

Berwick Bassett and Winterbourne Monkton Parish Council

Minutes of the meeting of the council held on Wednesday 2nd August 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

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
There were no questions from the public.
4. Minutes of Meeting of July 5th
The minutes were accepted as reflective of the meeting and signed by the chairman of the meeting.
5. Matters Arising from meeting of July 5th not covered elsewhere.
Clerk Contract. There were some points in the draft contract that required further clarification. A meeting involving Cllrs Woodward, Petchey, Scott and Swinyard would be held to clarify. Councillors agreed that the clerk should circulate draft minutes to councillors within 1 week of the meeting and draft minutes incorporating comments from councillors be approved for publication by the chair within 2 weeks of the meeting. Councillors also agreed that any meeting between members of the public and the clerk be held at the Community Hall, if available.
Millennium Bench. Councillors agreed to pay £55 for the bench to be repaired. They also requested that the repairer be asked to estimate the cost of noticeboards for the Community Hall and Berwick Bassett
Secondary School Collection. This remains ongoing with no progress from Wiltshire Council
Residents Survey. Cllr Woodward will finalise and circulate. An on-line survey had proved to be expensive so was abandoned. The survey includes requests for opinions on items such as speed limit reduction and open spaces contribution. Councillors agreed that residents should be reminded of the council website and the official circulation list. These, the Community Facebook page and Upper Kennet News will be used to encourage residents to reply to the survey.
Solstice. The clerk has requested to County Cllr Jane Davies and Avebury Cllr Maggie Lewis that a member of this council be involved in the planning for solstice, particularly the allocation of parking permits.

6. Reports

a. Finance

The payments made since or at the July Meeting are	
Hardware to store Gel Sacs and Emergency Plan at Church (Cllr Scott)	£ 41.06
Storage box for Gel Sacs and Emergency Plan at New Inn (Cllr Woodward)	£223.26
Refreshments for Annual Parish Meeting (the New Inn)	£ 65.67
Hall Rental July	£ 20.00

It was noted that the move to a meeting every month will take the spend on hall rental over budget.

Audit

All forms are now displayed on the website as required. The portfolio will be submitted to the internal auditor for approval over the summer.

Bank Accounts

A complaint to the bank by the clerk has resulted in the council being credited by £50 but no new mandate form has been forthcoming. A letter has been sent to request the correct mandate form.

A new bank account has been opened which will offer free banking. This is ongoing. The 2 accounts will be retained separately until it was confirmed that all parties were aware of the change. A cheque for £100 will be used to open the account.

b. Planning

PL/2023/05580

Lawful Development, existing use. Installation of Biomass Boiler
Manor Farm Berwick Bassett **SN4 9NG**

Cllr Pattison reported that this was a retrospective application and there had been no objections to the application. There were no objections from Councillors.

c. Emergency and Flooding.

Cllr Woodward has sent a copy of the plan to Wiltshire Council Emergency Services. The cupboard in the churchyard contains gel sacs but is locked. A key will be given to Cllr Woodward and left in a known place in the church. 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. The grit bins are adequately full. Cllr Woodward had obtained quotes for grit bins which were £200 +VAT with a similar amount for filling. Cllr Swinyard will contact County Cllr Jane Davies to ask whether Wiltshire Council could assist in the provision of additional grit bins and dog poo bins/litter bins.

Cllr Petchey reported that the defibrillators are checked monthly by ex-Councillors George-Perutz and Kirk. Mr Kirk is reporting the data to South West Ambulance Service. South West Ambulance Service also come and check the defibrillators on occasion.

The member of the public commented that the defibrillator in Berwick Bassett is in the grounds of Manor Farm which has a gate which is locked at night. Cllr Woodward proposed that this be checked with a view to moving the defibrillator.

d. Footpaths.

Cllr Woodward has some materials which could be used to repair the surface at Christmas House / Tonic and at School Lane Footpath Bridge. He will get a working group of volunteers together to carry these out in consultation with the landowners. Cllr Petchey reported that the branch which was hanging in the tree on Lower School Lane Footpath has been removed by Cllrs Woodward and Pattison. There are a number of branches which should be cut back but this will have to be left until a village tidy up in the Autumn. Lower School Lane Footpath requires strimming. Cllr Scott agreed to do this.

The member of the public advised that the final field on the path between Winterbourne Monkton and Berwick Bassett was very overgrown

e. Roads

Cllr Swinyard has identified that the resurfacing of the A4361 at Winterbourne Monkton will commence on 23rd October.

Cllr Petchey has met with the Parish Steward and had a discussion with ex Cllr Helen Ramsey. Having spoken to the Steward Cllr Petchey can now communicate council requirements to him via WhatsApp, sending a photo of the relevant area requiring his attention. Cllr Petchey can photograph potholes with a brief description of where they are, and the Steward will pass them on to the relevant department to deal with them. Cllr Petchey was able to establish that the Steward can strim gullies and have asked him to attend to those in Church Lane leading down to the Bourne and to strim the top half of the footpath at the bottom of School Lane.

Due to safety reasons the Steward is not able to attend to anything which borders the main road, i.e., cleaning of signs or the white gates at the entrance to the village.

The schedule of visits of the Steward and blank worksheets have been received.

The edges along by the bridge in Berwick Bassett has been strimmed and Cllr Petchey has requested some paint from the Steward to enable residents to paint the bridge. The Steward said that it was not easy to get hold of paint, but he will try. There is only a small amount of paint left in the cans retained by ex-Cllr Saunders

It was noted that the Steward now works for Milestone which is under contract to Wiltshire Council.

f. Community Building

The summer holidays have resulted in a reduction in clubs using the hall. Coffee and Cake mornings have started on Saturday mornings and have been successful in raising money and Rugby will be televised with an open bar.

7. Other Reports

Cllr Scott attended the latest meeting of the Local Highway and Footpath Improvement Group and familiarised with the application process.

Wiltshire Council has relaunched the Tree Warden Scheme. No Councillor wished to be the designated tree warden. It was noted that there is a problem locally with both Ash die back and Dutch Elm Disease. This is a landowners responsibility to deal with but there are a number of Ash trees over public footpaths and the bourne.

Cllr Swinyard will review communications between councillors and residents

8. Co-Option Policy

Cllr Petchey proposed that the new co-option policy be amended to reflect Charles Arnold Baker. The clerk proposed that other sections of the Standing Orders may be elaborated into policies over time. Action Clerk

9. Vacancies for Councillors in Berwick Bassett

There remain 2 vacancies for Councillors in Berwick Bassett following the resignations of Cllr George-Perutz and Ramsay. The posts have been advertised on noticeboards. 2 residents had expressed interest but have decided not to proceed. The posts will be advertised in Upper Kennet News.

The member of the public volunteered to be a representative for Berwick Bassett and forward Berwick Bassett issues but did not wish to be a councillor.

10. 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 and promote the vacancies in Berwick Bassett.

11. Date of Next Meetings

The next full meeting of the council will be held on September 6th in the Community Hall. At this meeting Community Grants will be allocated and Emergency Plan reviewed along with preparation for Winter

The meeting closed at 9.00 pm.