

FYFIELD AND WEST OVERTON PARISH COUNCIL 6 – 10/11

Minutes of the **PARISH COUNCIL MEETING** held on the 28th March 2011 at 7.00pm in the Kennet Valley Hall.

Present: Cllr M Spender (Chrm), Cllr L Backhouse, Cllr J Janes, Cllr R Richards, Cllr T Mercer, Cllr P Burrowbridge, Cllr J Harding, Cllr J Woodget, Unitary Cllr J Milton & PC Sarah Watts.

Apologies: Cllr R Scriven, Cllr S Rogers, & Cllr T Butler.

In attendance: Mrs S Roberts (Clerk) & 2 members of the public joined at 8pm.

DECLARATIONS OF INTERESTS: None

54. MINUTES OF THE PREVIOUS MEETING: The minutes were approved unanimously and signed.

55. MATTERS ARISING FROM THE MINUTES:

Wheelchair Trail in West Woods – PB is awaiting a quote from the Forestry Commission before referring to the Landscape Group who will hopefully apply for a grant from MAB. **Action PB**

The bags of salt ordered by the PC have now been delivered. VAC to discuss rules for its distribution. **Action VAC**

Bench outside One Stop – Marlborough Town Clerk would like a shelter as well, to display bus and train connection information. MS has raised issue again at MAB.

JW put out a request in the UKN for members of the community to help with things like reading at the school rather than just the parents.

Safety regulations with regard to football nets at West Overon have been checked: they do not require securing but do need to be regularly inspected for damage.

Social Housing – The information booklet, Affordable Rural Housing was confusing and very much the same as before although this time refers to PC's assisting at the planning stage, this may all become clearer on the completion of the Localism Bill. MS to discuss at Parish Forum. **Action MS**

LB has received a response on our application for a speed reduction on the Lockeridge to Upper Fyfield stretch, We have been asked to consider 40 mph, TC to discuss. PC Sarah Watts requested to obtain a Police opinion. **Action Traffic**

A portable speed limit is to be installed in Ivy Lane, RS to find out more details. **Action RS**

RS had met with Adrian Hampton and Martin Cook to discuss various traffic related issues, follow up letter to be written to Adrian Hampton. **Action RS**

The overflowing car park at The Bell will continue to be monitored. It has also been noted that delivery vans are unloading at the front of the pub which is obscuring the view to the A4 at the junction. Sarah Watts has agreed to keep an eye on the situation.

60 official wheelybin stickers from Wilts Police have now arrived for distribution within the Parish. It was agreed the split should be 25 for Lockeridge, 20 West Overton and 15 for Fyfield. **Action Traffic**

MS, TB & Clerk have now met to discuss operational procedures, and notes had been circulated by MS. The following was discussed:

The possibility of reducing the number of members and quorums on committees to only 3 (apart from Planning and Finance), to include the chairman of the committee and a representative from each of the villages. It was agreed all Councillors would consider the implications of this before the AGM **Action all Cllrs**

ROW and Housing to become independent reps and not part of the VAC.

The clerk had expressed a preference for there always to be either the Chair or Vice-Chair present at Finance meetings.

Chair and Vice-Chair to have the “right to observe” at any committee meeting but not be ex-officio members of all committees.

Action Clerk (to draft Standing Orders changes)

Also, the following measures were proposed by MS and seconded by RR, to increase efficiency:

- PC’s to reply more quickly to meeting dates proposed and their availability to attend them.
- PC’s to include in PC meeting reports any progress on Actions allocated to them in the previous Minutes (or reasons why not!).
- All reports to be sent to the clerk one clear week before the PC meeting, and also copied to the Chairman (which will ease the Chairman’s workload in planning the running of the meeting).
- Clerk to prepare draft PC Minutes asap after the meeting (for Actions to be noted and started upon, and for the info of the Communications Rep for the UKN deadline). As now, no Minutes should be submitted to the UKN website, or any equivalent successors, until formally approved.
- PC’s to note that correspondence addressed outside the PC should always be cc’d to the clerk.

Clerk to implement a Chairman’s Box. **Action Clerk**

Royal Wedding, 29th April 2011 – It was not possible to combine the APM with the screening of the Royal Wedding but it was agreed that reports from the APM on the 18th April would be displayed at the Wedding screening. Event to be publicised to the school via parentmail and also to the nursery. **Action JW & TM.** RR asked for help on the day,. Thanks were expressed to John Woodget for providing an aerial, the signal has been checked and a TV Licence purchased by RR. Over 60’s to be contacted re tea and

coffee. **Action MS.** A suggestion box in the KVH on the day of the Royal Wedding to be arranged, the KVH Committee have confirmed they are happy with this arrangement.
Action RR

Olympics -The school have agreed to look at this in due course. A small sum has been allocated in the PC budget for medals or equivalent.

Diamond Jubilee 2nd – 5th, June 2012 – It was agreed that this could be divided among the villages as we did for the Jubilee in 2002. West Overton party organisers to be asked if they would like to do something. JW has added to her UKN report a request for what villagers would like to do and to contact any of the Councillors with ideas. A small sum has been added to the budget 2011/12.

A letter of resignation as of the APM has been received from Cllr Sue Rogers to which MS has replied, and Tim Butler has “retired to the back benches” for the next few months because of work commitments. With this in mind, the Councillors were asked to start considering which committees they may wish to either chair or be part of. The Chairman also reminded them that she will be resigning from the PC in 13 months time. Clerk to distribute Job Packs ahead of AGM. **Action Cllrs and Clerk**

All other matters arising are covered under the headings below.

56. REPORTS FROM OTHER BODIES:

Marlborough Area Board & MAVCAP- MS

The Parish Council Forum meeting is to be held on 5th April at KVH. Unfortunately the MAB has decided to revise the rules for grant application, specifically removing those requests that could be covered by the Precept, but this should not affect village group applications. The matter will be further discussed.

The next MAB meeting is on Tuesday 12th April. RR was asked to attend in MS’s absence.

Please see full report attached.

Kennet Valley Hall - RR

The Harvest Supper is to be held on October 29th.
A Social History & Photographic Display will be unveiled on 14th May.

Please see full report.

Kennet Valley School – JW

A meeting is to be held to discuss the Travel Plan. Will this be going out to residents/Lockeridge Traffic Group (Chris Seddon) for consultation? **Action JW/RS**

Please see attached full report.

Landscape Group – MS

The Landscape Group have now submitted their grant application.

Please see attached full report.

Avebury World Heritage site Steering Group – SR

Not met.

57. PLANNING – RR

A letter has been written to Mike Wilmott, expressing concerns over time taken in dealing with Enforcement issues, but no reply received. To be forwarded to JM.

Action RR

Planning Application E/10/0289/FUL – Homeleigh, Clench Common, SN8 4DU for erection of two storey rear extension to be dealt with under Delegated Powers. **Action Clerk**

Conservation – JW

See attached report.

58. PARISH ASSETS – PB

The idea of a permanent Christmas Tree on The Dene was not popular with the residents.

The Lockeridge gates are to be dealt with by RS & PB. One comment had been received from the public asking for no staining etc, but it was agreed that the PC should support the PAC's proposal for them to be stained white and small strips of reflective tape to be attached to both sides of the gates, for the sake of safety. Proposed PB, seconded JH. PAC to discuss the future of the BMX ramps in Fyfield play area as they do not belong to the PC and would require costly skate park insurance should they remain. **Action PAC**

Quotes to be obtained for repairs to West Overton Bus Shelter roof. **Action PAC**

Please see full report attached.

59. VILLAGE AMENITIES

Allotments – 2 Parishoners had written letters to the PC expressing ideas and concerns regarding the siting and running of allotments in West Overton. The parishoners voiced their concerns and MS responded.

MS had spoken to the owner's lawyer, Jason Lewis, regarding the sale of Manor Farm: Peacock and the land next to the grain dryer are to be retained by the current owner who is still keen to progress with allotments and possible repositioning of the West Overton sports field. Amanda Hutchings to be asked to continue with the formation of an Allotment Association and to produce Association Rules, to consider a draft lease for the PC, and also to contact residents for comments.

Action Clerk

The two parishioners left the meeting.

The Who'da Thought It has agreed to look at the website re Hub Activities in Pubs and expressed an interest in the possibility of a small library. Not known if TB has spoken to the Bell, WO **Action TB**

Parish Questionnaire to be progressed after the AGM.

The dates for the recycling skips have now been confirmed, Robin Swanton and the Who'da Thought It to be contacted and advised of dates. **Action Clerk**

Housing – LB

See matters arising.

Rights Of Way – PB

Fyfield 11 – A meeting is to be organised by JM with Mark Smith, PB and MS, to resolve the issue.

Please see attached full report.

60. Health Forum – TM

A date has been set for the Health Fair for 11th May 2011 in the Town Hall, Marlborough. TM to provide poster to be displayed at both APM and the Royal Wedding event at KVH. **Action TM**

Information regarding Savernake Hospital services and opening times to be passed to JW for inclusion in UKN report. **Action TM**

Please see attached full report.

61. TRAFFIC/ROAD SAFETY/POLICE – RS

JH has inspected the road outside Lockeridge House and has confirmed there is a slight camber and the road is in need of resurfacing. Martin Cook to be contacted to discuss this and also the possibility of slanting the gates. **Action RS**

Police – Sarah Watts

There have been six incidents of note, including the theft of the lead from the KVH roof. Parishioners are to be encouraged to keep all buildings secure at all times.

The next Bluz & Zooz disco for 7 – 11 year olds is on 8th April.

It was suggested that the UKN might put in a regular spot for Police, not necessarily via us.

SW requested further information regarding the Lockeridge Gate incident. **Action RS** MS asked SW to obtain a police opinion on a suggested recommended speed limit for the Fyfield to Lockeridge stretch.

Please see full reports attached.

62. EMERGENCY RESPONSE – JJ

Due to meet in April 11th to discuss the Community Emergency Plan.

63. COMMUNICATIONS – JW

Please see attached UKN report.

64. FINANCE – RFO

The accounts for the year to date:

Balance carried forward from last year:	£5510.52
Total receipts for the year to 31 January 2011 :	£9904.67
Total payments for year to 31 January 2011 :	£7998.63
The available (cash book) balance at 31 January 2011 :	£7416.56

The following cheques were approved and signed – MS proposed & RR seconded.

842	Marlborough Link Donation	£50.00
843	Age UK Donation	£20.00

These cheques were signed at the Planning Meeting 08/02/11

844	CPRE – Membership renewal for 2011/12	£29.00
845	Sophie Roberts – Clerks Salary – Feb/Mar 2010/11	£641.51
846	Sophie Roberts – Clerks expenses Feb/Mar 2010/11	£59.41
847	West Overton Church – Donation for room hire	£50.00
848	Paul Burrowbridge – Noticeboards	£69.98
849	KVH hire July, Oct, Nov & Jan plus Insurance	£68.00

The Finance Committee have not met since the last PC Meeting.

The Budget for 2011/12 is as presented in draft, with only the brought forward figure being altered from £6,000 to £7,000 and the VAT return figure being increased from £320 to £360.

It was agreed that a provision of £250 should be made for the Wedding & Jubilee celebrations.

The Budget for 2011/12 was approved. MS proposed, RR seconded.

The Clerk's incremental pay increase from band SPC19 £9.25ph– SPC20 £9.59ph with effect from April 1st was approved. MS proposed, JJ seconded.

A letter has been received from HM Revenue & Customs stating that all Clerks should be registered for PAYE and all PCs should be registered as employers. HMRC did not want us to register when the clerk telephoned as we are well under the current pay threshold. WALC has been advised and they are investigating further.

The Risk Assessment is being revised with all checks now having taken place apart from the Internal Audit which will be booked as soon as the Year End accounts and Annual Return have been completed.

Financial Regulations, Financial Controls and Financial Timetable to be reviewed at the next finance meeting. **Action FC**

65. CORRESPONDENCE

email 67: survey on Broadband – to be advertised in UKN. **Action JW**

66. AOB

(None)

The meeting closed at 9.15pm

This is the last page of the minutes.

PLEASE NOTE

Next PC Meeting is on Monday 23rd May 2011 at 7.00 pm at Kennet Valley Hall