

Berwick Bassett and Winterbourne Monkton Parish Council

Minutes of the meeting of the council held on Wednesday October 11th, 2023, at 7.30pm.  
at Winterbourne Monkton Community Hall.

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

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 September 6<sup>th</sup>, 2023

Cllr Woodward proposed that amendments were made to the circulated minutes to show that it had been agreed that Cllr Swinyard be made Responsible Finance Officer with immediate effect rather than the year 2024/5 as minuted and that a dropbox hosted by The New Inn be used to hold council documentation.

Resolved: The minutes were amended by hand by Cllr Woodward and will be scanned to the website

5. Matters Arising from meeting of September 6<sup>th</sup> not covered elsewhere.

Action relating to the Millenium Bench Millennium Bench, Berwick Bassett noticeboard , Gel Sacs, Footpath Repairs and Communications Review remain outstanding.

Resolved: Retain above actions on action list

6. Reports

a. Finance

The clerk reported that the payments made since or at the August Meeting are

Hall Rental September	£ 20.00
Marlborough Link Donation	£ 50.00
Wiltshire Air Ambulance	£ 50.00
Upper Kennet News	£ 50.00

Letters of thanks have been received from all 3 recipients of donations.  
A refund of VAT up to end of financial year 22/23 has been made.

Resolved: Payments to be made as follows  
Refund to clerk £56.60 tax overpayment

Payment to clerk of postage for donation letters £2.20  
Payment to Community Hall Association for hall rental £20.00

Cllr Scott clarified that the Church Building Fund was considered an Ecclesiastical Charity. Cllr Petchey proposed that no donations could therefore be made by the Parish Council to this fund.

Resolved: No donations would be made to the Church Building Fund. A previous decision to move all Parish Council Meetings to the Community Hall (and make a compensatory donation to the Church Building Fund in lieu of rent) would not be revisited.

Cllr Swinyard is related to the Internal Auditor currently assessing the accounts for 2022/23. The same internal auditor had also previously been appointed for 2023/24.

Resolved: Cllr Swinyard will undertake the role of Responsible Finance Officer commencing with the current financial year 2023/24. A new internal auditor will be sought for the current financial year and beyond. The current yearbook was passed to Cllr Swinyard

The clerk had passed information pertaining to the budget for 2024/5 to Cllr Swinyard.

Resolved: Cllr Swinyard will produce a suggested budget for 2024/5 for the next Parish Council Meeting in November, for final ratification and precept request in January 2024

Resolved: When the new bank account is opened the primary signatory and primary user of on-line banking will change to Cllr Swinyard and all councillors will be added as signatories

b. Planning

Cllr Pattison reported that there were no planning applications in the area during September.

Cllr Pattison reported that The Wiltshire Local Plan and supporting evidence documents are available to view and download at [www.wiltshire.gov.uk/local-plan](http://www.wiltshire.gov.uk/local-plan) and in local libraries, from 9am on Wednesday 27 September

Comments can be made on the Local Plan and supporting evidence base documents during the 8 week consultation period, which runs from 9am on Wednesday 27 September until 5pm on Wednesday 22 November 2023.

c. Emergency and Flooding.

Cllr Woodward advised that the Emergency Plan had been uploaded to the dropbox. Cllr Scott reported that the grit bins across both villages were adequately full. He also reported that Wiltshire Council will not supply a grit bin for Old Dairy Lane free of charge but may provide a bin cheaper than the PC can purchase.

Resolved: Await response from Cllr Jane Davies

- d. Footpaths.  
Cllr Petchey reported that a resident had requested that the Parish Council install lighting along Lower School Lane Footpath  
Resolved: This is part of the survey being delivered to all households. Await the result.
- e. Roads  
The resurfacing of the A4361 at Winterbourne Monkton will commence on 23<sup>rd</sup> October.  
Resolved: Clerk will circulate email regarding access to residential properties in Winterbourne Monkton.
- f. Community Hall  
Cllr Scott reported that September had been the busiest ever for bookings and hall activities.  
Resolved: Report from Community Hall is no longer required.
7. Other Reports  
Police  
Cllr Petchey reported that there had been 2 thefts during the night from unlocked parked cars in Winterbourne Monkton. Other thefts have taken place in Winterbourne Bassett and Broad Hinton  
  
Marlborough Area Board and LHFIG  
Resolved: No councillor will attend meetings unless for a specific agenda item
8. Household Survey Follow up from Annual Parish Meeting  
The Survey is complete and ready for circulation.  
Resolved: Printing costs agreed at £38.  
Notice to be written for Upper Kennet News to advertise and encourage response.
9. Village Clean Up and Bridge Painting  
Resolved: Await results of survey to form working groups.
10. Traffic and Parking Issues in Church Lane  
A complaint had been received from a resident regarding vehicles parking in the passing bay beside the path to Old Dairy Lane.  
Resolved: Cllr Petchey to order 'Passing Place Only' sign up to £50 value. Cllr Woodward to gain permission for erection from landowner.
11. Quality Council  
Cllr Petchey had composed a list of required documents.  
Resolved. Clerk and Cllr Swinyard will confirm that documents are on the website or in the Finance Yearbook
12. Confirmation of Items for Press Release  
Resolved: Cllr Woodward will write an article for the Upper Kennet New including re-surfacing of A4361, the village clean up, the parish survey and promote the vacancies in Berwick Bassett

13. Date of Next Meetings

Resolved. The next full meeting of the council will be held on November 15th in the Community Hall. This meeting will be a budget setting meeting. There will be no meeting in December.

The meeting closed at 9.10 pm.