

Berwick Bassett and Winterbourne Monkton Parish Council

Minutes of the meeting of the council held on Wednesday 12th January 2022 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 Helen Ramsay

Mrs Janice Pattison (clerk)

1. Apologies for absence
Cllr Ben Woodward
2. Declaration of Interests
There were no declarations of interest
3. Questions from the public
There was one member of the public present
4. Minutes of meeting of 10th November 2021
The minutes were accepted as a true reflection of the meeting. A comment was made by the member of public that one section of the minutes in the clerks report referring to Whatsapp may have breached data protection regulations in that the information given may allow the person concerned to be identified. It was agreed to reword this section of the minutes and reissue. Action Clerk
5. Matters Arising from meeting of 10th November (not covered elsewhere in the minutes)
As the issue of data protection had been raised by the member of the public, the security of data held by the Parish Council in general was addressed. It was confirmed that all information held was maintained on Parish Council equipment with password protection and permanently retained in a secure environment not taken into public places. The council holds no financial information. It does not hold any other personal information other than that given in response to Parish Council works. Only email addresses given with explicit permission for the council to use to send emails are used for general circulars and these are retained on Mailchimp remote server. Other general forms of communication are only used if they are freely accessible to all residents such as Upper Kennet News. Names of residents are not published in the on-line version of minutes. The Parish Council is registered with the Data Protection Authority
Steps are being taken to move Parish Council emails to the Netwise mail servers rather than Gmail. Addresses will be obtained for clerk, chair and other officers with the bbwmpc.org suffix and these will be accessed through web mail on that account.

6. Reports

a. Finance

No cheques have been issued.

The Parish Council account now has small business charges added.

As free banking has been removed from non Charity accounts the councils bank have rebranded all their 'not for profit' accounts and applications must be made on a form especially for Small councils. Visits to the bank have confirmed that this is the correct form.

6 a.1 It was agreed that two new councillors would be added to the account

The clerk has investigated other free banking accounts with a view to moving the accounts to avoid bank charges. The alternatives are then Metro Bank and the Co-Operative Bank. Both offer full free banking to not-for-profit accounts. Both offer internet banking services (although transactions on this need to be approved at a quorum council meeting). Metro Bank has a branch in Swindon but no arrangement with other banking organisations such as the Post Office. The Co-op has banking arrangements with the Post Office. This means that any deposits can be made at any Post Office. Both will handle all 'switching'. Cllr George-Perutz will continue this investigation alongside the planning for a bank account for the Community Building

The clerk has continued to follow up on the decision not to allocate any Community Infrastructure Levy for the Old Dairy Lane development. Apparently the CIL should have been renegotiated when the latest Section 106 document was issued. The amount of money in the Section 106 was argued by the developers to be sufficient and Wiltshire Council CIL are under no obligation to advise the Parish or Town Council concerned as recorded in the minutes of the last meeting

To date, no donations or payments for anything other than the chairs for the new hall have been made

An application has been made to reclaim VAT on signage purchased in the last financial year

6a.2 A modified budget was presented

To save costs, now it is apparent that there is no funding from Marlborough Area Board for defibrillator renewal, the Parish Council funding for renewal of the defibrillators in 4 years time will be reduced from 3 to 2. 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 will still increase the amount to be saved from the budget amount to £700 per annum. The cost of an additional defibrillator is an additional £1000 for which there will be 4 years to fund-raise.

The amount for the Parish Projects will remain at £1,000.

An increase will be payable to Netwise to cover the costs of the additional emails

Any other increases such as payments to WALC and clerks salary will be kept below inflation.

It is anticipated that the payments for the renewal of the current 3 defibrillators in the Spring and the speed reduction of the A4361 will be met from the accruals already made. The budget proposed with a precept of £5045 will lead to an increase in band D properties Parish portion from £46.25 to £48.85.

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. The costs of the Community Hall will not impact the precept request. A separate budget for the running of the hall in 2022/23 will be provided for the next meeting, the last of this financial year. Action Cllr George-Perutz

It was acknowledged that there would be an increase in general expenditure in coming years including a notice board for Berwick Bassett, Jubilee Party, and extension of clerk services. This would be claimed from the Parish Projects accrual as required

It was noted that the taxbase has not increased significantly despite the occupation of 7 properties in the new development. The clerk will query this. Action clerk

The budget was proposed by Cllr George-Perutz and seconded by Cllr Saunders
The precept request will be submitted to Wiltshire Council. Action clerk

b. Planning

Cllr Pattison reported that since the last council meeting, Council has received 1 new planning application.

PL/2021/10608

182 Winterbourne Monkton, Winterbourne Monkton, SN49NW

Rear single storey extension

Information was circulated to councillors and neighbours consulted.

No objections were raised.

It has now been approved by Wiltshire Council

c. Emergency and Flooding.

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

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 has contacted Cllr Gunther from Broad Hinton and Winterbourne Monkton Parish Council who is co-ordinating this group. This Parish Council will be included when any meetings are held

The sandbags held at 191, Winterbourne Monkton have been dried and checked for damage and retained behind the property where access can be easily had as required.

The defibrillator previously at Rathgael in Winterbourne Monkton has moved to The New Inn, Winterbourne Monkton. The 3 defibrillators are due for renewal in May when, it is anticipated that, the defibrillator by the Church Car Park will be relocated to the Community Hall.

d. Footpaths...

Cllr Saunders has talked 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. The owner has confirmed that there is no official right of way over this verge. This permissive path is in daily use. Wiltshire Council Highways Officer has suggested that formalising this permissive path may be possible and this will be investigated. Without this, the only footpath from Church Lane and Old Dairy Lane to public transport with a hard surface is School Lane Footpath. Cllr George-Perutz and Cllr Ramsay will walk the footpaths with a particular respect to access to secondary school transport Action Cllrs George-Perutz and Ramsay. The possibility for access across the grass in front of Middle Farm will continue to be investigated with the aid of Wiltshire Councils footpaths officers. Action Cllr Saunders

The footpath between school lane Footpath Bridge and the kissing gate is very muddy. Repair is awaiting contribution from the landowner

e. Roads

Cllr Ramsay attended a meeting in Avebury Manor in December with Danny Kruger at The National Trust to discuss road improvements on the A4 and within the World Heritage Site Points from the meeting include

- Avebury gets 350,000 visitors a year with 78,000 vehicles over 7 days
- The National Trust is looking to establish protection for Avebury WHS and to request some of the funding that is currently being earmarked for Stone Henge to be re-distributed to Avebury.
- There were suggestions of signage to divert HGVs away from Avebury -Wiltshire Freight Partnership can help drivers use the routes we want them to use.
- After a presentation by Stephen Stacey, Avebury PC Chair of Avebury Parish Council, the Parish Council was advised that they would not get the 40mph speed limit they asked for and were advised that changes should be made little by little, particularly as Atkins costings have risen by over 100%.
- There was a suggestion to lobby Police & Crime Commission about speed limits.
- There are plans ahead (Devizes Gateway) to increase the attractiveness for visitors and subsequent development to help with traffic issues.

The signpost exiting Old Dairy Lane on the right-hand side of the Old Dairy Lane exit to A4361 is obstructing the view of on-coming traffic from the right. A report sent to Highways and via the MyWilts app. Action Cllr Ramsay

The repairs to Lower Church Lane did not take place on 8th December as the Parish Council had been informed. It was postponed at the last minute so no notice could be given to residents. One of the residents has raised a complaint with Wiltshire Council about the standard of the work

f. Broadband

Cllr George-Perutz is working with the current website provider to obtain user specific email addresses for clerk and some councillors

BT has proposed the installation of fibre optic cable to Berwick Bassett. The estimated cost of this was over half a million pounds. Cllr George-Perutz queried this and there is a revised quote of £3,000. Cllr George-Perutz will follow this up

g Community Building

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

7. Other Reports

h. Marlborough Area Board

No grants for equipment for the Community Hall have yet been submitted

i. Police

Cllr Kirk advised the meeting of an increase in thefts of small items such as handbags from cars and the disposal of these into rural hedgerows

j. Clerk

Katie Fielding, the Local Councils advisor from Wiltshire Association of Local Councils will be leaving in mid January. She has been in the position for almost 20 years and has been very helpful on legal details during that time

8. Traffic issues on A4361. CATG progress

It has been confirmed that the maximum speed reduction possible on A4361 is 10mph to 50mph over-riding objections raised in the public consultation. The implementation should now proceed but not in this financial year. No confirmation of cost has been received and the invoice for the public consultation has still not been received.

9. Consideration of applicant for co-option

The applicant had withdrawn

A query has been raised with Wiltshire Electoral Services as to the nature of the remaining vacancy. This vacancy was left by a candidate at the election, elected unopposed, deciding not to take up the position and not signing their acceptance of office. This leaves a 'casual vacancy' which must be formally advertised rather than a vacancy left because insufficient candidates stood for election which can be filled by co-option without further advertisement. If the vacancy is advertised 10 electors may register a request for an actual election to be held. This will incur a cost to council which the clerk will investigate. If no election is called more than one applicant can still apply for co-option to the vacancy. Councillors can then choose between them or none. Action Clerk

10. The Queens Platinum Jubilee

The Spring Bank Holiday this year has been moved to the 1st week in June and an additional bank holiday added giving a long weekend from 2nd to 5th June. Different national occasions are organised for 2nd to 4th with Sunday 5th being a national Big Jubilee Lunch. The church in Winterbourne Monkton is organising a flower festival over the bank holidays with teas available in the Community Hall. It is proposed that a lunch party

be organised at the Community Hall on Sunday 5th June perhaps with a marquee outside to which everyone in Berwick Bassett and Winterbourne Monkton villages will be invited. Cllr Pattison will investigate.

11. Public Open Space Contribution – Section 106 Agreement

There is approximately £28,000 available for equipment for play and/or recreation within the community. Cllr Woodward had provided suggestions as to the use of this funding but was unable to attend the meeting Councillors agreed to postpone the discussion until Cllr Woodward could attend a meeting in person.

It was emphasised that any area benefiting from the funding should be free and have open access to members of the public. The grant is not required to be only for play equipment. Other possibilities might include some trim equipment outside the new Community Hall or a more natural installation such as a Willow Structure or a Nature Hide. Cllr George-Perutz will talk to the larger landowners in Berwick Bassett to explore the viability of these suggestions

12. Berwick Bassett and Winterbourne Monkton Parish Council Standing Orders

Cllr George-Perutz will look at ways the Standing Orders may be amended to reflect more of the best practises in the Town and Parish Councils Governance Toolkit
Action Cllr George-Perutz

13. Community Building

. A local resident has advised the Parish Council that an 8th property on the development is to be occupied. This is contrary to the Section 106 agreement. Cllr Saunders will follow this up.

Prior to letting, a number of risk assessments must be carried out. These include fire risk, electrical certificate of safety, and Covid risk assessment. These cannot be undertaken until access is possible. Cllr Kirk will identify suitable first aid equipment. The defibrillator currently sited on the barn by the church will be relocated to outside the hall..

Work on lettings agreements and equipment purchase continues.

The meeting 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 has not yet been arranged. Action Cllr Saunders

14. Confirmation of items for press release

A short article will be written for Upper Kennet News to advise of the relocation of the defibrillator to the New Inn and advertise the councillor vacancy if confirmed. Action Clerk

15. Date of Next Meeting

The next meeting will be held on March 2nd with the Annual Parish Meeting (Assembly) on Wednesday 6th April.

The meeting closed at 10.00 pm