

**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>	

	<p>BVAPC. Should the Chairman be unable to attend and represent the BVAPC on any occasion, he may appoint a Deputy from the Members to act on behalf of the BVAPC.</p> <p>(iii) The elected Chairman of the BVAPC to be appointed at each meeting and to act in rotation of the Parish Council members of the BVAPC.</p> <p>(iv) Accept NTPC mandate request.</p> <p>The other item of note from the BVAPC meeting that was discussed was the display of signage such as those advertising events – following recommendation at the BVAPC, the Parish Council agreed that it would be advisable if any persons wished to display such signage and in a neighbouring Parish for instance, then they should ideally contact that Parish to inform them of their intentions.</p>	
11.	<p>Parish Plan – 2012 review</p> <p>Agreement to defer this item until the February meeting.</p>	
12.	<p>Planning</p> <p>S/2011/1914/ADV – High Post Business Park, High Post, Salisbury – discussed with Parish Council decision of Support.</p> <p>S/20111904/ADV – High Post Business Park, High Post, Salisbury - discussed with Parish Council decision of Support.</p> <p>S/2011/1897/Full – Green Hedges, Winterbourne Earls, Salisbury - discussed with Parish Council decision of Support.</p> <p>S/2012/14/CAC – Meadow View Cottages, Winterbourne Earls, Salisbury - discussed with Parish Council decision of Support.</p> <p>S/2012/13/Full - Meadow View Cottages, Winterbourne Earls, Salisbury - discussed with Parish Council decision of Support.</p> <p>Confirmation given of the recent notification that the application of S/2011/1790/Full – Convert existing cob barn and reinstate former thatched roof covering and attached stores to provide 2 bed dwelling. Repair existing and rebuild collapsed yard walls to form enclosed garden area – Bowles Barn and Yard, The Portway, Winterbourne Gunner, Salisbury and S/2011/1791/Full – Block up existing vehicular access onto The Portway) but retain footpath access and form new vehicular access with improved visibility and improved parking/turning area to Bowles Cottages. Repair existing track up to cricket field to form level hardcore surface – Access to Bowles Cottage and Winterbourne Cricket Field, The Portway, Winterbourne Gunner, Salisbury were to be brought to a meeting of the WC planning committee on 26th January 2012 for consideration. Cllr D Baker indicated that he would endeavour to attend the meeting on behalf of the Parish Council and in support of the applications which had been agreed by the Parish Council at its December meeting.</p>	<p>Clerk</p> <p>Cllr D Baker</p>
13.	<p>Highways and Footpaths</p> <p>Discussion of the possible purchase of dog waste bins within the Parish – a discussion took place with the location of Tanners Lane named as a location most suited in the first instance for the possible placement of a bin. Clerk asked to research the cost of the purchase of a bin along with the costs of emptying by WC.</p> <p>Grit bin purchase – confirmation given of the recent purchase due the bin located at Summerlug having disappeared. Note made that as WC had since replaced the bin, an alternative location be sought for the Parish Council purchase.</p> <p>Parish Steward – review of those jobs submitted and completed – noted as being unable to be completed due to the recent notification from WC that an up to date report list could not be produced due to technical difficulties – once the reports are received then the Clerk will endeavour to further research the matter.</p>	Clerk
14.	<p>Web – Parish Council details and inclusion of</p>	

	<p>A discussion took place in regard to the items that the Parish Council currently displays on the agreed and allocated web site. A request was made to the person who voluntarily adds the Parish Council items to the web, to ideally update the items on a monthly basis especially the minutes of each meeting which are to be added when approved. Note that several items were considered outdated e.g. 2007 planning minutes, minutes of 2009. Council members were asked to view the site in the time before the next meeting and where the item will be further discussed at the February meeting for a planned review to be undertaken.</p>	All
15.	<p>Olympic Torch/Jubilee celebrations – update from meeting held on 10th January 2012</p> <p>An update was given by Cllr Atkinson following attendance at a meeting organised by WC in relation to this item with note that the minutes of the meeting are expected and for planned distribution to the Parish Council members. In addition an update was given of a subcommittee meeting organised by Cllr Atkinson in relation to this item. Confirmation that further meetings are to be held with plans to publish information in the forthcoming edition of the Village Link. It is the intention of the subcommittee to provide the Parish Council with proposals for the costings of a planned event and the possibility of the purchase of commemorative memorabilia of an event.</p>	
16.	<p>Amenity Matters and including the Allotments</p> <p>Email from allotment sub-plot holder – discussed with agreement that the request from the sub-plot holder to relinquish half of the allocated plot be allowed and that the remainder half plot be reallocated to the next person the current waiting list.</p> <p>Allotment water supply – query from last meeting – an update was given and upon further research made by the Clerk with the water company that the company were not able to give the figure of how many cubic metres of water is used per tap over a specified period of time, and that only one bill can be given as a whole. A suggestion was made by the water company that this could be undertaken by the Parish Council, privately, and by installing sub-meters (per tap) and by a qualified plumber if they so wished.</p> <p>Play area proposed works – update – given by Cllr Atkinson with confirmation that further research is currently being undertaken and with note that several play site visits had taken place in order to gain ideas of what is currently available in neighbouring Parishes and outlying areas. It is now envisaged to compile prices for the installation and purchase of equipment – further updates to be given in due course.</p>	<p>Cllr D Baker</p> <p>Cllr Atkinson/Cllr R Baker</p>
17.	<p>Correspondence</p> <p>Confirmation of a letter received from a resident concerning the on-going parking concerns at the lay-by in Winterbourne Earls. A discussion took place with confirmation given that the Parish Council had liaised with the Highways Agency, Traffic Management team at WC, Unitary Councillor and Police Authority in order to address the matter. Confirmation that white lines had been placed at the site and following liaison with the above authorities/persons in order to combat the problem together with a request that the Police Authority patrol the area and to act in the powers available to them with regards to the parked vehicles. Agreement made that the Clerk should reply to the Parishioner in liaison with Cllr D Baker with a suitable reply in light of the points mentioned and efforts undertaken to date.</p>	Clerk/Cllr D Baker

Meeting concluded at 10.03pm. Date of next meeting confirmed as February 15th 2012 at 7.30pm, Ron Burton Room, Glebe Hall, Winterbourne Earls, Salisbury.