

# DRAFT

## Berwick Bassett and Winterbourne Monkton Parish Council

Minutes of the meeting of the council held at Winterbourne Monkton Church on Wednesday 2<sup>nd</sup> May 2018 at 8.00pm.

Present: Cllr Jill Petchey (chair)  
Cllr Mark Saunders, Cllr Andrew George-Perutz,  
Cllr Lyn Bennett-Nutt, Cllr Helen Ramsay  
Mrs Janice Pattison (clerk)  
Three members of the public

1. Apologies for absence

Cllr Gary Higgins

2. Declaration of Interests

There were none

3. Questions from the public

A member of the public asked if the Parish Council was aware of any change of ownership of Manor Farm Dairy. The Parish Council had received no notification of this.

4. Minutes of meetings of 7<sup>th</sup> March 2018

The minutes of the meeting were accepted as a true reflection of the meeting.

5. Matters Arising from meeting of 7<sup>th</sup> March 2018 (not covered elsewhere in the minutes)

The clerk will write to the owner of the Byway to Yatesbury regarding the gate on the Track suggesting that the gate will be erected by the Parish Council if the gate is not erected shortly and no objection is received from the landowner **Action Clerk**

Cllr Higgins has circulated a first Emergency Plan document. The document was accepted by councillors in this embryonic form. Councillor Higgins will continue to work on the document with Cllrs Petchey and Ramsay

6. Reports

a. Finance

1. This period the Parish Council has paid out cheques as follow

100367 87.13 WALC

100368 28.60 Cllr Bennett-Nutt, refreshments for Annual Meeting

2. The Accounting Statement required by the auditor for financial year 2016/17 was approved by councillors. Councillors agreed that the assets held by the council were the noticeboards in each village and the new laptop. All have zero value if sold.

The Certificate of Exemption (from full, paid for audit) was approved and signed by clerk and chair. The auditor has changed this year to PKF Littlejohn LLP. Most of the return is now electronic. All documents must be posted on the council

# DRAFT

website and Certificate of Exemption returned to the auditor. Accounts are required to be internally audited. The Internal Auditor was confirmed as Jane Parker who now lives at Coppins

b. Planning

Planning application 18/00546/FUL

School House Winterbourne Monkton SN4 9NW

Single Storey Rear Extension Replacing Conservatory

Application has been passed with conditions

Planning application 17/04666/REM

Land to the Rear of Old School House Winterbourne Monkton Wiltshire SN4 9NW

Work has commenced on making a hard standing for vehicles required to undertake the required percolation test

c. Rivers

There has been nothing new to report

d. Footpaths

Discussion about registration of permissive paths and kissing gates will be deferred to next meeting

The hole on the School Lane Footpath remains unfixed as Wiltshire Council claim that the hole is not on the path

The direct footpath/cycleway remains a desirable outcome. Cllr Saunders referred councillors to Sustrans as a possible source of funding

e. Roads

The provision of 'No HGV' signs for the entrance to Berwick Bassett had been investigated. It was queried whether the term HGV applied to tractors and whether a "no HGV" sign would adversely affect the local farmers. There is also no evidence that all damage is caused by HGV drivers. It was agreed that no further action would be taken

Cllr Ramsay reported that vehicles were parking near the entrance to Berwick Bassett. Some of these were people pausing to take phone calls or waiting for a bus passenger but others left their vehicles. These created a hazard to vehicles leaving the A4361. Cllr Bennett-Nutt will investigate the possibility of double yellow lines being painted there. [Action Cllr Bennett-Nutt](#)

f. Broadband

Cllr George-Perutz reported that Wiltshire Council is contracting broadband provision to BT It was considered that Wiltshire Council needs to have someone on their broadband group who understands alternative technologies

Other Reports

g. Avebury World Heritage Site

There has been no meeting since the last council meeting

h. Marlborough Area Board

The next meeting is on May 14<sup>th</sup>. Cllrs Saunders and George-Perutz will attend

# DRAFT

9. Notification of Councillor Vacancy for Winterbourne Monkton  
Cllr Fulford has resigned from the council due to an imminent move from the area. The vacancy will be advertised. Cllr Petchey led a vote of thanks from the Council [Action Clerk](#)
10. Provision of defibrillators  
The defibrillators have been paid for and should arrive within days of the meeting. Cllr Saunders will arrange installation [Action Cllr Saunders](#)  
The clerk will write to the defibrillator hosts to offer the thanks of Council and advise of £40 payment to compensate for cost of electricity [Action Clerk](#)
11. Formation of Committee for New Community Building  
Cllr Saunders has organised the committee. It as agreed that minutes from meetings will be sent to clerk for circulation to councillors [Action Cllr Saunders](#)
12. Production of Questionnaire for Parish Neighbourhood Plan  
Cllr Petchey presented a draft questionnaire for consideration by councillors. Some changes were suggested and will be implemented by Cllr Petchey. [Action Cllr Petchey](#). The questionnaire will be distributed to every household in the 2 villages by councillors and collected by hand. The clerk will advise on number of households. [Action Clerk](#)
13. Summer Solstice Arrangements  
The clerk will confirm arrangements with PC Lucy Longstreet [Action Clerk](#)
14. Village Tidy Day  
The tidy up will take place on the morning of 19<sup>th</sup> May. There will be a group in each village. The clerk will collect and distribute the litter picking equipment. [Action Clerk](#)
15. Confirmation of items for press release  
The clerk will prepare a press release for Upper Kennet News and email circulation including the councillor vacancy, defibrillators and confirmation of email contact for GDPR [Action Clerk](#)
16. Date of Next Meeting  
The next meeting will be Wednesday 4<sup>th</sup> July 2018 although there will be a short meeting to sign off the audit forms following the internal audit, date to be arranged

The meeting closed at 9.30 pm