycombe Hill. AW stated that she thought that it would be possible for the path to be cut to a reduced width and still leave enough room for social distancing, thereby enabling some wildflowers to remain. The other path was the one from David Thick's area leading up towards Fifield Bavant bending back and round towards Mead End. JI thought that it would be possible to cut the paths back to a lesser extent and move off into the wild areas should social distancing require.

A discussion took place regarding the ownership of the path leading up to Marleycombe Hill. AW believed the land to be common land. JN stated that the only land in the Parish Council's ownership was the land at Misselfore previously used for parking the buses.

Where Tom Dyer is instructed to do work for the Parish Council it was suggested that he be asked to cut leaving a metre of space on the side when doing two tractor runs. AW suggested and it was agreed that the pathway leading up to Marleycombe Hill be cut in such a way that the Dyer's "side" be cut right back and the Mann's side be left to grow to at least one metre from the hedge.

Discussion ensued wrt the length of the grass to be cut and the frequency. It was agreed that the frequency would depend on the weather with 2 or 3 cuts in the summer/early autumn. The length of cut would be left to the discretion of the cutter and the capabilities of the machinery used. The situation would be reviewed in August.

AW requested the narrower pathways be kept clear especially around the back of the Church.

It was also noted that around the same time the Seeds4success work on the path at Castle had been undertaken the brambles on the land owned by Rachel Plate had also been cleared. DF asked for a copy of the minutes also to be sent to Rachel Plate, by way of thanks. **Action JN**

It was agreed that JN would discuss with the Dyer family how best to achieve the above and

agree a price for any additional work required of Tom Dyer. **Action JN**

## **7. Administrative and Financial Matters**

- 1. Risk Register:** JN spoke to his proposed risk register explaining the outline of the risks be they financial or operational. He highlighted the HMRC issue and the pathway discussion as examples of each.

DF suggested that an additional column be added to include insurance and whether the risk was covered in that way.

In discussion it was agreed to add risks in relation to:

- 1) use of the strimmer and
- 2) village events

Subject to these changes the Risk Register was approved with an annual review. **Action JN**

- 2. Year End Accounts-** JN advised that the 3 attachments flowed from one to another ie the spreadsheet of payments and receipts, the (to be published) annual accounts and the AGAR return required by the external auditors. Any significant differences between the years were explained in a separate document for the auditors. The Council approved the Annual Accounts.
- 3. Internal Audit Report-** JN advised that Tom Stevens had completed the audit report. It was agreed that as a thank you a bottle of wine be purchased for Tom.  
**Action JN**
- 4. AGAR 2019/20** - this was approved for publication. **Action DF to sign as Chair, JN to publish and send to external auditors.**

**8. Covid Support Network:** JN advised that in discussion with Nicki Tinkler from Broad Chalke it was proposed that the support network be continued for a short while until the “new normal” had been reached. A short questionnaire had been circulated to Volunteers to consider their views and whether they would wish to continue in the future. The Council supported this approach. AW expressed her thanks for all the support she had received.

**9. Exceptional Items:** none

## **10. Date of next meeting**

The next meeting was agreed as **Thursday 3rd September at 7.00pm**, unless additional business requires a meeting in August..

11. The Meeting closed at 8.00 pm.