

Minutes of Winterbourne Parish Council meeting for 16th March 2011
Held in the Glebe Hall, Winterbourne Earls at 7.30pm

Present were – Cllr T Atkinson, Cllr J Randle, Cllr D Baker, Cllr P Johnson, Cllr V Harrod, Cllr C Tarver and Mrs Melanie Thomas (Clerk)

Unitary Cllr M Hewitt and 5 members of the public

		Action
1.	To receive apologies	
2.	Declarations of Interest None.	
3.	Minutes A copy of the minutes for the last meeting held on February 16th 2011 were submitted, and duly approved by Cllr Atkinson.	
4.	Matters arising from the last meeting Dog fouling signage – noted that suitable backing material had now been obtained for the dog fouling signage – Cllr Baker and Cllr Randle agreed to place the signs at various locations in the Parish – in addition help to be sought from a local named resident who had previously offered to do so.	
5.	Finance The Clerk distributed a spreadsheet of the income and expenditure of the Parish Council for March which was accepted by the Parish Council. <ul style="list-style-type: none"> • Invoices approved: The Church of England (Diocese of Salisbury) £207.00 (rental of play area at Winterbourne Earls, half year ending 24th March 2011). 	
6.	Reports from Unitary Council member and to include the Bourne Valley Alliance meeting An update was given with reference to budgets at Wiltshire Council, likelihood of cuts, the forthcoming Localism Bill where it is planned that Parish Councils will be invited to an explanatory meeting. Further the proposed changes to the bus services in the Parish and where Cllr Hewitt promised to distributed further information regarding percentage occupancy of the services to the Clerk.	Cllr Hewitt
7.	Planning None noted.	
8.	Highways and Footpaths Grit bin placement at Hurdcott – update given by Council members and the Clerk with the agreement that a further quote be sought for the placement of the bin following an offer from a local resident – Cllr Atkinson to attend the site meeting along with Cllr Tarver.	Cllr Atkinson/Cllr Tarver/ Clerk

	<p>Area Board Meeting of 31st March 2011 – 30mph speed limit extension agenda item – confirmation given of item added to this meeting and where Cllr Atkinson will represent the PC – in addition confirmation given that all correspondence relating to this matter between WC and the PC had been submitted to the Area Board for reference and consideration.</p> <p>Pedestrian Crossing in Winterbourne Earls regarding Amesbury Area Transport Group (CATG) – note made that the suggestion by the PC of a pedestrian crossing on the A338 in Winterbourne Earls has been added to the list of schemes being considered by the CATG – further updates to be given as and when they become available.</p>	
9.	<p>Parish Clerk – three items:</p> <p>HM Revenue and Customs – PAYE implementation with effect from 6th April 2011 – notification and discussion of – following the Clerk’s notification to the Parish Council members of recently published documentation and the necessity that the procedures as outlined must be adhered to and instigated – the Council members then referred to a quotation from a local company offering to provide the services to adhere to the new regulations i.e. setting up of a PAYE system for the Clerk – after discussing it was unanimously agreed to accept the quotation and instigate the necessary procedures.</p> <p>Discussion of current allocation of Parish Clerk working hours and possible extension – item discussed with unanimous agreement that the Clerk’s working hours is increased from ten hours per week to twelve hours per week – Clerk to organise the relevant increase with agreement that the effective date to be 1st March 2011.</p> <p>National Association of Local Councils Spinal column point increase for 2010/11 for the Parish Clerk – SCP21 from SCP20 – discussion and possible agreement – discussed and all in agreement – Clerk to action relevant increment to salary.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
10.	<p>2011 Maintenance contract</p> <p>The contract with the present PC contractor was discussed with the suggestion that the contract be extended for a further two years without the tendering process taking place – reference was made to a submitted figure showing the costs for the two years in question and it was agreed to accept the figures pending a letter to be sent to the contractor outlining the terms of the contract – Cllr Atkinson to action.</p>	<p>Cllr Atkinson/Clerk</p>
11.	<p>Discussion and confirmation of communication guidelines for the Parish Council</p> <p>Discussed and in reference to recent communications – suggestion was given of guidelines of which all agreed and members to endeavour to follow.</p>	
12.	<p>Parish Steward Scheme</p> <p>Confirmation given that Cllr Atkinson and the Clerk had met with the Highway Engineer, Highway Technician and Parish Steward to discuss the Scheme in the Parish and an update was then given. Confirmation given that the Parish Council would no longer be allocated set day(s) for the Parish Steward but that the Steward would visit between sixteen and seventeen Parishes on a twenty day cycle with relevant and suitable jobs undertaken in each. Councillors were</p>	<p>All/Clerk</p>

	<p>encouraged to notify the Clerk of any suitable works which would then be reported to the Scheme organiser for action.</p> <p>Clerk to ask once again for the return of The Bank sign from Highways so that Cllr Baker can re-erect in the correct allocated site.</p>	Clerk
13.	<p>Amenity Matters and including the Allotments</p> <p>Note made that there was currently in place a waiting list for allotment plots.</p>	
14.	<p>Correspondence</p> <p>Wiltshire Council – Updated Definitive Map and Statement for public paths – confirmation given that the Parish Council should request a paper copy as offered by the Council.</p> <p>Winterbourne Glebe Hall Committee – letter of thanks for the generous donation to the Glebe Hall Chair Fund and certificate given indicating the donated number of eight chairs by the Parish Council.</p>	
15.	<p>Any other business</p> <p>Note made that Cllr Baker had attended, as the PC representative, the meeting of the Winterbourne Glebe Hall Committee on 10th March 2010 and offered a vote of thanks for the impressive and much valued work of the Committee and especially in relation to sponsorship.</p>	

The meeting finished at 8.32pm. Date of next meeting: Wednesday April 20th 2011 at 7.30pm in the Ron Burton room of the Glebe Hall, Winterbourne Earls