

# Wootton Rivers Parish Council

## Minutes of the Parish Council Meeting held on 3rd September 2018

<b>Present:</b>	Cindy Creasy	Parish Council Chair
	David Butler	Parish Council Vice-Chair
	Dean Cowley	Councillor
	Glenn Leech	Councillor
	Nick Jones	Councillor
	Anne Swift	Councillor
	Neil Worthington	Clerk

<b>Apologies:</b>	Steve Rawlings	Councillor
	Jerry Kunkler	Wiltshire Councillor

### 1. Declarations of Interest and the granting of dispensations.

Councillors were reminded of the Code for Conduct and the need to declare any interest relating to the items on the Agenda. David Butler had declared an interest in item 8.1 and 8.2 of the Agenda (planning applications at Lady Margaret's Dairy and Noyes Farm) and therefore would withdraw from the meeting while these items were discussed.

No further interests were declared.

### 2. Minutes of Previous Meeting and Matters Arising.

The Minutes of the Parish Council Meeting held on 16<sup>th</sup> July 2018 were agreed as a true record and signed by the Chair.

### 3. Matters arising from the Minutes

Cutting back trees – no response had yet been received regarding our request via Jerry Kunkler for Wiltshire Council's tree officer to inspect and advise on the state of the trees. It was agreed that the tree officer should be contacted direct. *Action: Clerk*  
Signboard at East Wick – the application for CATG funding had been made but as CATG funds are limited and oversubscribed we had been told that there may be more success if an application for an Area Board grant was made. We were waiting to hear if the application could be transferred or if a new application was required.

Defibrillator - the heater in the defibrillator case had been checked and was not working. A replacement had been purchased and installation would be arranged.

The dusk to dawn light also to be checked. *Action: Clerk*

Online banking –online banking had now been set up. Neil Worthington had delegate access to allow for administration of the account and Cindy Creasy and Dean Cowley both had signatory access. Payments and transfers can now be set up by Neil but needed both Cindy and Dean's authorisation before they are completed.

CATG request for Metrocount recorder – this will go to the CATG meeting on 26<sup>th</sup> October 2018 which Cindy would attend.

Unused allotment space proposals – various options were discussed but it was felt that planting orchard trees would mean a permanent loss of allotment space so no quick decision should be made and further feedback sought. Various options such as splitting the allotment into smaller raised beds or bee-keeping were to be considered

and the forthcoming Pet and Produce Show could be used to get further feedback on what villagers wanted to happen.

Church Farm planning update – Contact had been made with one of the Antrobus Trust beneficiaries and the Council had requested an update on progress. An email had been received stating that no work will happen this year and expressing a willingness to establish a good working relationship with the Parish. This was welcomed and it was agreed that a meeting should be set up in the New Year to take stock of the situation. *Action: Clerk*

#### **4. Report from Wiltshire Councillor**

Jerry Kunkler was unable to attend as he was at the Area Board meeting.

#### **5. Report from Community Police Officer.**

No police officer was able to attend the meeting and no report had been received.

#### **6. Standing Orders**

The Model Standing Orders had been amended to suit the Parish Council requirements. The orders are much more comprehensive than the previous orders and include many legal and statutory requirements as well as many more rules on meeting procedure, financial reporting and record keeping.

A motion to adopt the Model Standing Orders as amended was proposed by Nick Jones, seconded by Anne Swift and agreed unanimously.

Following on from the requirement for all planning decisions to be made at a public meeting there was a discussion on how the additional meetings now necessary could be accommodated. The minimum number of meetings that the Parish Council is required to hold is four including the annual meeting in May. Currently the PC holds 6 meetings. With the extra planning meetings there were 7 meetings in 2017 and, assuming no further planning meetings, there will have been 8 in 2018. Various proposals were discussed, none of which were entirely satisfactory, and it was agreed to try and manage the current situation recognising that some councillors would be unable to attend additional meetings which were necessarily arranged at short notice.

#### **7. Planning**

David Butler withdrew from the meeting while these applications were discussed.

##### 18/07747/FUL Solar panel array at Lady Margarets Dairy

A site visit to the location had been held. There was general support for this application as it was small scale, near to existing buildings, was being installed to support the farm operation and in an unobtrusive location. It was agreed that these conditions should set the criteria for any future applications for solar installations and that there would be no support for large scale installations.

Subject to these conditions a motion to support the application was proposed by Dean Cowley, seconded by Glenn Leech and agreed unanimously.

##### 18/07754/FUL Erection of building to cover manure store at Noyes Farm

A site visit to the location had been held. A motion to support the application was proposed by Anne Swift, seconded by Glenn Leech and agreed unanimously.

## **8. Recreation Ground**

The Annual fun-run had been a great success - thanks to Tony McGarry and all others who helped and supported the event.

The fallen tree by the assault course had been removed (£180+VAT), a new basketball backboard installed (£105+VAT) and new cricket net skirts ordered (£82+VAT).

Therefore, there was approximately £600 left in the maintenance/replacement budget.

Following the quote from the tree surgeon for possible further work the trees had been inspected and it was considered that the work could be dealt with by a working party.

Glenn Leech suggested that a hard surface around the basketball net would make it more useable. As it would be expensive project the construction of this could be carried out by a working party. The practicality was to be investigated.

*Action: Tony McGarry*

## **9. Rights of Way**

A working group was being established to support Anne Swift as Rights of Way lead councillor and there had been an excellent response from villagers to take part. Anne had been in contact with Wiltshire Council's RoW officer and will set up an initial meeting and report back to the Parish Council.

With regard to the new gates which closed off a previously accessible footpath across the field north of the village Wiltshire Council have informed Anne that there are 2 options – either try to get the path designated as a RoW which will need evidence showing 20 years of unrestricted use or ask the landowner to allow a Permissive Path.

It was agreed that there should be an initial approach to the landowner to explore the options and obtain further information about the reasons the gates were installed.

It was noted that the gates closed off a well-used walking route and the only alternative was to walk down the dangerous road.

The PC had been contacted by a number of residents about the groundworks taking place at the field entrance adjacent to Clare Cottage which is the start of a public footpath. The PC agree that it was important that access to the path and stile remained accessible and the new RoW group was asked to monitor the situation.

## **10. General Data Protection Regulations**

Following an examination of the GDPR information received from various sources it is clear that we are not required to appoint a Data Protection Officer, but we are required to register with the Information Commissioners Office which has now been done. There is an annual fee of £40.

A draft of the proposed Privacy Statement has been produced using the NALC template. Cindy undertook to check this over and it will then be put on the website.

All emails then sent from the PC will refer to this Statement.

A statement regarding cookies been obtained from the website designer which will also be put on the website.

## **11. Roads and Parish Steward**

Potholes at the side of the road near the Brimslade turn and at Martinsell hill have been reported.

Dislodged kerbstones at the car park spaces have again been reported as no action was taken following the previous report.

The heavy sweeper and gulley clearing machine have still not been here and reminders have been sent to Richard Dobson and Jerry Kunkler. It was agreed that if necessary the PC will seek to escalate the matter due to concerns about flooding. The gulley below St Andrew's Close was full of mud and needed clearing.

*Action: Cindy to photograph and report on MyApp.*

A reminder about the proposed tarmac overlay to the cracked road at the triangle has been sent.

Feedback about the last Parish Steward's visit had been given to Jerry Kunkler as he had requested. It was not yet known what action was being taken.

The Steward would next attend on 12<sup>th</sup> September and a list of jobs would be sent.

## **12. Finances**

£237.00 had been received as proceeds from the Bank Holiday Fun Run & BBQ.

The following cheques were authorised and signed :-

- Information Commissioner – annual registration – £40.00
- Neil Worthington – purchase of paper, ink cartridge and defibrillator heater - £58.87
- Broxap Ltd – basketball backboard - £126.00
- Turner Land Care – tree clearance - £216.00

## **13. Correspondence received.**

- The Local Government Boundary Commission is commencing an electoral review of the boundaries and is inviting views on the proposals.
- PCAP have also asked for comments as the proposed changes may affect the Pewsey Community Area. Cindy agreed to review and circulate comments.
- The notice board fixed to the gable wall at Rose Cottage has been removed to enable repairs to the brickwork. The resident would prefer for the board not to be refixed so an alternative location is required. Councillors agreed to look and see if a suitable location could be found.

## **14. Matters raised by the public / AOB**

- John Jones advised that he wanted to erect a permanent Royal Oak sign on the Triangle as customers were reporting difficulty in finding the pub when following SatNav directions. The Council agreed to seek advice from Wiltshire regarding the options in order to support the pub. *Action: Clerk*
- Complaints had been received that the leisure moorings below the lock were being used for permanent residence which was against the licence agreement and at the moment there were 3 boats moored on that basis. This question had been raised with the Canal & River Trust last year and the PC had been informed that the C&RT did not have the resources to enforce the rules. They rely on the Local Planning Authority to establish if a mooring is

being used as a primary residence and whether planning enforcement is necessary. It was agreed last year not to report the issue to Wiltshire Planners but because the number of boats were increasing it was agreed that the issue should now be referred to them.

It was noted that there were no issues with the boat owners but that the lack of facilities at Wootton Rivers meant that permanent residencies were impracticable.

- The PC had been asked to look into reports that the permanent moorings were to be moved above the lock. *Action: Cindy*
- Recent work on the railway lines had resulted in a lot of litter being left by contractors. Also the new gates installed had been damaged by rail vehicles and were insecure. Network Rail were to be contacted. *Action: Clerk*

**Date of the next meeting – 12<sup>th</sup> November 2018 at 7.30pm in the Village Hall.**