

Berwick Bassett and Winterbourne Monkton Parish Council

Minutes of the meeting of the council held on Wednesday 5th July 2023 at 7.30pm.at Winterbourne Monkton Community Hall

Present: Cllr Ben Woodward (chair),
Cllr Colin Pattison, Cllr Philip Scott
Cllr Jill Petchey, Cllr Tim Swinyard
Mrs Janice Pattison (clerk)
1 member of the public

Before the meeting Cllrs Petchey and Swinyard signed their Acceptance of Office and Declaration of Interest Forms

1. Apologies for absence
There were no apologies for absence.
2. Declaration of Interests
There were no declarations of interest other than those on specific agenda items.
3. Questions from the public
The member of the public advised the meeting that a branch of a tree on the church side of the bridge on school lane footpath was broken and held up only by a much smaller branch causing a potential hazard. Councillors will investigate and arrange to make safe.

Minutes of Meetings of May 3rd and June 14th

4. The minutes were accepted as reflective of the meetings and signed by the chairman of the meeting.
5. Matters Arising from meeting of May 3rd and June 14th not covered elsewhere.
Clerk Contract. Cllr Petchey has produced a contract which was discussed at the end of the meeting after the clerk had left the meeting. Cllr Petchey also proposed that Cllr Pattison should leave the meeting and not take part in the discussion about the contract.
Secondary School Collection. There has been no update on the Parish Council request that the bus for St Johns children picks up from the residential side of the A4361 so that children do not need to cross the road. Cllr Woodward will liaise with a parent to determine if any change has been seen since the start of the financial year. Cllr Scott will gather information from ex Cllr Ramsey and ex Cllr George-Perutz
Millennium Bench. Cllr Woodward has talked to someone who will repair the seat using oak. A quotation will be obtained.
Cllr Petchey proposed that the new co-option policy be amended to reflect standing orders before adoption.

6. Reports

a. Finance

i. The membership of Wiltshire Association of Local Councils has been renewed. Cllr Scott analysed the insurance proposal and recommended that the insurance policy be renewed again for 3 years.

The payments made since the May Meeting are

Wiltshire Association of Local Councils	£ 98.40
Community First Insurance	£122.76
HMRC (tax)	£ 56.60
Hall Rental April/May/June	£ 60.00

The underspend from recent years of £4,500 has been transferred to the savings account. This is mostly accrual towards the A4361 speed reduction which wasn't used and lack of village project spending (£1,000 per year budget). The defibrillator contract was renewed last year. All budget accrual for defibrillators was spent and more (an anticipated grant was not forthcoming). Savings towards the next renewal has started but this will only pay for 2 defibrillators which was included in the budget with the aim of fund raising for the 3rd on the Community Hall.

Bank Accounts

Ii New signatories have been added to the bank account, but the mandate needs to be redone.

Audit

Iii The exemption from audit form has been submitted and accepted All forms will be put on the council website that would be sent to the external auditor (PKJ Littlejohn) , The summary receipts and payments, is ready for upload. The formal Accounting Statement was signed at this meeting and will also be uploaded. The notice of the period for exercise of public rights (public viewing of finance) will be displayed and the portfolio submitted to the internal auditor for approval over the summer.

b. Planning

PL/2023/03461 6 Old Dairy Lane, Winterbourne Monkton, SN4 9ET

Erection of garden shed (on a concrete base) at the rear, right hand corner of garden.

Cllr Pattison reported that there had been no objections to the application.

Cllr Pattison reported that there had been no new planning applications since the last meeting.

Cllr Scott advised that Winterbourne Manor may soon change ownership.

c. Emergency and Flooding.

Cllr Woodward has completed the Emergency Plan

A waterproof container has been purchased for placement at The New Inn with the gel sandbags and a copy of the plan with contact details. A shelf has been installed in the shed at Winterbourne Monkton Church with another waterproof container which will hold a small amount of gel sacs and the contact details.

Cllr Woodward will send a copy of the plan to Wiltshire Council Emergency

Services. Under the PEAS programme Cllr Woodward will request additional gel sacs

for Berwick Bassett and some Flood signs which have been offered by Wiltshire Council. Councillors will check the grit bins.

Cllr Petchey requested that the cost of a grit bin be investigated so one can be installed on Old Dairy Lane and possibly at the bottom of Church Lane. Action Cllr Woodward

d. Footpaths.

Cllr Woodward confirmed that the issues with the surface of School Lane Footpath have been reported.

This council is still waiting for materials from Wiltshire Council to provide materials to repair the kissing gate footpaths including at School Lane Footpath bridge and at Christmas House/Tonic which get very muddy in the winter. Cllr Woodward has some materials which could be used in the interim. He will get a working group of volunteers together to carry these out in consultation with the landowners.

Cllr Petchey advised that the fence at Christmas House across the footpath towards Winterbourne House was too high to climb easily and there is no stile or kissing gate there.

Cllr Petchey agreed to adopt the role of Footpaths Officer going forward.

e. Roads

Cllr Swinyard agreed to adopt the role of Highways Officer going forward.

He will verify the resurfacing of A4361 at Winterbourne Monkton which was scheduled for September will still take place as official notice of the closure had not been received. The closure of A4 at Calne has a diversion along the A4361 and this is scheduled for September calling the Winterbourne Monkton repairs into doubt.

The request for speed reduction on village roads to 20mph has been deferred to the September meeting of LHFIG after consultation with residents.

f. Community Building

Cllr Scott reported that bookings for the hall had increased. There are regular sessions of karate, self-defence and Pilates. There have been some private parties and also hire for business conferences for a local farm.

7. Other reports

- i. Avebury World Heritage Site
- ii. Avebury Transport Group
- iii. Marlborough Area Board
- iv. Marlborough Local Highway and Footpath Improvement Group
- v. Police
- vi. Clerk
- vii. other

8. Matters Arising from Annual Parish Meeting

Cllr Pattison had composed a letter to send to all residents with the progress on items discussed at the Annual Parish Meeting. This includes requests for opinions on items such as speed limit reduction and open spaces contribution. Cllr Woodward will finalise and distribute.

Cllr Swinyard will carry out a review of communications between council and residents

9. Play and Activity Equipment – Open Spaces Contribution

Cllr Woodward declared an interest in this item. The favoured option remains that the money be used to create a play area at the pub A description of the different options will be included in the letter to residents (above) in order to confirm residents' preferences.

10. Review of Solstice Arrangements

Despite several enquiries, the arrangements for distribution of parking permits were not advised to the clerk until the afternoon of the day before the only evening collection time. All residents who use the laybys in Winterbourne Monkton to park were informed that evening by hand delivered note. The clerk will request that next year one of the councillors from this council be included in the meetings with Wiltshire Council and the Police when decisions about the arrangements are made.

11. Wiltshire Bus Review Stakeholder Survey

Councillors agreed that the survey about future bus services be completed by individuals and not on behalf of the Council.

12. Confirmation of Items for Press Release

Cllr Woodward will write an article for the Upper Kennet News highlighting some of the points from the letter to residents.

13. Date of Next Meetings

Councillors agreed to hold monthly meetings for the foreseeable future. The next full meeting of the council will be held on August 2nd.

14. Clerk Contract

Councillors discussed a clerk's contract. At this point the clerk and Cllr Pattison were requested to leave the meeting Councillors then reviewed the Contract of Employment, Job Description and Disciplinary & Grievance Policy relating to the position of Parish Clerk to the Council and unanimously approved all documents.

The meeting closed at 9.30 pm.

