

Berwick Bassett and Winterbourne Monkton Parish Council

Minutes of the meeting of the council held on Wednesday 6th October 2021 at 7.30pm.at St Mary Magdalene Church Winterbourne Monkton

Present: Cllr Mark Saunders (chair),
Cllr George-Perutz, Cllr Colin Pattison, Cllr Neil Kirk,
Cllr Ben Woodward
County Councillor Jane Davies

Mrs Janice Pattison (clerk)

1. Apologies for absence

Cllr Helen Ramsay

2. Declaration of Interests

There were no declarations of interest

3. Questions from the public

There were no members of the public present

4. Minutes of meeting of 6th October 2021

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

Some questions had been received by a member of the public who had attended the previous meeting. A reply will be sent directly to the resident

5. Matters Arising from meeting of 1st September (not covered elsewhere in the minutes)

Cllr Saunders had been unable to contact the developers of the Community Hall to ask if anything can be done to improve the appearance of the gravel at the hall

Cllr Saunders had met with residents living close to the Old Dairy Lane Treatment Plant. No smell has been evident in recent times. Thames Water had been seen at the Treatment Plant but no reason had been given. This may have been in connection with other water issues

The residents with the noisy dog have been away so there has been no noise. Cllr Ramsay recommended that should the situation recur, Cllr Saunders should write to the resident

6. Reports

a. Finance

No cheques have been issued.

There has been no confirmation of the new signatories.

The Parish Council account now has small business charges added.

The Parish Clerk has been advised that no Community Infrastructure Levy monies are to be paid to the Parish Council with respect to the new development in Old Dairy Lane.

The explanation given is that when the CIL inspection took place of the site sufficient of the old buildings on the site were allegedly in use for the storage of equipment or straw.

This can be counterbalanced against the square footage of new development. If the floorspace of the buildings in use is greater than the floorspace of the new buildings then no CIL payment becomes due. The clerk has queried this but there is no photographic

evidence available and Wiltshire Council had no obligation to consult the Parish Council at the time

A Budget was presented

There are 3 significant outlays anticipated before the year end of 2022/23. These are the defibrillator renewal, the implementation of the speed reduction on the A4361 and the transfer of the Community Hall. Significant savings have been made in recent years and there will be an amount of approximately £9,000 remaining in Parish Council funds. An amount of £400 has been saved over the last 4 years from a specific item on the budget and ringfenced for defibrillator replacement. The total savings is £1600. The cost for renewal of the current equipment is £3,800 leaving a shortfall of £2,200. (It had been assumed that a grant would be forthcoming from Marlborough Area Board which council has now been advised will not be awarded) The implication is also that the amount of savings towards the next defibrillator replacement will need to increase from £400 to £1000 to enable sufficient funds to be accumulated for the next renewal

This would require a budget increase of a minimum of £1,200 plus £1000 annually ie £1,800 increase on next years budget (or £18 per head). The removal of one of the defibrillators was also considered at a saving of £1,000. It was agreed to renew 3 defibrillators using the savings accrued in the Parish Council budget specifically for the defibrillators with the remainder found from the savings in the Parish Projects . The 2 Winterbourne Monkton defibrillators will be relocated to the new Community Hall and The New Inn. Funding for 2 defibrillators will remain in the budget and residents will be encouraged to fund-raise for one of the defibrillators and any additional defibrillators that residents ask for. This would be an amount of approximately £250 per defibrillator per year

An amount of £1000 has been included in the budget for the last 6 years since residents requested at an Annual Parish Meeting that monies be raised in this manner for projects suggested by residents. This money has been used primarily for small projects agreed at Annual Parish Meetings including the original cost of the defibrillators and road signs for HGVs and the cost of the original speed survey Other suggested projects were the surfacing of the path outside Middle Farm and creation of a cycleway to Avebury which never took place.

With the remainder of this money and some savings on budget over recent years there is an amount of around £7000 available to spend

To date the approximation of the councils share of the speed reduction is £375 for the advertising which has not yet been invoiced but should come from this years budget and an estimate of £1250 for the implementation of the signage which will be paid for in 2022/23. This estimate, however, does not include the cost of safety measures used for the installation of the signs or Wiltshire Councils additional work in investigating the negative responses to the survey. It has not been possible to obtain a precise estimate from CATG for this work. County Cllr Jane Davies suggested that if the Parish Council were unable to pay the final bill in 2022/23 then some could be commuted to 2023/24. This is not anticipated but allows for the shortfall of defibrillator renewal to be paid from the accrual

It was agreed to maintain the £1,000 in the budget for Parish Projects but not increase for any unforeseen costs.

It has been the assertion from the Community Hall Advisory Group that the hall would support itself. The group did not request any funding from this current years budget so currently all expenses are funded by the Parish Council anticipating repayment from the section 106 monies

After transfer of the hall to the Parish Council the buildings and the section 106 monies will belong to the Parish Council..

It was the clerks recommendation that the Parish Council increase the budget to include insurance for the Community Hall as the building will become their asset. It should also include servicing of fire equipment and other essential servicing. Out of the Section 106 monies the Parish Council would pay for essential start up equipment such as tables, chairs, window blinds and essential outlay such as solicitors fees, fire prevention and additional security. The remainder of the Section 106 monies will be ringfenced for long term maintenance and setting up of the charitable trust. The Community Hall Advisory Group will be responsible for securing sufficient paying hall hire to pay the day to day expenses required, particularly regular contracts such as hall hire software and staff. Cllr Saunders asserted that the hall would support itself and requested that the hall be separately insured so that all hall expenses were separate to the Parish Council

It was acknowledged that there would be an increase in general expenditure in coming years including a noticeboard for Berwick Bassett, Jubilee Party, extension of clerk services

It was noted that the taxbase has only increased by 2% despite the new housing.

In conclusion, Cllr Saunders proposed a maximum of 5% increase in precept and requested that the budget be redrawn to reflect this

b. Planning

Land at Manor Farm Winterbourne Monkton 16/00151/FUL

Surface of Car Park

As mentioned in the Questions from the public at the previous meeting, a deed of variation had been submitted to Wiltshire Council. No objections were raised from the Parish Council or resident consultees. Some neighbouring residents asserted that they had not been consulted over the changes. Residents will be advised to express their concerns to Wiltshire Council planning

No new applications have been submitted

c. Emergency and Flooding.

Cllr Kirk is updating the Emergency Plan with contact details. This will be available to Parish Councillors

A resident had reported that flooding had occurred in the area of Winterbourne Monkton bourne by School Lane Footbridge in recent heavy rains. What had been observed was the water running in the secondary channel of the bourne which is natural in heavy rain and helps prevent flooding

A consultation group has been established between Broad Hinton and Winterbourne Bassett Parish Council and Avebury Parish Council to help prevent flooding in both villages. The clerk will contact the group to share information. Action clerk

d. Footpaths...

The clerk had circulated information about solar lighting which could be used along the footpath between the bourne bridge and the church along School Lane Footpath. This would cost a minimum of £1,000 per light and may not be suitable due to the tree cover in that area. No further action will be taken.

Cllr Saunders will talk to the owners of Middle Farm to explore the possibility of re-establishing the permissive path along the farm wall on the A4361 with a view to the Parish Council funding a firmer footpath. Action Cllr Saunders

e. Roads

The repairs to Lower Church Lane will take place on 8th December. Cllr Saunders will check that the works are carried out correctly. The residents have each received personal notification of the works, by the clerk.

It was noted that a large number of ash trees beside the A4 at West Kennet are to be felled because of Ash Die Back

f. Broadband

An additional payment will be made to the website provider to permit each councillor to have a bbwmpc.org email address.

Cllr Woodward offered to investigate the re-writing of the website to reduce costs. It was noted that there are a number of legal requirements to satisfy the transparency code in particular which are covered by the site template from Netwise. The support offered by Netwise allows someone with little coding knowledge (or time) to work on the site.

Action Cllr Woodward

g. Avebury Social Centre

A resident had noticed that Winterbourne Monkton was not included in the title of Avebury Social Centre in a local publication and referred this to the Parish Council. Councillors can find no evidence that Avebury Social Centre is removing Winterbourne Monkton from its associations. The understanding is that there is an obligation to include Winterbourne Monkton and Berwick Bassett in its definitions from the days when it was the school covering the 3 villages

h Community Building

No report was received from the Community Building Advisory Group. Further discussion is elsewhere in the minutes

g. Clerk – The comment below was inserted by Cllr Saunders on 27th January 2022.

A paragraph under this section of the original draft minutes and posted on the parish council website, provided detail about the administration of the village WhatsApp group. As a result of a complaint received about the content of the paragraph, being a breach of the data protection act 2018 (DPA 2018), Cllr Saunders following a review, determine that the original paragraph did contravene section 3, paragraph 2 and 3 of the DPA 2018. The WhatsApp group was never considered to be under the stewardship of the parish council and it continues in the same format as it has always done, as a private group of residents sharing information.

The complaint was upheld, and an apology was sent to the complainant on 27th January 2022.

8. Traffic issues on A4361 . CATG progress

The objections to the speed reduction consultation continue to be investigated. The reduction is unlikely to be implemented this financial year. No confirmation of cost has been received and the invoice for the public consultation has still not been received.

9. Preparations for Winter

The soakaway next to Winterbourne Lodge in Winterbourne Monkton has been cleared by Wiltshire Council contractors at the request of the clerk

The grit bins in both villages are sufficiently full

The sand bags at the Winterbourne Monkton Church and 191 Winterbourne Monkton will be checked for damage. The sandbags for Berwick Bassett are at Home Farm House

10. Community Building

The transfer document has been received by the clerk and forwarded to the solicitor for clarification with Wiltshire Council. The certificate of completion is also ready. The solicitor will be asked whether a buildings survey is also advisable. The developers have given an estimated rebuild cost of £250,000

Cllr George-Perutz is currently in the process of identifying activities which may run in the hall and potential volunteers to help run the hall. New ideas are regularly presented by members of the public

Prior to letting, a number of risk assessments must be carried out. These include fire risk, electrical certificate of safety, and Covid risk assessment. PAT testing was considered unnecessary as this only represents a particular moment in time. The terms of letting are being produced based on those for Kennet Valley Hall

Cllrs Ramsay and George-Perutz independently followed up the suggested availability of crockery at The Merchant House in Marlborough. They found that no crockery was available. Cllr Kirk is still pursuing the Whiteboard from Lyneham. Cllr Woodward showed the meeting a foldable table that would be available for £49. It was not as stable as the tables in the church but would fold away better

Use of the Playground grant is still being considered. The council has no land on which to site play equipment and the gravelling of the car park also prevents the installation of some equipment there. Cllr Woodward would investigate how a playground could be installed in the grounds of the New Inn using the play equipment funding and matching with funding from The New Inn. Access to the public would need to be available

A bank account with Metro Bank is being investigated.

A meeting will be arranged in January with the Community Hall Advisory Group and the Parish Council with advisors from the Village Hall Association to put forward the alternatives for the transfer of the Community Hall to the Community Hall Charity including planning for the event that the Hall should be in financial difficulties at an unspecified time in the future. Action Cllr Saunders

12. Confirmation of items for press release

An article will be written for Upper Kennet News if there are any developments in the next few weeks. Action Cllr George-Perutz

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13. Date of Next Meeting

The next meeting will be held on January 12th (a week later than usual schedule). This will include precept confirmation for 2022/23

The meeting closed at 10.00 pm

