

**Minutes of Winterbourne Parish Council meeting for February 15th 2012
Held in the Glebe Hall, Winterbourne Earls at 7.30pm**

Present were – Cllr D Baker (Chairman), Cllr R Baker, Cllr M Atkinson, Cllr S Bucknell, and Mrs Melanie Thomas (Clerk)

Two members of the public, Unitary Councillor Michael Hewitt, PCSO Will Todd

PCSO Will Todd gave an update to the Council members and present audience before the meeting began and which included an update of recent crime figures and incidences that have occurred. The PCSO requested that the Parish Council inform the authority of any forthcoming public events such as those for the Jubilee celebrations.

		Action
1.	<p>To receive apologies</p> <p>Cllr P Biggins, Cllr J Randle, Cllr C Tarver.</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 January 18th 2012 – presented and signed as a correct record by the Chairman, Cllr D Baker – unanimously agreed.</p>	
4.	<p>Confirmation of Parish Council vacancy following the resignation of Cllr P Johnson</p> <p>Resignation confirmed as having been received – notification can now be made to Wiltshire Council for the process of advertisement to take place.</p>	
5.	<p>Matters arising from the last meeting</p> <p>Emergency Plan – and to include discussion of the possibility of the purchase of an ICE kit – confirmation that Cllr Biggins would be agreeable to help in the purchase of an ICE kit, following an email communication received from him and in his absence. Clerk asked to contact each person mentioned in the Emergency Plan to enquire and receive confirmation if they are agreeable for their name and contact details to be published in this document – this to be completed before agreement is made to publish the document.</p> <p>Parish Councillor vacancy following the resignation of Cllr V Harrod – noted as now being available for co-option and following notification from Wiltshire Council. An advertisement was agreed to be placed in the next edition of the Village Link for the vacant post.</p> <p>Dog waste bins – update from Cllr Atkinson following site visit with Highways Manager – an update was given by Cllr Atkinson with supply of three quotations for refuse bins – a delegated decision was given to Cllr Atkinson to liaise with the land owner to ascertain if they were agreeable for a bin to be placed at a site discussed with the Highways Manager. Agreement given to purchase one of the bins suggested at the meeting and once confirmation is received from Cllr Atkinson, following liaison with the land owner in the first instance. In relation to this item, note made of the apparent need to repair some of the millennium bins in the Parish – agreement given that one of the Parish contractors would be contacted to enquire if the necessary repairs could be undertaken – Cllr Atkinson to contact.</p> <p>BVAPC – following a decision made at the January meeting regarding a mandate change request by Newton Toney Parish Council and other related items by agreement of Winterbourne Parish Council, the Clerk was requested to send the decision/minute of this item to Cllr John Smale, Cllr Michael Hewitt and all members of the BVAPC for intended inclusion at the meeting of the</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk/ Cllr Atkinson</p> <p>Clerk</p>

	BVAPC.	
6.	<p>Finance</p> <p>Approval of February statement – presented and unanimously agreed.</p> <p>Invoices for approval: Clerks expenses, B Davis £355 (maintenance works), A Cramer £38.55 (notice board repairs), Greg Gent £480 (sycamore tree works at St Edwards Churchyard, ICO £35 (Data Protection) – all approved.</p> <p>Confirmation of the removal of Parish Council banking signatories of those Parish Councillor’s that are no longer elected members of the Parish Council – acceptance given for the removal of the signatories of Philip Johnson and Anthony Atkinson.</p>	
7.	<p>Report from Unitary Councillor Mr Michael Hewitt</p> <p>Broken Cross Bridge – brief update given with information that a public meeting would be held, likely to be in June 2012, to inform the public of the planned works – further update to be given as and when information becomes available.</p> <p>Parish Council request to Cllr Hewitt noted in January minutes, item nine – agreement made that if Councillor Hewitt is unable to attend a planned Parish Council meeting then the Council could and would ask Councillor John Smale if he could attend in his absence and to update the Parish on relevant matters and if wished, another portfolio holder, preference being noted as Cllr Smale.</p> <p>Note made of the Area Board meeting due to be held on the 23rd February with a request made by Cllr Hewitt that the members would be advised to note and send to him a list of ten priorities, with some mentioned as the Parish Steward scheme, Broken Cross Bridge, pedestrian crossing on the A338.</p>	All Council members
8.	<p>Data Protection – discussion of in relation to the Parish Council</p> <p>Clerk supplied information to the Council from the Information Commissioner Office (ICO) and informing the Council that there is a statutory requirement for an organisation to notify the ICO under the Data Protection Act 1998 unless they are exempt. Details were then checked and agreement given by the Parish Council to process the relevant paperwork to the ICO for registration to be made. Action: Clerk to instigate.</p>	Clerk
9.	<p>Parish Council Priorities – request from Wiltshire Council – discussion of and to include:</p> <p>Pedestrian crossing on the A338 – noted as a priority – Clerk asked to enquire with the Area Board manager if this is still on the list of priorities with the Community Area Transport Group as was thought to be by Cllr Hewitt.</p>	Clerk
10.	<p>Parish Plan – 2012 review</p> <p>Note made of two required changes to the current document, page 4, paragraph 2 in relation to the cricket pitch which is due to be open on the 14th April 2012 and page 10 as a deletion in relation to the Fox Cubs organisation which is no longer present at the Glebe Hall.</p> <p>Clerk asked to enquire with the Councillor at Idmiston Parish Council who is the organiser of the Village Design Statement there, if he would be willing to attend a meeting of the Parish Council to explain the process.</p>	Clerk Clerk
11.	<p>Planning</p> <p>S/2012/154/TPO – discussed with decision made of Support – Clerk to notify Wiltshire Council accordingly.</p> <p>Report from Cllr Baker regarding his attendance at a WC planning committee meeting of 26th January 2012 in support of planning application S/2011/1791 and S/2011/1790 and the results of those applications – a brief report was given by Cllr D Baker following his attendance along with Cllr R Baker at this meeting, on behalf of the Parish Council.</p>	Clerk

<p>12. Highways and Footpaths</p>	<p>Parish Steward – review of those jobs submitted and completed and those items to be reallocated to the maintenance contractor. Note made of previously reported necessary tree works at Paddock Close – Clerk asked to further enquire as to the status of this query.</p> <p>Consideration given to the idea that the Parish Council should seek to hire a handy man to carry out any necessary maintenance jobs in the Parish and in addition to the Parish Council main maintenance contractor – Council members asked to further consider.</p> <p>School Parking concerns – Earls Rise, with reference to two Parishioner letters – reference made to past efforts made by the Parish Council in liaison with the police, Area Board and School. Suggestion of the Parish Council obtaining plastic cones and to be given to the owners of those properties affected with the intention of placing across the driveway of each – Clerk to enquire with the two Parishioner’s that had written to the Parish Council to enquire if they wished this to take place and in an effort to try and alleviate the on-going apparent parking problems.</p>	<p>Clerk</p> <p>All Council members</p> <p>Clerk</p>
<p>13. Web – Parish Council details and inclusion of</p>	<p>Note made of the recent updates to the web page following previous consideration of this item and subsequent liaison with the web master – improvements to the recent updates was gratefully noted and thanks given to the web master in his prompt efforts in this task and which is undertaken on a voluntary basis. Council agreed that the Clerk should forward the current Parish Councillor advertisement vacancy to the web master for inclusion on the site.</p>	<p>Clerk</p>
<p>14. Olympic Torch/Jubilee celebrations</p>	<p>Cllr Atkinson gave an update on meetings that had been held by the organising group for a planned event with confirmation given that the date of the event has been set as June 3rd 2012. Discussion of the intention to give a mug to each child in the Parish of age eleven and under – Cllr Bucknell to further enquire in relation to this item.</p> <p>Clerk asked to enquire with the Area Board manager if the Parish Council can have a presentation area as part of the Area Board themed event.</p>	<p>Cllr Bucknell</p> <p>Clerk</p>
<p>15. Amenity Matters and including the Allotments</p>	<p>Play area proposed works and to include email communication from WC regarding R2 funding – noted as on-going and with liaison taking place with the Area Board manager.</p> <p><i>Cllr Hewitt left the meeting at 9.24pm</i></p> <p>Allotment works – discussion of grant application – discussion made with reference to two quotations received, one quotation noted as in need of an additional cost which is the cutting back of the hedge on exit of the allotment site to the right – Clerk to ensure amendment received and once done so the relevant application to be made to Wiltshire Council for a Community Area Grant with the Parish Council agreeing to give 50% of the total cost of the project. It was noted that the application would state that (i) it is intended to create further plots and to satisfy the waiting list (ii) clearance of trees/vegetation so that existing plots can be utilised to a greater extent and (iii) cutting back of the hedge on the road boundary in an effort to aid road safety visibility.</p> <p>Cricket club – R2 funding and application – approval given for an application to be made to Wiltshire Council for the release of R2 allocated Parish Council funding of up to and including £1200 – Clerk to organise and apply for the release of funds and which are for necessary cricket equipment for use at the Parish cricket ground. It is intended that once the funds are successfully applied for and with equipment purchased, to donate the equipment to the cricket club.</p>	<p>Clerk</p> <p>Clerk</p>
<p>16. Correspondence</p>	<p>None noted.</p>	

Meeting concluded at 9.40pm

Date of next meeting: To confirm the date of the next Parish Council meeting as Wednesday
March 21st 2012
at 7.30pm in the Ron Burton room of the Glebe Hall, Winterbourne Earls