

Berwick Bassett and Winterbourne Monkton Parish Council

Minutes of the meeting of the council held on Wednesday November 29th, 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 October 11<sup>th</sup>, 2023  
Cllr Petchey proposed that amendments were made to the circulated minutes. Cllr Woodward agreed to take the proposed amendments and amend as appropriate.
5. Matters Arising from meeting of October 11th not covered elsewhere.  
Work to the Millenium Bench will commence imminently.

The whereabouts of documents required by Quality Council had been identified by the clerk and circulated.

Resolved: An assessment of the documents will be made at the January meeting

Cllr Woodward had applied for additional gel sacs and flood signs.

Cllr Petchey had arranged for and erected the 'no parking' sign for the Church Lane

Action relating to the Berwick Bassett noticeboard, Bridge Painting and Footpath Repairs remain outstanding.

Resolved: Retain above actions on action list

6. Reports
  - a. Finance
    - i. Cllr Swinyard reported that the payments made since or at the October Meeting are

Hall Rental October	£ 20.00
Refund to clerk £56.60 tax overpayment	£ 56.60
Payment to clerk of postage for donation letters	£ 2.20

**Resolved:**

Payment to Community Hall Association for hall rental November £20.00.

Payment to Cllr Petchey for School Lane No Parking £17.60

Renewal of Office 365 licence for council laptop approved £20 to £50.

Ii Cllr Swinyard proposed a budget based on a zero precept increase to residents. Increases are required to raise clerk's salary to new minimum wage as of 1<sup>st</sup> April and inflationary increases to payment to WALC. To retain the zero precept a reduction in the Parish Project amount to £850 was proposed.

The amount set aside for defibrillator rental contract renewal and a previous Council decision to reduce the number of defibrillators paid for by the Parish Council was revisited. An increase of £333 would be required to increase the defibrillator amount to cover renewal of 3 defibrillators (cost of £1000 accrued over 3 years).

**Resolved:** Not to increase amount in budget to renewal contract for 3<sup>rd</sup> defibrillator  
The contribution made by volunteers in repair of footpaths and providing materials free of charge was acknowledged.

**Resolved:** Accept budget as proposed. Cllr Swinyard to confirm precept request at next meeting.

Iii **Resolved:** Mr Richard Nutt would be Internal Auditor for 2023/24. The clerk will confirm role with Mr Nutt

Iv The clerk reported that the Internal Audit for 2022/23 was complete. The internal auditor raised some queries which have mostly been addressed in 2023/24.

**Resolved:** Accept Internal Auditor Report and publish

V **Resolved:** Accept Annual Governance Statement for 2022/23 and publish. Signed by clerk and chair.

The clerk reported that the new bank account was opened but as yet unable to amend mandates and signatories.

b. Planning

Cllr Pattison reported that there was one planning application.

PL/2023/09323

Stable doors Berwick Bassett

Kitchen extension to front and office / conservatory extension to side.

There have been no objections to this application from neighbours and there were none from Councillors.

**Resolved:** Return a 'no objection' decision to Wiltshire Council

c. Emergency and Flooding.

Wiltshire Council is compiling a list of contacts that may be contacted should an emergency arise in this area.

**Resolved:** Contact details of all councillors would be submitted to Wiltshire Council as Emergency Contacts.

Cllr Swinyard confirmed that Wiltshire Council will not contribute to the cost of a grit bin for Old Dairy Lane

**Resolved:** Cllr Woodward will check with the co-ordinator of the Old Dairy Lane Residents Committee whether they require a grit bin and whether they are prepared to make a financial contribution to the cost of the bin and ongoing refill costs

d. Footpaths.

**Resolved:** Volunteers to continue applying wood chippings

e. Roads

The resurfacing of the A4361 at Winterbourne Monkton commenced on 23<sup>rd</sup> October. The anti-skid surface and rumble strips were replaced in parts, but councillors prevented the rumble strips being installed at the entrance to the main Winterbourne Monkton Lane at the request of a resident. The road was closed at night for 10 working days.

**Resolved:** Minutes of the emergency council meeting held about the anti-skid surface to be circulated and published.

The bus collecting children from the villages to St Johns School in Marlborough is now collecting the children from the North Bound Bus Stop meaning that the children no longer had to cross the A4361 to catch the bus. Appreciation was expressed to the work of ex councillors George-Perutz and Ramsay

7. Other Reports

Police

Cllr Petchey reported that the Local Police Officer has been unable to attend any Parish Council Meetings because they dates did not co-incide with her duty rota. She was invited to talk about Crime Prevention at a Community Hall Coffee Morning, but she does not work weekends.

**Resolved:** Cllr Swinyard will invite Russell Howard, the Deputy Police and Crime Commissioner to attend the Annual Parish Meeting. Mr Howard will be asked which Wednesday in April is most suitable for him.

No external meetings were attended.

8. Household Survey Follow up from Annual Parish Meeting

Cllr Woodward declared an interest in the results of the Survey.

Cllr Woodward showed the meeting graphical representation of the responses to the survey. 108 copies of the survey had been given out with 25 responses.

After initial analysis it appears that residents are most in favour of the Play Area and means of reducing speed

**Resolved:** A PowerPoint with the results of the survey will be uploaded to the Council website. Further analysis will be made of the data for the next meeting and decisions acted upon

9. Confirmation of Items for Press Release

**Resolved:** Cllr Woodward will write an article for the Upper Kennet News including the revised school pick up, resurfacing of A4361 without anti-skid strips, results of the survey (with reference to PowerPoint document on Community Website) and mention of the new projector for use in the Community Hall.

13. Date of Next Meetings

**Resolved.** The next full meeting of the council will be held on January 10th in the Community Hall. This meeting will include confirmation of precept request, new banking mandates, identify further documents required for Quality Council and confirm projects to be taken forward as identified by Village Survey

The meeting closed at 9.20 pm.