

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

Present were – Cllr D Baker (Chairman), Cllr R Baker, Cllr J Randle, Cllr C Tarver, Cllr G Shepherd, Cllr S Bucknell, Cllr P Biggins and M Thomas (Clerk)

Five members of the public, Unitary Councillor Mike Hewitt

		Action
1.	To receive apologies None.	
2.	Declarations of Interest 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.	
3.	Minutes To approve as a correct record, the meeting of the Parish Council held on 20 th June 2012 – unanimously approved.	
4.	Matters arising from the last meeting Initial Response Plan – purchase of emergency kit – consideration of items –noted and agreed as ten reflective jackets, three hard hats, plastic storage box for the items, wind up torch, roll of cordon tape, pens and notepads, whistles and megaphone. Agreement that the Clerk should purchase the items on behalf of the Parish Council, with storage of the items to be at the Glebe Hall in the Parish. Broken Cross Bridge – confirmation of date of public meeting (24 th July 2012) and discussion of – confirmed as having been initially organised by the Parish Council but now to be hosted and under the jurisdiction of the Amesbury Area Board. Questions were then allowed by attending audience members to the Unitary Councillor and Council members. The Parish Council re-iterated its previous statement that it was fully in support of the business community in view of the intended works and the impact it may have on the community – in light of this the Chairman, David Baker agreed to place a note in the Autumn edition of the Village Link magazine encouraging people to continue to use the shop and local business in the Parish during the works.	Clerk Cllr D Baker
5.	Finance Approval of July statement – unanimously approved. Invoices for approval: Clerk expenses £12.20, Hurdcott Landscapes £451.20 (June maintenance and grass cutting of Down Barn Road), Cllr Atkinson £31.20 (mileage expense for Council related meeting attendance), Parish Mag Printers Ltd £672 (Summer VL print of 650 copies) and £135 (IRP print of 650 copies), Cllr P Biggins £31.20 (mileage claim for attendance to a training day regarding Neighbourhood Planning in June 2012).	
6.	Reports from : Wiltshire Council Unitary Councillor Michael Hewitt - note was made of the recent torch visit and celebrations in the Parish held on 11 th July 2012 and which were very well attended. The Chairman, David Baker gave thanks and gratitude to the organising committee as well as all the people who had helped in the preparations and event itself. In addition thanks were given to the Highways Agency for their valued efforts. As part of this discussion it was noted that weeds on the Portway were in need of being removed – the Clerk was asked to contact the Parish Steward to remedy. Note was made of the continuance of vehicles becoming lodged in the ford at Tanners Lane with advice then sought from the Unitary Councillor as to what could be done to rectify this – Cllr Hewitt gave advice concerning Highways regulations and agreement was made that the Chairman would liaise with the local land owner to discuss the possibilities of placing signs at the site to deter such occurrences.	Clerk Cllr D Baker

	<p>Cllr Maureen Atkinson following a WALC training session attended in May 2012 – reference was made to a document Cllr Atkinson had prepared and which had been distributed prior to the meeting. A discussion then took place of the various points of information and guidelines gained from attendance at a training course in May. Thanks were given to Cllr Atkinson with note that the Parish Council considered that it was beneficial to attend the training sessions.</p> <p>Cllr David Baker – consideration of BVA Chairmanship following liaison with Newton Toney Parish Council and “Youth” item/requirements following communications from a BVA representative.</p> <p>Cllr Baker gave an update following his attendance at the 14th June BVAPC meeting where a proposal was put forward by the BVAPC regarding the Chairmanship following the resignation of Stan Stubbs and which was for Cllr Andrew Tidd of Idmiston Parish Council to undertake the Chairmanship. The Council members then considered the proposal with a vote taken which was unanimous that they were not in agreement with this proposal and wished alternatively for a proposal to be put forward whereby the Chairmanship is undertaken on a rotational basis by each of the attending Parish Council representatives.</p> <p>In addition an agreement was made to give a delegated responsibility to Cllr D Baker that he could act on behalf of the Parish Council in making the decision as to whether Winterbourne Parish Council would continue to be a member of the BVAPC.</p> <p>Cllr Hewitt then offered, and it was agreed by the Council that he would act as Chairman at the next meeting of the BVAPC and until a Chairman could be elected, ideally at that meeting where it was thought to be an agenda item.</p> <p>Note was made of a grant application that had been made by Idmiston Parish Council on behalf of the members of the BVAPC and which included the Winterbourne Parish – this was in regard to the Bourne Valley Youth Project which employs youth workers within the villages in the Bourne Valley. The grant would help the transportation costs in the use of a minibus for the workers to collect youth from the villages and take them to Amesbury Sports Centre once a week.</p>	
7.	<p>Planning</p> <p>Visit by Mr James Feltham in regard to a proposed planning application in the Parish – Mr Feltham provided planning drawings/documents of which some had been distributed prior to the meeting pertaining to an intended application for a dwelling in the Parish – this was then discussed amongst the Council members with advice given. Mr Feltham thanked the Councillor’s for their valued input.</p> <p>S/2012/980: Bridge Cottage Morgans Lane Winterbourne Dauntsey Salisbury - single and two storey extensions – noted with comments to be made to the Clerk before the deadline response date to WC of the 10th August 2012.</p> <p>S/2012/991/TCA – Glebe Cottage, Main Road, Winterbourne Gunner – fell x 1 Laburnum due to drainage problems caused to neighbour – Parish Council decision of Support.</p>	All Cllr’s
8.	<p>Code of Conduct: discussion as to whether to adopt (i) the NALC Code of Conduct or (ii) the Wiltshire Code of Conduct or (iii) a Parish Council own Code of Conduct</p> <p>A discussion took place with reference to the NALC model and the WC model and details of each, in addition input was given from the Clerk following liaison with WALC on the subject. An agreement was made that the WC version would be adopted as an interim measure and upon further perusal of both models – the Clerk was asked to agenda this item again for the September meeting where a definite decision is planned to be made on the matter.</p>	Clerk
9.	<p>Highways and Footpaths</p> <p>Update from the Community Area Transport Group (CATG) meeting of the 11th June 2012 regarding request for two assisted crossings on the A338 and flashing sign request and petition from Winterbourne Earls School – noted that the CATG intended to further the placement of a flashing placement sign on behalf of the Parish and where it intended to consider a funding request in September 2012 for the sign. Confirmation that WC would fund the undertaking of pedestrian counts on the A338 following request by the PC to place two assisted crossings on the road. Confirmation that Cllr D Baker and the Clerk had</p>	

	<p>arranged to meet on site with a WC transport representative to discuss the proposed crossings.</p> <p>Consideration of placement of the flashing sign and in consideration of the School's suggestion – reference was made to an email communication received from the School with their suggestion of the placement of the sign – the Council then considered this with agreement made of the suggestion and that this would then be conveyed to the Amesbury Area Community Manager for intended inclusion at the next CATG meeting.</p> <p>Snow Warden and weather response plan – consideration of regarding WC supply of 1 tonne bag of salt bag scheme 2012/13 – agreement was made that Cllr Randle would undertake to be the Snow Warden on behalf of the Parish and that the WC supply of salt would be deposited at the location of the Parish maintenance contractor, upon their agreement – Clerk to enquire.</p> <p>Storm drain in the vicinity of Black Horse Lane – concern to be raised and noted – reference was made to a map supplied by Cllr Shepherd of the area and a discussion then took place regarding concern of a storm drain that had possibly been filled together with a possible blocked drain located on Hurdcott Lane – Clerk asked to report the blocked drain at Hurdcott Lane to the Highways Agency whilst Cllr Hewitt agreed to liaise with Cllr Shepherd regarding concerns of flooding in the area.</p> <p>Footpath 5 (i) consideration of re-siting and (ii) concern raised regarding apparent motorbike use on Footpath 1</p> <p>Item (i) was briefly discussed with note that a site meeting was thought to be advisable between the landowner and adjacent property in the first instance and to be furthered in September 2012 – Clerk to agenda for the September meeting. Item (ii) was discussed following Parishioner contact with both Cllr R Baker and the Clerk – Cllr R Baker agreed to contact the Parishioner in question to advise following advice from Cllr Hewitt, that any suspected incidences should be reported to the police authority in the first instance with note of the date and times of the incidence(s) if available.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk/Cllr Hewitt</p> <p>Clerk</p> <p>Cllr R Baker</p>
10.	Neighbourhood Plan (NP)	
	<p>Report from Cllr Biggins following attendance at a SCNP workshop on the 23rd June 2012 – decision made to defer this item until the September meeting of the Council and where a thirty minute time allocation slot would be made for discussion of this item.</p>	Clerk
11.	Community Speed Watch Scheme (CSWS)	
	<p>Update from the Clerk following liaison with Shrewton Parish Council and action point from the June meeting – the Clerk reported that she had been in contact with Shrewton PC and the co-ordinator of the scheme in that Parish with confirmation that useful and helpful information had been gained – a discussion of this was then made in reference to this with agreement that the Parish Council would endeavour to hold a public meeting solely for the CSWS. In addition that an invitation would be made to the WC representative responsible for the scheme in order to give a presentation at the public meeting and in order to encourage volunteers for the scheme. It is planned to hold the meeting in the Spring of 2013 and in light of the Broken Cross intended works. Action: agenda for the January meeting of the Parish Council.</p>	Clerk
12.	Amenity Matters and including the Allotments	
	<p>Parish refuse bins – following audit of and discussion of any necessary remedial repairs/action – reference was made to a document that had been prepared and distributed prior to the meeting of the refuse bins in the Parish and any necessary remedial repairs. Note made of several items and which were (i) a refuse bin located at the shop and Post Office which was thought to have been damaged by WC – Clerk to contact the shop to ascertain the date and time of the incidence and to report the matter to WC in order to remedy (ii) catch/locking mechanism system of the bins thought to be not suitable - Cllr Baker agreed to view the catch system in operation in the Allington Parish as this has been noted as being of use - if thought to be of benefit then this could possibly be used for the Winterbourne Parish bins and (iii) refuse bin located at Policeman's Corner thought to be in need of repair – agreement that the local Parish contractor would look at in the first instance and if not able to remedy then to contact the Parish maintenance contractor to enquire.</p> <p>Agreement that the proposed upgrade of the playground be added to the September agenda for further discussion and consideration.</p>	<p>Clerk/Cllr D Baker/Cllr M Atkinson</p> <p>Clerk</p>

	Note made of fly tipping in Gaters Lane which was thought to be painting materials – Cllr Biggins agreed to report to WC	Cllr Biggins
13.	<p>Correspondence</p> <p>WC – On-line registration of Member’s Interest - change to notification of – noted with request that the Clerk distribute the information pertaining to this item following prior distribution of the material. It was agreed that each Council member would endeavour to undertake to complete the necessary and required documentation.</p> <p>Letter read aloud by Cllr D Baker that had been received from a Parishioner regarding stated concern of a perceived blind exit from Gaters Lane, Winterbourne Dauntsey on the C56 Portway – item discussed with agreement that the Clerk should forward the letter to the Highways Agency with note of concern from the Parish Council and the Unitary Councillor and to enquire what could be done to remedy/address the concern.</p>	<p>All Cllr’s</p> <p>Clerk</p>
14.	Confirmation of date of next meeting: stated as 19 th September 2012	

Meeting concluded at 10.12pm