

**SWALLOWCLIFFE PARISH COUNCIL  
MINUTES OF A MEETING  
held at  
Swallowcliffe Village Hall  
on  
Thursday 31<sup>st</sup> August 2017 at 7.00pm**



**Present:** Cllr. S Banas (Chairman)  
Cllr. P.J.d'A Willis  
Cllr. G Blundell  
Cllr. N Cooke

**In Attendance:** Simon Pritchard (Parish Clerk),  
Lyndsay Boothman

**Members of the Public:** 1

**Public Participation:** - None

*This was the first meeting to be held since the death of the Parish Council Chairman, Diane Atkins, on July 4<sup>th</sup> 2017  
Members paid tribute to Diane, noting that she had lived in the Village for 36 years and her long service to the Parish Council was deeply appreciated.*

ITEM	
<b>AUG/18</b>	<p><b><u>Election of Parish Council Chairman</u></b> Cllr Cooke proposed that Cllr Banas become Chairman, this was seconded by Cllr Blundell. There were no other nominations. It was therefore unanimously resolved to elect Cllr Banas as Parish Council Chairman for the rest of the municipal year.</p>
<b>AUG/19</b>	<p><b><u>Apologies for Absence:</u></b> None received, but it was noted that Cllr Jose Green, County Councillor was absent.</p>
<b>AUG/20</b>	<p><b><u>Declaration of Pecuniary Interests &amp; Dispensations:</u></b> None</p>
<b>AUG/21</b>	<p><b><u>Co-option of new Council Member:</u></b> It was proposed by the Chairman that Lyndsay Boothman be co-opted onto the Council, this was seconded by Cllr Cooke and resolved unanimously. Mrs Boothman duly signed her declaration of office and became a member of the Council.</p>
<b>AUG/21</b>	<p><b><u>Adoption of Minutes:</u></b></p> <ul style="list-style-type: none"> <li>• 8<sup>th</sup> March 2017 – Council Meeting</li> <li>• 8<sup>th</sup> March 2017 – HR Panel Meeting</li> </ul> <p>The minutes of the previous Council meeting &amp; HR Panel meeting were confirmed as accurate, signed by the Chairman and duly adopted by the Council.</p>
<b>AUG/23</b>	<p><b><u>County Councillor's Report:</u></b> No report received</p>

<p><b>AUG/24</b></p> <p><b>A</b></p> <p><b>B</b></p> <p><b>C</b></p> <p><b>D</b></p> <p><b>E</b></p> <p><b>F</b></p> <p><b>G</b></p> <p><b>H</b></p> <p><b>I</b></p>	<p><b><u>Parish Councillors' Reports:</u></b></p> <p><b>Chairman's Report &amp; Notices:</b> The Chairman brought Members attention to a letter that the Clerk had received from Wessex Water that day. The letter outlined works in the village over a 38-week period. Members agreed to publish the letter and ask Wessex Water if the bus companies had been informed.</p> <p><b>Village Hall – (Vacant):</b> No Report</p> <p><b>SW Wiltshire Council Area Board – Cllr Banas:</b> The Chairman had attended the last two area board meetings. The meetings had a large scope and covered policing and the fire service as well as Wiltshire Council matters. It was noted that 101 call waiting times were too long. Cybercrime had also come up and the fact that if you had been hacked once you are for more likely to be hacked again. The police offer free talks to community groups as to how to avoid being hacked. The subject of cheap chargers / phone chargers had come up and how they can be a fire risk. It was also confirmed that Salisbury Hospital does not have the same cladding as the Grenfell Tower.</p> <p><b>Footpaths &amp; Rights of Way – Cllr Willis:</b> Wiltshire Council's Footpaths Officer had sent some volunteers to clear the footpaths between the Radfords / Ewer households The gate at the Hinxman's still needs looking at as does several other sites that could do with upgrading but the Council is now getting low on gates.</p> <p><b>Highways – Cllr Banas:</b> Parish Steward still doing a good job, keeping gullies clear. There was a recent visit by a Wiltshire Council Road Repair Team. A walk of the village was completed with Cllr Banas and several potholes repaired including by the church. Other areas of road delamination were promised to be addressed later when the appropriate equipment was available. It was noted that in some parts of the village overhanging branches have become a problem, particularly along Higgins Lane. Further attempts to find out who the landowner is will be made and a Parish Council letter sent.</p> <p><b>Transport – Cllr Willis:</b> No Report</p> <p><b>Local Planning &amp; Development – Cllr Blundell:</b> Cllr Blundell said that it was time to draw a line under the debate about a Neighbourhood Plan (NP), The Chairman had attended a planning training event held by Wiltshire Council in Salisbury and a Senior Planning Officer had been quite clear that a NP was not advantageous for a village the size of Swallowcliffe.</p> <p><b>Council Finance – Cllr Blundell:</b> It looks like the Council will have a small underspend by April 1<sup>st</sup>. Meeting held with the Clerk as to how the document provided to Members could be improved.</p> <p><b>Flood Warden / Civic Contingencies – (Vacant):</b> The need for someone to fulfil this role was again noted and that it did not need to be a Member of the Council. Cllr Willis outlined what the role would involve.</p>
<p><b>AUG/25</b></p> <p><b>A</b></p> <p><b>B</b></p> <p><b>C</b></p>	<p><b><u>FINANCE</u></b></p> <p><b><u>To note receipts:</u></b> 1. VAT refund - £14.60</p> <p><b><u>Bank reconciliation and spend against budget to date:</u></b> This had been circulated</p> <p><b><u>To appoint three bank signatories</u></b> The Council resolved to appoint Councillors; Banas, Boothman and Blundell.</p>
<p><b>AUG/26</b></p>	<p><b><u>Conclusion of external audit 2016/17:</u></b> Members received the external audit, the matter outlined by the external audit were the same as had been reported to them by the Council and all the matters had already been corrected with the exception of a risk assessment. Cllr Blundell undertook to take this on and produce a document for the Council's consideration. Members agreed to publish the result of the external audit.</p>

<b>AUG/27</b>	<b><u>Appointment of persons to areas of special responsibility</u></b> Members resolved to appoint Cllr Blundell to be the Council's Village Hall Rep
<b>AUG/28</b>	<b><u>Planning and Tree Applications:</u></b> None had been received since the agenda had been issued.
<b>AUG/29</b>	<b><u>Village Hall financial statement:</u></b> The account for the last final year were received by the Council. It was noted that the Village Hall continued to break just about even. The accounts had been audited by Jeremy Little who is a qualified auditor and he had expressed concern as to how some of the money was being handled. All money received from events should be put through the books via the Treasurer and invoices should be paid by the Treasurer from an invoice. Cllr Blundell will pursue this matter at the next Village Hall committee meeting.
<b>AUG/30</b>	<b><u>Village noticeboards revamp / replacement:</u></b> Some members had taken the opportunity to look at the condition of the boards and made inquiries to a local carpenter. It will be possible to refurbish the current boards and a quote will be obtained by Cllr Blundell.
<b>AUG/31</b>	<b><u>TISBUS Grant request:</u></b> Cllr Willis proposed that the Council make a grant of £200 to TISBUS, this was seconded by Cllr Cooke and resolved unanimously  <i>Using the Local Government and Rating Act 1997, ss. 26-29</i>
<b>AUG/32</b>	<b><u>Litter pick:</u></b> Members agreed to find out when the national litter picking week will be and we will organise an event then.
<b>AUG/33</b>	<b><u>Village walk:</u></b> Cllr Willis has been organising this. A route has been planned and the proposed date of Oct 7 <sup>th</sup> set. Emails have already been sent out to residents and interested parties.
<b>AUG//34</b>	<b><u>Empty homes in the Village:</u></b> Members were only aware of one, Springhead (House) and were very concerned about the state it was now in. It was felt the house is just a few years off becoming a danger. Complaints had been received from a village resident. The first step would be to firmly establish who the owner was. Members agreed to send a headed letter to the last known owner to try to establish current ownership.
<b>AUG/35</b>	<b><u>Village traffic calming measures:</u></b> The Chairman outlined the progress of the Swallowcliffe Traffic Group since the last Council meeting. The two possible measures were a Speed Indicator Device (SID) and/or a 20 MPH limit. The SID and posts to mount it on would cost approximately £500 to £1000 to the Council after receipt of a Wiltshire Council grant. The device would be shared with up to 3 other Councils (Fovant, Ansty and potentially, Donhead St. Mary). The 20MPH zone would cost approximately £6000 to the Council and would need strong community support before it would be considered by the Area Board. The Chairman asked for the Council to give a mandate to the Traffic Group as to what the Council wished them to pursue. It was resolved that the Council wished the Traffic Group to pursue both options.

<b>AUG/36</b>	<p><b><u>Council meeting dates:</u></b> Confirmed as</p> <ul style="list-style-type: none"> <li>• 12<sup>th</sup> October 2017</li> <li>• 11<sup>th</sup> January 2018</li> </ul>
<b>AUG/37</b>	<p><b><u>Item for the next agenda:</u></b></p> <ul style="list-style-type: none"> <li>• Village Traffic Calming Measures Update</li> <li>• Springhead Cottage</li> <li>• The Council precept for 2018/19</li> <li>• Village Litter Pick</li> </ul>

Meeting Closed at 9:00 pm

Signed Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

**Email:** Swallowcliffepc1@gmail.com

**Website:** <http://www.southwilts.com/site/swallowcliffe-parish-council-news>

Next Parish Council Meeting: Thursday 12<sup>th</sup> October 2017