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MINUTES OF A MEETING OF FOVANT PARISH COUNCIL HELD ON 12TH JUNE 2012 IN THE VILLAGE HALL.

Present: Cllrs; Knowles, Mrs Law, Leppard (Chairman), Phillips, Potter and Story.
In attendance: Mrs C Churchill (Clerk). Wiltshire Cllr Mrs Green.

Public Questions: There were no members of the public.

Report from the Tisbury Neighbourhood Police Team – none received.

Report Wiltshire Councillor (Mrs Jose Green)

CATG are looking for small highway schemes and projects. SWWAB meeting on 13 June 2012, 7pm Bishopstone. State of the Environment booklet should be received soon from WC.

Cllr Leppard started the meeting at 7.41pm

12/041. **Apologies for absence** Received from Cllrs Gorse (away), Privett (work) and Roberts (work). FPC resolved to accept these apologies for the reasons given. (*Local Government Act 1972 s85(1)*)

12/042. **Chairman's announcements.**

- (i) Cllrs are only to send emails to the Chairman if they are happy for the rest of FPC to see them.
- (ii) A thank you to Cllr Knowles for all the Jubilee events, parishioners have expressed their gratitude and the children had a wonderful time.
- (iii) Cllr Leppard advised Cllrs to read the Parish Council toolkit (available online, he will forward link) and also the Good Cllrs Guide. Clerk will try to get hard copies of this.
- (iv) Need to finalise the formal contract for the Clerk, will convene a meeting of the Finance WP and then adopt at full council.

12/043 **Declarations of Interest.** Cllr Knowles 12/065 accounts, personal.
Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159

12/044. **Exclusion of the press and public.** To agree any items to be dealt with after the public, including the press, have been excluded under. None required.
Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972 ss100

12/045. **Council meeting minutes** – the previously circulated minutes of the meeting held on 9th May 2012 were taken as read and signed by the Chairman after the following amendments were done; change none for non in Public questions bullet point 4 Change Tisbury Rd to Mary Barter Lane in minute 12/009(i)

12/046. **Council meeting minutes** - the previously circulated minutes of the meeting held on 31st May 2012 were taken as read and signed by the Chairman.

12/047 **To receive brief reports from Parish Councillors:**

- (i) Highways – Cllr Mrs Story reported Parish Steward has changed to Andy Roper. Road repairs have been carried out but it was noted that some drivers ignored the signs and drove over the

tarmac as it was being laid despite protests from the workmen. The drain opposite the Old Post Office has been reportedly covered over – Cllrs to investigate and report if correct.

- (ii) Rights of Way - Cllr Knowles. Passed around copies of the Rights of Way booklet. The footpath with the issue about trees is Footpath 8.
- (iii) Village Hall – Cllr Privett – no report received.
- (iv) Neighbourhood Watch – Cllr Mrs Law. It has been very quiet in Fovant. NHW meeting in June, only 2 people turned up, no apologies sent.
- (v) TCSP – Cllr Mrs Law. Attended TCSP meeting tonight, AGM held, no concerns, a lot achieved by TCSP in Tisbury, bridge in Court St will be closed temporarily in the autumn. PC Day is being seconded for Olympic duty, there has been a small increase in garden thefts (diesel and quad bike).
- (vi) Youth issues – Cllr Roberts. No report received.
- (vii) SWWAB – Cllr Phillips. Next SWWAB Meeting is at Bishopstone Village Hall on 13th June. Cllr Knowles will attend.
- (viii) TAPCAP – Cllr Knowles. Currently focussed on assisting the Tisbury SCOB with work associated with setting up the Tisbury Community Campus.
- (ix) Environmental Group – Cllr Gorse. Cllrs received an email from Mrs Payton re a meeting on 11th August for a visioning exercise, Clerk to check Hall availability on 11 August and put proposal for FPC to fund hall hire for this meeting on the July agenda. A small group from Fovant will be visiting the Hills recycling depot.

12/048 Update of actions from the meeting dated 9th May 2012:

- (i) 12/009(i) Clerk asked Highways to remove the crashed car, nothing heard from either highways of FPC Cllrs, Cllrs confirmed car has been removed.
- (ii) 12/011(iii) SWWAB Grant awarding guidelines to be discussed at the July meeting.
- (iii) 12/014 Clerk sent email to Fovant Youth Club thanking them for assisting with the venue problem and explained the village hall was now available on Tuesdays commencing at 7.30pm.
- (iv) 12/020 Clerk has written to Mr Ridley (Internal Auditor) but nothing heard back, no details other than address available as not listed in phone book. Internal Audit not carried out.
- (v) 12/021 Insurance quote. Company asked several questions and it seemed the cover was not going to be identical so insurance continued with Aon.
- (vi) 12/022 Online banking form signed and submitted.
- (vii) 12/024 – 12/026 All planning responses were sent to WC.
- (viii) 12/028 Request made by the PC for local MP (Dr Murrison) to support the EDM was sent.
- (ix) 12/029 Wiltshire Council Rural facilities survey completed

Footpath – a second phone call from parishioner followed up revealed Nick Cowen had not undertaken clearance of FP8. Cllr Knowles has confirmed the landowner and Clerk has been in contact. All other actions appear within the agenda.

12/049. HM The Queen's Diamond Jubilee celebrations. All events were very successful with plenty of participants. Invoices are being received, a thank you message will be placed in the Three Towers.

12/050. Olympic Torch Relay 2012. The Olympic Torch will be travelling through the village of Fovant on Thursday 12th July 2012. Cllr Knowles has arranged a meeting with local schools and other groups on 14th June to discuss the outline plan and will attend a meeting with WC on 25th June with the Clerk.

12/051 Data Protection Registration. Clerk has researched this matter and the Act states that all public authorities must register, a public authority includes local government of which a parish council is the third tier. Cllr Story has sought advice from Ms Read at WALC. This has been circulated. After a detailed discussion FPC resolved not to register with the Information Commissioner as all information held by the Clerk is already in the public domain and no personal data is processed by the PC. This decision was against the advice of the Clerk. Cllr Leppard was in favour of registering and wished this to be minuted.

- 12/052 **Childrens Playground Upgrade** To authorise upgrade expenditure for the childrens play area at the Recreation Ground: Protective Steel Safety cover for See-saw; painting of all equipment; replacement seats for Roundabout; acquisition of 2 tonne Safety Bark. FPC resolved to authorise the upgrade of the playground to a maximum of £650 including play bark. Clerk to enquire whether R2 will cover this activity. Detailed quotes to be discussed at the July meeting.
Action: Obtain Quotes Cllr Potter.
- 12/053 **Fovant Parish Council Standing Orders.** Publishing of payments and Clerk's advice. After a discussion FPC resolved to publish a total sum of payments in the agenda and minutes and that the Clerk will send out a detailed spreadsheet of payments due with the agenda to Cllrs. Clerk to add footnote that if any parishioner needs more detailed information they should contact the Clerk.
- 12/054 **Cutting of verges** on the road to Broadchalke. A parishioner has requested that Fovant PC request that WC stop cutting this verge as it does not impede drivers visibility but it does cut the cowslips and orchids. FPC resolved to request WC stop cutting this verge. Clerk to write to Highways.
- 12/055 **Request for Salt Bin** at Moor Hill.
Item requested by Cllr Story who wished the discussion to be deferred to the July meeting. Next meeting.
- 12/056 **Disposal of Garden Waste in Fovant Brook.** Booklet for new residents.
Cllr Knowles has an electronic copy of the Brook booklet which he will email to Cllr Leppard and Cllr Leppard will arrange printing. Action: Cllrs Knowles and Leppard
Cllr Mrs Story took the two printed copies and will deliver them to the appropriate persons. She will also publish an article in the Three Towers. Action: Cllr Mrs Story
- 12/057 **PC Guidance** in Three Towers. Dealt with in 12/056.
- 12/058 **Sign to Chiselbury Ring.** It has been noted that there is no sign to this ancient monument. FPC resolved to look into providing a sign, grants available and costs. Clerk to action.
- 12/059 **Broken Sign Post.** It was reported that the road sign opposite the village hall. This has been damaged and needs replacing. Cllr Mrs Story will deal with this matter. Cllr Mrs Story
- 12/060 **Footpath (FP3)** has been seeded across and needs re-instating.
FPC resolved to contact landowner and request path is reinstated. Action: Clerk
- 12/061 **Removal of the High St Post Box.** Clerk has written but still not received a response from Royal Mail.
- 12/062 **Update on the repairs to the War Memorial.** The work has been completed, thanks were noted to Cllr Potter for arranging this.
- 12/063 **Transfer of Asset Request.** The Parish Council submitted a request to Wiltshire Council for the transfer of the leased playground and recreation ground to the control of the PC. The request has been delayed by WC because they cannot find the original Lease Agreement. Fovant Councillors are checking their own records to see if a copy can be found. Cllr Mrs Story has been unable to look but will do so before the next meeting. Cllr Mrs Story

Finance

12/064 Year ending 31st March 2012. Clerk has been unable to contact the Internal Auditor (only has an address), no Cllrs have contact details but suggest Clerk asks Teffont PC. If unable to contact, Clerk to ask another Internal Auditor as accounts must be adopted by 30th June.
(Account and Audit Regulations 2003 reg 27.) Action: Clerk

12/065 Year ending 31st March 2013. The balance of the accounts stands at £6478.91 (inc the un-presented cheques totalling £1100.52) and payments totalling £1654.42 were reviewed and approved. The Village Hall Management Committee and Levers Garage kindly donated their expenses towards the Olympic torch fund. (Local Government Act 1972 s150(5) Account and Audit Regulations 2003 reg 4)

12/066 To authorise Cllr Leppard as a new signatory for the Parish Council bank accounts. Clerk has sought advice on the name change, Cllr Leppard should complete a new register of interests in his new name and state on the form his previous name. Resolved that Cllr Leppard should become a bank signatory. Action: Cllr Leppard

12/067 Clerk's Report:

- a) Information on the proposed Code of Conduct recommended to be adopted by all Parish Councils – circulated.
- b) Attended briefing at SCC on new Code, circulated date for Cllr briefing on 14th June.
- c) Will attend meeting with WC Monitoring Officer on 22nd June – this is a Clerks meeting and is being held after the countywide briefings, please let me have any queries by midday on 21st June.
- d) AONB Annual Forum, 27th June at Tisbury, circulated
- e) WC newsletter, circulated
- f) Invited to meeting re Olympic Torch in Fovant and plans for the event, f/w to Cllr Knowles, both will attend.
- g) SWWAB meeting on 13th June at Bishopstone, Cllr Phillips circulated details.
- h) Mazars will not be the External Auditor as of 2013, new regulations should mean a free 'no charge' audit for Fovant.
- i) Chased Jubilee funding payment from SWWAB. It seems that despite this being delivered by hand to Milford St because the address on the envelope was the old one (but was the one on the forms sent by WC) it was mislaid, Wilton TC had a similar problem. Forms have been resent and delivered by hand to Officer responsible for processing this.
- j) Ordered torches for children, should arrive by 22nd June
- k) Ordered brazier, arrived and used.
- l) Meeting with WC re the cycle race on 13th June. Stephen Phillips (CAM) is invited and will report back details and the date once it is confirmed. This is the race that took place last year on 28th August.

12/068 To note items for the agenda of the next meeting to be held on Tuesday 3rd July 2012.
Please note that all agenda items must be sent to the Clerk before Monday 25th June 2012.

Cllr Leppard closed the meeting at 9.50pm.

FUTURE MEETINGS:

Fovant PC will meet at Fovant Village Hall at 7.30pm on the following Tuesdays;
3rd July, 4th September, 9th October, 6th November, 8th January, 5th February, 5th March, 14th May.