

**Minutes of Winterbourne Parish Council meeting held on September 19th 2012  
Held in the Glebe Hall, Winterbourne Earls at 7.30pm**

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

8 members of the public, Unitary Councillor Mike Hewitt, PCSO Wendy Leat

		Action
<b>1.</b>	<b>To receive apologies</b>  Cllr J Randle.	
<b>2.</b>	<b>Declarations of Interest</b>  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.	
<b>3.</b>	<b>Minutes</b>  To approve as a correct record, the meeting of the Parish Council held on July 18th 2012 – unanimously approved and signed as a correct record by the Chairman.	
<b>4.</b>	<b>Visit by Jenny and Henry Head of the Village Link (VL) magazine and to discuss VL related matters</b>  Jenny and Henry Head attended the Parish Council meeting to discuss the VL and input of articles in the magazine – one of which was the addition of Parish Councillor profiles – this was agreed with a pro-forma of ideas given to each Council member by Jenny which was thought to be very useful. It was agreed to place four profiles in the Winter edition and then the remaining four in the Spring edition.  The Council noted that they were content with the current format and particularly the use of the different coloured covers for each of the four editions. It was suggested to include line drawings of the Parish in future editions – Cllr Biggins agreed to further research the matter on behalf of the PC. A vote of thanks and appreciation was given to Jenny in her much valued role as Editor and for her work with the Village Link.	Cllr Biggins
<b>5.</b>	<b>Visit by Wendy Leat, local PCSO</b>  A warm welcome was given to PCSO Wendy Leat who is currently covering the role of the local PCSO in the absence of Shona Maycock who is on maternity leave until March 2013. Wendy gave an update on recently reported crimes and incidences and which included reports of noise disturbance at The Grange. It was agreed following suggestion by Wendy, that she liaises with local groups and organisations in the Parish to make them aware of the PCSO role and advice/help that could be given as part of the work.	
<b>6.</b>	<b>Matters arising from the last meeting</b>  Snow Warden and weather response plan – confirmation of visit in October by WC representative – confirmation given.  Letter from Parishioner regarding blind exit from Gaters Lane, Winterbourne Dauntsey onto the C56 Portway – update from Cllr Hewitt/Highways – Cllr Hewitt gave an update on this item with confirmation that an officer from WC is due to visit the site in order to assess the concerns with possible recommendation for remedial action through the Community Area Transport Group.	
<b>7.</b>	<b>Finance</b>  Approval of August and September statement – unanimously given. Cllr Bucknell requested that more detailed budgetary information be produced which the Clerk agreed to provide in addition to the monthly statement of accounts.	

	<p>Invoices for approval: Clerk expenses, Hurdcott Landscapes £512.20 invoice 2134, Jenny Head £70.50 (VL Editor fee and expenses), R M George &amp; Son £2,388.00 (allotment related works), Mazars £162 (annual audit fee), Hurdcott Landscapes £571.20 invoice 2174 (July maintenance and cut hedge at Glebe field and Tanners Close), Post Office Counters £7.80 (HMRC quarterly payment for the Clerk), Diocese of Salisbury £207 (rent for half year ending 28 Sept 2012).</p> <p>Mazars – external audit report – notification of result with confirmation of accounts being available to members of the public for inspection upon request - confirmation was given of the notification from the External Auditor (Mazars) of the successful completion of the audit of the 2011/12 Parish Council accounts with no matters of concern raised by the auditor. Note made that copies of the accounts are available upon request to the Clerk and that notice of this would be placed on the notice board for the correct specified period of time.</p>	
8.	<p><b>Review of Parish Clerk working hours</b></p> <p>This item was agreed to be addressed by the members in the time before the next meeting of the Council in October with possible update to be given at that meeting.</p>	All Cllr's
9.	<p><b>Reports from :</b></p> <p>Wiltshire Council Unitary Councillor Michael Hewitt and to include CATG September meeting – items of note (i) the white lining at the Earls Rise lay-by had agreed to be redone, (ii) notification of a further Wiltshire Core Strategy consultation with recommendation by Cllr Hewitt to the Parish Council that it would be advisable to pursue a Neighbourhood Plan and (iii) confirmation that mini-recycling units are to be removed in the Parishes.</p> <p>Cllr David Baker – BVAPC meeting of 30<sup>th</sup> August 2012 – note that a rotational scheme of the Chairmanship had been agreed in the interim and that a satisfactory result had been achieved following the August meeting. Confirmation that an invitation to join the BVAPC had been extended to Laverstock and Ford PC with Cholderton confirming its intention to return to the BVAPC following a period of absence. Cllr Baker stated that he hoped to progress the item of the Community Speed Watch through the BVAPC with the possibility of purchasing equipment for use on a reciprocal arrangement with the members of the Alliance.</p> <p>Speed Watch Working Group (SWG) meeting of the 6<sup>th</sup> September 2012 – an update was given by Cllr Shepherd, Cllr R Baker and Cllr D Baker who had attended this meeting and which had been organised by the Amesbury Area Board – Unitary Cllr Graham Wright had chaired the meeting, and was assisted by Inspector Christian Lange and Speedwatch Officer, Elizabeth Ngero. Note was made that the PC members had found it to be very informative and worthwhile. The Parish Council then considered three to four top hotspots of speeding in the Parish and which is to be reported to the next meeting of the SWG on October 4<sup>th</sup> so that the SWG can then begin to tackle these with the most appropriate response. The areas outlined were (i) Portway (ii) between Policeman's Corner and Marsh Motors/The Bank, (iii) from the Village shop to the Glebe Hall and particularly (iv) at the location of the local School. Confirmation that Cllr R Baker, Cllr Bucknell and Cllr Shepherd intended to attend the meeting of the 4<sup>th</sup> October 2012.</p>	
10.	<p><b>Planning</b></p> <p>None reported.</p>	
11.	<p><b>Code of Conduct:</b> further 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>Following the last meeting where the WC policy had been adopted as an interim measure whilst further consideration was made by Council members on this item – the question of which to adopt of the above was now considered by the members – it was agreed that the Council would adopt the Wiltshire Council Code of Conduct as their permanent model.</p>	
12.	<p><b>Highways and Footpaths</b></p> <p>Footpath 5 - consideration of re-siting – agreement that it was thought advisable to conduct a site visit with the owner of the property where part of Footpath 5 is currently situated and the owners of the property where the footpath may be redirected. It was agreed that Cllr Atkinson would endeavour to</p>	Cllr Atkinson

	<p>contact the persons mentioned with planned attendance at the meeting of Parish Council member(s) and the Clerk. Further updates to be given as and when information becomes available.</p> <p>Ford at Green Bridge – concerns to be raised regarding vehicle usage at the site – further concerns were raised by Cllr Shepherd. This item noted as having been mentioned on numerous occasions at past PC meetings with reports from the Highway Agency having been received to inform the PC that the signage at the site is adequate and according to agreed standards. There was concern however, that this is an on-going problem which was in need of addressing especially so as incidences were occurring nearly every day with vehicles being misguided by sat navs and becoming lodged in the Ford. Agreement made that the Clerk should once again contact the Highways Agency to enquire if there was anything further that could be done to alleviate the recurring problems and to enquire whether signage could be displayed either side of the Ford to inform of the apparent hazards and deter vehicles from using the Ford.</p> <p>Broken Cross Bridge – update from public meeting held on 24<sup>th</sup> July 2012 and any other available updates – an update was given by Cllr Hewitt and following recently received information from WC of the details of the planned closure including diversionary routes – it was stated that it was intended that there would not be a supply of private permits to traverse the closed section however all emergency vehicles, deliveries to the shops/local businesses and taxis would be allowed access if and when necessary.</p> <p>Annual Footpath Walk to be held on 30<sup>th</sup> September 2012 and consideration of request for donation from Scout group – confirmation was given of the date of the annual event with a treasure hunt to be organised by the local Scout group. Agreement made that a donation for a prize and refreshments would be made from the Jubilee funds.</p> <p>Concern of tree located near to No 3 Sherfield adjacent to A338 – Cllr Atkinson reported this item on behalf a resident and which had been previously raised as it was thought that the tree was in need of trimming. A member of the audience offered to supply the details to the Clerk of the owner of the land on which the tree is located, and for the Clerk then to contact the owner to enquire about remedial action.</p> <p>Bus shelter at Hurdcott – damage to on 11.9.12 and consideration of repair/replacement – confirmation given that a vehicle had demolished the bus shelter with replacement now required. Confirmation that the PC insurance company had duly been informed with a claim lodged. Clerk currently pursuing two quotations for a replacement with preference made by the members of a wooden shelter as before.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>13.</b></p>	<p><b>Neighbourhood Plan (NP)</b></p> <p>Consideration of public meeting, formation of working group – this item discussed at some length with recommendation that a public meeting should ideally be held in 2012 as opposed to carrying the item over into the new year – Clerk asked to enquire with the hall booking Clerk for available dates for a booking of the Hall and report back to the members for possible action. It is hoped that notification of the public meeting, if able to be arranged in time, is placed in the next edition of the Village Link. In addition advertisement of the meeting to be placed on the web and Parish notice boards – Cllr Biggins agreed to supply a WC information web link to the web master for inclusion on the Parish web page and in relation to the NP. Agreement was made to hold an informal meeting of Parish Council members to further discuss the NP and possible agenda for the public meeting – date suggested as 2<sup>nd</sup> October 2012 – Clerk to liaise with members and organise/confirm venue and time. Clerk asked to enquire with WC if officer(s) from the Forward Planning team could be in attendance at the public meeting.</p>	<p>Clerk Cllr Biggins</p>
<p><b>14.</b></p>	<p><b>Amenity Matters and including the Allotments</b></p> <p>Play area update/proposed works – Cllr Atkinson/Cllr R Baker – brief update given with note that this item is on-going. Confirmation that consultation is currently being undertaken with Parishioners (with one email communication received from a Parishioner on the matter) as to the plans for the area and that the quotations are still in the process of being defined. The PC agreed to accept the Parishioner’s offer to repair the bench in the play area and to cover the cost of replacement wood. The item of funding for new equipment and re-surfacing is yet to be addressed but intended to be looked at in the near future with Community First offering to help with guidance. Item planned for update at the October meeting of the PC.</p> <p>Allotments – confirmation of date given of the annual meeting of the allotment holders and that being Tuesday 30<sup>th</sup> October at 8pm in the Main Hall of the Glebe Hall. Consideration was given of a possible increase to the allotment rental fee for the next payment schedule beginning 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014.</p>	

15.	<p><b>Maintenance contract – plans for 2013</b></p> <p>The plans for the maintenance contract for 2013 were discussed with agreement to tender the contract – Clerk to forward the current maintenance schedule to Council members to peruse ahead of the October meeting with any comments/updates to this to be made then. Agreement that the Clerk should arrange a meeting with the current contractor to discuss the schedule of works – Cllr Atkinson and Cllr Shepherd offered to attend the meeting –meeting to be arranged to be held after the Annual Footpath walk. Agreement that Cllr Atkinson would liaise with one of the maintenance workers used on non-contract work by the Council and in regard to those jobs allocated to that person and in order to define those jobs currently allocated.</p>	<p>Clerk</p> <p>Cllr Atkinson</p>
16.	<p><b>Correspondence</b></p> <p>Communication from the Trustees of Salisbury Gospel Halls Trust (TSGHT) regarding offer of possible donation to the Parish – a member of the Hall Trust attended the meeting to explain the donation of a bench – Council members were shown the design with agreement made to accept the donation of the bench and this to be located in the Amenity area. Suggestion was made for the Community Service Workers or Burnbake Trust to undertake the installation – Clerk to enquire with either or both of the organisations and once ready to proceed then to contact the TSGHT to organise delivery of the bench. Thanks and appreciation was given to the attending member of the Trust and for the kind donation to the Parish.</p> <p>Letter from Parishioner regarding “unnatural and noxious smell of pig effluent” in the Parish and concerning apparent noise disturbance of business conducted at The Grange - with regard to the first item, this was discussed with advice from Cllr Hewitt that the person should be advised to contact the Environment Agency directly. The Parish Council asked the Clerk to write to the owner of the farm where the smell was thought to be emanating to notify them of the complaint received and asking for comment. In addition a member of the audience expressed their concern with note that a petition was thought to be in progress. In regard to the noise disturbance, confirmation that a meeting is to be arranged with Cllr Hewitt in attendance to try and address the concerns.</p> <p>Email communication from Parishioner regarding the play area – noted at item 14.</p> <p>Fields in Trust – application form to be completed – Clerk/Cllr Atkinson – confirmation that this was in hand and due to be completed and upon receipt of information from the Clerk necessary for the application.</p> <p>Letter from Parishioner regarding concerns of vehicle usage/parking at Tanners Close – note that the road in question was thought to be a private road - Clerk asked to contact the Highways Agency to ascertain for a definite answer as to whether or not it was private.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk/Cllr Atkinson</p> <p>Clerk</p>
17.	<p><b>Confirmation of date of next meeting:</b> confirmed as 17<sup>th</sup> October 2012</p>	

*Meeting concluded at 9.55pm*