

**Minutes of Winterbourne Parish Council meeting for January 18th 2012
Held in the Glebe Hall, Winterbourne Earls at 7.30pm**

Present were – Cllr D Baker (Chairman), Cllr C Tarver, Cllr P Biggins, Cllr M Atkinson, Cllr S Bucknell, Cllr P Johnson and Mrs Melanie Thomas (Clerk)

		Action
1.	<p>To receive apologies</p> <p>Cllr J Randle, Unitary Cllr Mike Hewitt, Cllr R Baker.</p> <p>Cllr Tarver gave his apologies in advance for intended non-attendance at the February meeting of the Parish Council.</p>	
2.	<p>Declarations of Interest</p> <p>Cllr M Atkinson as (i) proprietor of Chimaeron Limited and as the Parish Council uses the services of Chimaeron Limited for the payroll of the Parish Clerk and (ii) treasurer and representative of the Glebe Hall Committee.</p>	
3.	<p>Minutes</p> <p>To approve as a correct record of the minutes of the Parish Council meeting held on December 21st 2011 – unanimously approved.</p> <p>Cllr Johnson entered the meeting at 7.35pm.</p> <p>A discussion took place as to the recent decision of the Parish Council at the December 2011 meeting with regards to the precept and which Cllr Johnson was not part of due his absence at that meeting. Cllr Johnson then tendered his resignation and left the meeting at 7.59pm.</p>	
4.	<p>Confirmation of Parish Council vacancy following the resignation of Cllr V Harrod</p> <p>Confirmation given of the recent resignation of Cllr V Harrod and that the notice of election would be duly displayed, following liaison with Wiltshire Council procedure and request.</p>	
5.	<p>Parish Councillor portfolio list – reconsideration of those items allocated together with vacant items</p> <p>A review of the current portfolio list took place with a discussion then taking place as to which Council members were willing to be allocated to the stated categories. Agreement made that Cllr D Baker be allocated as the cricket club representative along with help from Cllr Bucknell, Cllr Atkinson and Cllr R Baker as Amenities, Cllr Biggins as Footpaths along with Cllr Randle, Cllr Bucknell as the Neighbourhood Watch and Police Liaison representative, Cllr Tarver as the Hurdcott representative and environmental aspects concerning the River Bourne. Action: Clerk to update the list and distribute to the members.</p>	Clerk
6.	<p>Parish Councillor representation in Hurdcott</p> <p>Following Cllr Tarver’s co-option to the Parish Council with the intention at that time to represent the Council in the area of Hurdcott and on a short term basis, Cllr Tarver stated his intention to remain with the Parish Council for the immediate future but that ideally a replacement and for this area should be sought.</p>	
7.	<p>Matters arising from the last meeting</p> <p>Emergency Plan – update – confirmation given that the final draft has been produced and which had been duly distributed to the Council members. It is now the intention to distribute the plan with the Village Link magazine, however before this can take place, it is intended that a copy of the plan is given to each of those persons mentioned in the document to confirm if they are in agreement that their relevant contact details are displayed – Cllr Biggins to liaise with the Clerk in order that this is undertaken. Clerk asked to send a copy of the document to the Emergency</p>	Clerk/Cllr Biggins

	<p>Planning Officer at WC for reference and checks if necessary.</p> <p>Thanks and appreciation for the efforts in producing the document was given to Cllr Biggins, Cllr Atkinson and the Clerk. A discussion then took place as to which items should be included in a planned collation of an Incident Emergency Kit with agreement that the following items should be ideally included: ten reflective jackets, three hard hats, plastic storage box for the items, torch, roll of cordon tape, pens and notepads, whistles, megaphone.</p> <p>Tanners Lane Ford – noted as on going with update expected from Cllr Hewitt but was not available to be given due to his absence – to be further addressed at a future meeting.</p> <p>Clerk asked to enquire with the Area Board manager as to the current status of the metro count request from the Parish Council.</p>	
<p>8.</p>	<p>Finance</p> <p>Approval of January statement – approved.</p> <p>Invoices for approval: Clerks expenses, Cllr Baker £90 (Chairman allowance pro-rata, July to March 2012), Chimaeron Ltd £10.33 (printing costs to the PC), WALC £66 (training course for Cllr Biggins), Hurdcott Landscapes £288 (maintenance).</p> <p>Agreement made that Cllr Atkinson, Cllr Biggins and Cllr Bucknell would be added as signatories to the PC banking facility. Action: Clerk to organise.</p>	<p>Clerk</p>
<p>9.</p>	<p>Report from Unitary Councillor Mr Michael Hewitt</p> <p>As Cllr Hewitt was absent from the meeting, reference was made to a report he had supplied to the Parish Council before the meeting and which had been distributed by the Clerk. Agreement made that the Council members would enquire with Cllr Hewitt, if he were unable to attend for any future meetings, whether it would be possible for him to request that Cllr Smale attends the PC meeting in his absence and to give an update on Parish related matters.</p> <p>Confirmation was given of an Area Board meeting of 19th January 2012 with possible PC representation at this meeting then sought. Cllr D Baker stated that he would endeavour to attend on behalf of the Parish Council.</p>	<p>Clerk</p> <p>Cllr D Baker</p>
<p>10.</p>	<p>Report from Cllr D Baker for the meeting attended on the 5th January 2012, BVAPC and to include NTPC request for mandate change</p> <p>An update was given by Cllr D Baker from a meeting of the BVAPC and which he attended on behalf of the Parish Council on 5th January 2012. The meeting included a mandate request change from Newton Toney Parish Council and an agreement made at the BVAPC meeting that this be considered at a meeting of each of the respective members of the BVAPC. A lengthy discussion then took place in reference to the mandate change request as stated below and at the suggestion of the BVAPC:</p> <p><u>Newton Tony Mandate change proposal (20-Nov-2011)</u> "Any decision as to an action/and agreement by the BVAPC, should be relayed to each Parish Council in the first instance and by their named representative. The representative will then relay the information to the Parish Council Chairman who will endeavour to notify the remaining members of that Parish Council and where the matter will be discussed as a collective at their respective next available Parish Council meeting. No action should be taken by the BVAPC until it receives notification from the Parish Council in question as to their decision on the matter."</p> <p>Following discussion it was agreed with unanimous agreement with one abstention by Cllr Bucknell that the following suggestions be made to change the mandate of the current BVAPC and to include the following – these suggestions to be viewed in the order given:</p> <p>(i) The members, including the Chairman, of the BVAPC should only be elected serving Parish Councillors and to be those representing their respective Parish Council.</p> <p>(ii) Delete item 4 of the current mandate which states “The Chairman will be elected on an annual basis for a 12 month term and is authorised to represent Members’ views and act on behalf of the</p>	

