

Fovant Parish Council

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MINUTES OF THE FOVANT PARISH COUNCIL MEETING HELD ON TUESDAY 7th FEBRUARY 2012 IN THE VILLAGE HALL

Present: Cllrs Gorse, Knowles, Mrs Law, Leppard (Chairman), Phillips, and Mrs Story.

In attendance: Mrs C Churchill (Parish Clerk), PCSO Gary Chambers and two members of the public.

Apologies: Apologies were received from Cllrs Potter, Privet and Roberts

Chairman's Remarks: Cllr Leppard opened the meeting at 7.15pm.

11/133. Minutes of the meeting dated 17th January 2012 were approved without amendment and signed by the Chairman.

11/134 Minutes of the meeting dated 24th January 2012 were approved without amendment and signed by the Chairman.

11/135. Declarations of Interest. None declared at this point but please see 11/149.

11/136 Report from Wiltshire Cllr Mrs Green – not present, no report received.

11/137 Report from Tisbury Community Police. PCSO Chambers updated those present on the recent fuel thefts, a vehicle had been seized and since then oil thefts have reduced dramatically. Most thefts were from unlocked oil tanks and all were easily accessible from the main road. Crime in Fovant hasn't been too bad but Tisbury area has been fairly active with a burglary and theft of motor vehicle. If anyone sees anything suspicious please make a note of time, registration number and call 101 to report it.

Cllr Story reported an increase of cold callers. PCSO Chambers advised residents to ask for a look at their Peddlers Licence, this must be issued by Wiltshire Police, if they have no licence then they are not a legitimate peddler and should be reported to the police. An example of this licence will be emailed to Cllr Story for inclusion in the Three Towers. If caller is persistent please call the police.

11/138 To receive reports from Parish Councillors

Highways. Cllr Mrs Story circulated a list of tasks issued to the Parish steward in Feb 2012, tasks not yet completed will be chased by Cllr Mrs Story. The new system for the Parish Steward is much more effective, please let Cllr Mrs Story know of any tasks for the Parish Steward.

Rights of Way FPC needs a new representative.

Village Hall Nothing to report.

Neighbourhood Nothing to report.

Watch & TCSP There will be a TCSP Meeting next month, Tuesday, 13 March 2012.

Youth issues Wilts Cllr Mrs Green and a representative from WC will meet Youth Group leaders soon. Cllr Mrs Story will do an article in March's Three Towers and suggested that FPC could facilitate an open evening.
Action: Cllr Mrs Story

Youth Club to be an agenda item for March, Clerk to ask Wilts Cllr Mrs Green for a report of her meeting.
Action: Clerk

SWWAB Next meeting 29th February 2012, 7pm, at Nadder Hall, Tisbury.

TAPCAP Cllr Knowles will attend a Community Planning event at Dinton on 5th March. Tisbury Campus is still a work in progress.

Public Questions:

1. Mr Law asked on behalf of Fovant village hall if FPC could meet at 7.30pm rather than 7.15 to allow a changeover time for the two groups using the hall.
Agenda item for at the next meeting. Action; Clerk
2. Clerk was asked if invitations had been issued for the APM. These have not been sent out yet but will be shortly. It was suggested that someone from an environment group is asked to be the main speaker.
Action: Clerk

11/139 Update of actions from the meeting dated 10th January 2012:

1. (11/111). Clerk sent planning response for S/2011/1845, The Emblems.
2. (11/112) R2 funds. Mr Kennerson confirmed that adult funds could be used for both the school pool scheme and the cricket club coaching equipment as both will involve adult use. Clerk to request new spread-sheet of available funds after proposed schemes are deducted. Action: Clerk
3. (11/115) Precept request was sent to WC.
4. (11/117) Clerk informed parishioner that postal delivery was not a PC concern.
5. (11/118.1) R2 approved both CC and school schemes for R2 use.
6. (11/118.3) Clerk as yet has been unable to source additional batteries for the flashing sign.
7. (11/118.3) Clerk and Cllr Leppard are meeting shortly to sort out filing cabinet papers.
8. (11/118.5) Village hall roof survey. Clerk has spoken to a surveyor re this who will get back with more information.
All other actions appear within this agenda.

11/140 Update of actions from the meeting dated 17th January 2012:

1. (11/127) Cllr Phillips attended CATG meeting on 31st January, report has been circulated. The dropped kerbs were approved for Fovant; CATG thanked Fovant for all the work with the parking proposal for The Poplars. The A30 topographical survey will take place in next two months, after this WC want to hold a public meeting in Fovant. The CATG will have no money at the end of the financial year. The SID and CSW projects are in abeyance as there is an issue with liability insurance.
2. (11/128) Cllr Knowles attended the WC Planning committee meeting. The application was approved but with Conditions relating to noise abatement and hours of working. Clarification on garden grabbing was thought to be covered within the Core Strategy. It was noted the Developer had committed to re-instating the Byway after work was completed.

11/141 Update of actions from the meeting dated 24th January 2012

1. (11/131) Clerk sent planning response to WC for Millbrook trout farm and copied W Cllr Mrs Green with a request to call the application in. A letter has been received from the applicant who was surprised that he was not informed of the meeting. It was clarified that it is FPC practise to publicise all planning meetings to members of the public (including Applicants) of the date/time of planning meetings by way of a Notice which is displayed on the Parish Council notice board at least 3 days prior to the meeting. Wilts Cllr Mrs Green had contacted Cllr Leppard re calling in this application, as the change of use is still agricultural and highways issues are for highways to respond on it is unsure whether this application should be called in.

Resolved that Clerk contact Planning Officer to ask if the EA have carried out a detailed study, state concern over watercourse as The Brook is very important to the village and discuss the access issue pointing out the previous refusal because of access on this site. Action: Clerk
Cllr Phillips will email sentence to aid the case. Action: Cllr Phillips

- 11/142 HM The Queen's Diamond Jubilee celebrations.** The following suggestions were put forward; Games at Clays Orchard recreation field, mobile sports event, village hall tea for everyone, bunting everywhere, walking treasure hunt around the village, large beacon, official planting of Jubilee trees, duck race, disco at the Youth Club.
The Pembroke Arms are willing to put on events and perhaps BBQ, games or a tug of war. Village Hall committee are ready to help.
Sutton Mandeville are planning a picnic and wish to liaise with PC to avoid a clash of date. Fovant St George's Church are also planning an event.
Cllr Knowles will contact Fovant Church, place an ad in the Three Towers and invite interested organisers to a co-ordination meeting in late February. Action: Cllr Knowles
- 11/143 Olympic Torch Relay 2012.** The Olympic Torch will be travelling through the village of Fovant on Thursday 12th July 2012. Cllr Knowles has spoken to the Pembroke Arms who were happy to open and host an event perhaps an Olympic Breakfast. It was agreed Clerk to write to local primary schools (Chilmark, Dinton and Broadchalke) inviting them to come and line the route as the torch passes through. Action: Clerk
- 11/144 Environmental Group for Fovant.**
Cllr Gorse has looked through the file provided at the last meeting, file was passed to Cllr Story. The file has information on setting up community schemes and includes DVDs.
It was noted that a battery collection service has started in Fovant Stores.
Clerk to ask Community First to provide information on best energy deals. Action: Clerk
Cllr Gorse will speak to Mrs Payton and he will also represent FPC at this group.
- 11/145 Update on the Removal of the High St Post Box.**
Despite repeated attempts for an update nothing has been received from Royal Mail. Clerk to clarify with Royal Mail whether the Post Office in Fovant Stores is an official receptacle for the post. Clerk enquired whether there was enough space on the pavement to place a new post box and Cllrs agreed it would need to go round the corner. Clerk to continue to chase Royal Mail for an answer. Action: Clerk
- 11/146 Update on the repairs to the War Memorial.**
Two Stonemasons have been asked to quote for the work. Action: In progress
- 11/147 To receive an update on the Recreation Ground transfer of asset request.**
This has been acknowledged by the new Community area Manager, Clerk to contact and ask if there are any questions for discussion at next SWWAB meeting. Action: Clerk

Finance Matters:

- 11/148 Financial Matters**
Balance of the Parish Council accounts stands at £4,811.45 and payments totalling £139.11 were authorised for payment. A discussion followed on listing each individual payments on the agenda and in the minutes. Clerk to contact WALC and ask for legal situation on this as previous advice has been to publicly display (particularly on websites and in printed media) personal payments breaches the Data Protection Act. Action: Clerk
- It was noted that if a parishioner had concerns over payments they should contact the Clerk and arrange to view the accounts.
- Cllr Mrs Story declared a personal interest in Agenda item 11/149.
- 11/149 The Three Towers Magazine Request for Donation**

A request has been received from the Three Towers magazine for a donation using Parish Council S137 funds in order to purchase jute bags for the delivery of magazines through the village by volunteers. They are hoping to purchase between 75 and 100 bags.
Cllr Mrs Story declared a personal interest in this item.

Resolved that Fovant Parish Council will authorise £200.00 of S137 funds to purchase 100 jute bags and donate these bags to the Three Towers magazine. The balance of the £200.00 to be paid by cheque to the Three Towers. Action: Clerk

11/150 Village Fete Committee Request

A request was received by the Parish Council from the Village Fete Committee to use the Recreation Ground for the annual village fete on Saturday 23rd June.
Resolved that on the condition the fete committee have appropriate public liability insurance cover that the recreation ground is made available for this event. Action: Clerk

11/151 Structure of the Agenda

It was proposed by Cllr Mrs Story that the PC should revert to the structure as stated in Standing Orders. *NALC state that the first item of business at an ordinary meeting must be to approve the minutes of the previous meeting.*
Resolved that the agenda structure used for this meeting by continued with and that the Environmental Group be added under Cllr reports. Action: Clerk

11/152 Email Proliferation

It was noted that a large increase of emails had been received on circulation for discussion. Currently Clerk forwards all emails received to all Cllrs, WC do not send hard copies except for the SWWAB agenda and Planning Committee agenda if applicable.
Resolved that email subject line should be as informative as possible, all Cllrs were happy to continue receiving information via email. Action: Clerk

11/153 Responses to Agenda Summons (status quo on only apologies for meetings).

It was requested that the Status Quo be maintained for notification of apologies only when responding to a meeting summons. Currently Clerk emails agenda with a request that Cllrs confirm receipt of the email and also confirm they are able to attend the meeting.
Resolved that Clerk should just request Cllrs to send apologies if they are unable to attend, no confirmation receipts required. Action: Clerk

11/154 Return of Envelope Circulation

It was suggested that all Correspondence be circulated by envelope and non relative information. The envelope used to contain hard copies of letters received, most are now sent by email.
Resolved that when hard copies are received it will be circulated via the envelope. Action: Clerk

11/155 Return of all correspondence entered into by Clerk

It was requested that all correspondence, including phone call notes date/time/ length issued by the Clerk on behalf of Councillors be circulated for information.
Resolved that Clerk will save all letters sent as a pdf file and circulate with the minutes. Clerk

11/156 Action Items (all Clerk's ongoing should be sorted immediately)

It was suggested that all Action tasks be fully described and the items should be completed as quickly as practicably possible after a meeting.
Resolved that Clerk should no longer use the word 'ongoing' to describe an action. Action: Clerk

11/157 Alterations to Standing Orders reference Planning

The following alteration relating to Standing Orders were discussed;

1.20.3 Notice on Board change to 3 and Boards plural and on the Fovant PC website.
Resolved to keep it as it is, no change. (If time permits then notices will be placed on the other notice boards within the parish and on the website).

1.20.4 Applicant to be informed if there is a site visit is unfair to other applicants with no site visit. All applicants to be informed about meeting for fairness.

Minutes subject to approval at the next Council meeting

Resolved that FPC will not individually inform applicants as in some circumstances the applicant is not local or is not contactable. All applicants know when they submit their application that the parish council is a Statutory Consultee. All applicants are welcome to contact the Clerk to enquire when their application will be discussed and/or obtain information from the Notice Board.

1.20.6 Clerk requested to confirm whether a copy of the PC Planning Decisions are automatically sent to W.Cllr Mrs Green and whether the PC would ask her to call in at that point if thought appropriate. It was noted that although the PC had made comments on applications in the past the Planning Office rarely takes any notice of them.

It was confirmed that all PC Planning responses are copied to Wiltshire Cllr Mrs Green.

It was agreed this matter would be an agenda item for March after more information is obtained.

Clerk to compile prompt sheet with material considerations listed.

Action: Clerk

Planning Matters:

11/158 S/2012/0138. Fovant House, Church Lane. Demolish two storey extension and rebuild new two storey extension with single storey part. Carry out internal alterations. Construct new link between main house and out building. Re build 2 chimney stacks in stone.
Resolved that Fovant Parish Council support this application. Clerk

11/159 Fovant Parish Council supported the following applications for tree works:
S/2012/058. Fovant House, Church Lane. Horse chest nut reduce by 50%.
S/2012/080. The Old Farmhouse, Church Lane. 6x beech and 5x lime, reduce height by 30% and thin out upper branches.

11/160 Fovant Parish Council noted the following decisions made by Wiltshire Council planning:

S/2011/1705. 2 The Elms, Fovant. Single story rear extension. APPROVED

S/2011/1734. Downsway, Brook St. Demolition of existing dwelling and erection of 2 new four bedroom houses. APPROVED

S/2011/1765. Vine Cottage, High Street. Repair, internal alterations and replacement extension including demolition and replacement of the existing two storey rear extension, replacement of the existing garden shed and the insertion of gates to the existing vehicular access. APPROVED
S/2011/1773. Fovant House, Church Lane. Tree works to tulip (fell) and ash stems (reduce to ground level leaving single strong stem). APPROVED DELEGATED (APP DEL)

S/2011/1774. The Firs, High Street. Tree works to hazel (fell) and laurel (reduce to 5ft). APP DEL

S/2011/1845. The Emblems, Shaftesbury Rd, Compton Chamberlayne. Demolition and erection of new 4 bedroom dwelling and detached garage. APPROVED.

11/161 Clerk's Report / Correspondence received:

- 1) Change of date for WC Budget Forum at Salisbury; now 6pm, 15 Feb 2012 – email circulated.
- 2) Invitation to Community Planning Event at Dinton Village Hall 6.30pm, 5 March 2012– email circulated. Cllrs Knowles, Mrs Law and Phillips are attending.
- 3) Information on changes to waste and recycling, this had already been circulated by W Cllr Mrs Green.
- 4) SWWAB proposal to allocate up to £1000 per parish for Jubilee celebrations. To be decided at next SWWAB meeting, all funds must be applied for by 6 March 2012.
- 5) Attended SLCC Wiltshire meeting.
- 6) Attending SLCC training in communications.
- 7) Attending SWWAB meeting on 29th February 2012.

11/162 Date of the Next Meeting

Confirmed as Tuesday 6th March 2012 at 7.30pm in the village hall. Any items for the agenda should be sent to the clerk before 27th February 2012.

Cllr Leppard closed the meeting at 10.06pm.

Further future dates of meetings are 27th March - Annual Parish Meeting, 8th May, 12th June, 3rd July, 4th September, 9th October and 6th November. All meetings will be held at the Village Hall with agendas displayed on the notice board.

Any item for inclusion at the Parish Council meeting must be notified in writing to the Chairman for consideration of acceptance in accordance with the Parish Council Standing Orders at least 10 days in advance of the meeting. Notice of the next meeting will be posted on the Parish Council notice boards at least three working days prior to the date of the meeting. The Minutes of the Parish Council meetings are published on the Parish Notice Board, the PC web site at (www.southwils.co.uk/site/Fovant-Parish-Council/index/htm) and in Three Towers Community magazine.