

WILCOT and HUIISH (with OARE) PARISH COUNCIL

Minutes of the Meeting of the Parish Council
Oare Village Hall Thursday 14 January 2016, at 19:30

Present:

Councillors: Mrs P Smith, Dr D Nix (Chair), Mrs N Fleet, Mr R Fleet, Mrs P Pearson (Clerk), Mrs D Wilson and Mr L Giddings.

In attendance:

5 members of the public

Item No		Actions
1.	<p>Chairs Welcome The Chair welcomed everyone to the meeting.</p>	
2.	<p>Apologies for absence Cllr C Bartlett and Cllr B Lawson These were accepted</p>	
3.	<p>To receive declarations of interest on any agenda item to be discussed Cllr P Smith expressed a declaration of interest regarding Planning Application No 16/00003/FUL and 16/00253/LBC.</p>	
4.	<p>Minutes of the last meeting – 10 November 2016 Clerk’s action report was circulated to Councillors prior to the meeting and was made available to members of the public at request. Resolution: That the minutes be adopted as a true record of the meeting without amendment Proposed: Cllr R Fleet Seconded: Cllr P Smith All in favour.</p> <p>Minutes of the Planning Committee – 22 October 2015 Resolution: That the minutes be adopted as a true record of the meeting without amendment. Proposed: Cllr D Wilson Seconded: Cllr N Fleet All in favour</p> <p>Minutes of the Planning Committee – 2 December 2015 Resolution: That the minutes be adopted as a true record of the meeting without amendment. Proposed: Cllr D Wilson Seconded: Cllr N Fleet All in favour</p>	
5.	<p>Budget and Monitoring</p>	
5.1	<p>Budget and Monitoring – Set Contingency Level: The Chair noted that at a previous Parish Council meeting discussion had been held regarding the setting the contingency/emergency fund level. It had been agreed 2/3 years ago that 5% be set aside for the Contingency Fund. It was</p>	

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	<p>proposed to leave the contingency level at 5% and rename the fund the Contingency/Emergency Fund.</p> <p>It was proposed that in the event of an emergency the Councillor co-ordinating the emergency response or Clerk should spend the money and then claim it back.</p> <p>Proposed: Cllr R Fleet Seconded: Cllr N Fleet All in favour. Clerk to explore with Chair.</p>	Clerk
	<p>Budget and Monitoring Report: The Chair apologised that Budget and Monitoring Report was not included with the papers for the Parish Council meeting as we were in the process of adjusting the layout of the Budget and Monitoring Report to include the Defribullators. The Chair has found an error in the spread sheet layout. Cllr R Fleet volunteered to assist the Chair with this.</p> <p>The Chair explained that expenditure was on target with budget.</p>	Chair Cllr R Fleet
	<p>PAYE: The Chair explained that the previous Clerk had encountered technical difficulties in submitting reports to HMRC. A firm of accountants had been employed by the previous Clerk, at her expense, to overcome the original issues and these were now resolved.</p> <p>To date the Parish Council owed no tax or NI Contributions.</p> <p>However, the new Clerk had not been added to the PAYE system and this could lead to late submission and payment penalties from HMRC if the situation was not resolved rapidly.</p> <p>The Chair proposed four different options for the Parish Council to consider:</p> <ol style="list-style-type: none"> 1. Cllr C Bartlett to look at the accounts information and try and catch us up with things.. 2. Use the accountants to take the PAYE up to the end of the Financial Year for which they would charge £52.20. 3. Accountants show the Clerk what she needed to do for which they would charge £69.00. 4. In future years we pay the accountants to do the PAYE. <p>Cllr D Wilson proposed paying the accountants to do the PAYE for us until the end of the financial year.</p>	

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	<p>Proposed: Cllr D Wilson Seconded: Cllr N Fleet All in favour. Chair to speak to the accountants.</p>	Chair
5.2	<p>Precept The Clerk had made enquiries as to what responsibilities the Parish Council may be faced with should these be devolved by Wiltshire Council to the Parish. Wiltshire Council was unable to provide a definitive answer.</p> <p>Following a brief discussion it was decided to increase the precept by 5%, this would roughly equate to an additional 65p per year per household, dependant on the Council Tax band the household fell in to. It was felt necessary to do this since Wiltshire Council were looking to cut some services and devolve others. Given no further information regarding the nature of these cuts and devolutions it was felt prudent to make sure the Council could undertake its duties for the benefit of the residents.</p> <p>Resolution: That the Precept be increased by 5% for 2016/17. Proposed: Cllr N Fleet Seconded: Cllr D Wilson All in favour. Clerk to complete details and return to Wiltshire Council</p>	Clerk
5.3	<p>Wiltshire Council Rising to the Challenges of 2016 and Beyond</p> <p>Wiltshire Council were hosting a series of meetings to discuss the challenges of 2016 and beyond, details of which were circulated to Councillors prior to the meeting. Cllr D Wilson would be attending the meeting on 1 February 2016 at the Corn Exchange in Devizes.</p>	Cllr Wilson
6.	<p>Chairman's Announcements</p> <p>There were no announcements.</p>	
7.	<p>Public Question Time</p> <p>A member of the public enquired about the proposed closure of Everleigh Household Recycling Centre. The Chair mentioned that at the meeting at Tidworth on 21 December 2015 over 100 people had attended including the public and Councillors to debate about people's feelings towards Everleigh.</p> <p>A member of the public mentioned that Wiltshire Council had sent members of staff to Everleigh Household Recycling Centre on a Friday when it had been very busy with members of the public and it was noted that Wiltshire Council staff were going out of their way not to speak to the public.</p> <p>Andrew Rae from Wilcot PCC asked the Parish Council to assist with the grass cutting for the cemetery. He outlined the cost of the grass cutting for last year and for the current year and enquired about the grant from the Parish Council. The Chair advised that the Parish Council had not set the budget for 2016/17 and this</p>	

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	<p>would be done at the March 2016 meeting.</p> <p>The Chair asked for an estimate of the grass cutting costs of the cemetery for 2016/17 to be submitted to the Parish Council that that this can be discussed when the budget is discussed in March 2016.</p>	Clerk
8.	<p>Planning Applications To review and provide feedback on new planning applications from Wiltshire Council. (Town & Country Planning Act 180, sched 1, para 8)</p> <p>15/12579/FUL – Single storey side extension at 1 Sunnyhill Lane, Oare, Wiltshire SN8 4AG</p> <p>No objections were raised by the Parish Council.</p> <p>16/00003/FUL – Replacement of the full-width single storey rear extension with a part-width and deeper single storey rear extension and a 1 ½ storey 7.5 m deep thatched rear extension across the remainder of the width, with internal configuration of the first floor at 26 Wilcot Green, Wilcot, Wiltshire SN9 5NS</p> <p>16/00253/LGC – As above</p> <p>No objections were raised by the Parish Council.</p>	Clerk
9.	<p>Current Parish Issues and Updates</p>	
9.1	<p>Kennet and Avon Canal, Wilcot</p> <p>The Chair advised that there had been an enquiry from a resident regarding the erosion of the bank on the verge due to parking. The Chair spoke about the possibility of extending the bank to the soil, which had come from works that had been previously carried out in conjunction with Wiltshire Council several years ago. Cllr R Fleet advised that further along it was too narrow and there was drainage problem which was Stowell Estate's responsibility Cllr N Fleet to send pictures of the erosion of the bank.</p> <p>The Chair suggested arranging a meeting with the Estate Manager of Stowell Estate. Clerk to arrange a meeting with Gavin Davies at Stowell Estate.</p>	Cllr N Fleet
	<p>The Chair noted that there was a Cruiser parked on the Canal which looked as if it had been neglected towards Ladysbridge. Clerk to contact the Canal and River Trust.</p>	Clerk
	<p>The Chair had not progressed any further with organising a training day for those interested in setting up a Working Party to help with canal maintenance. Chair to pursue. Notices would need to be put on the Boards and Website and in the Newsletter for volunteers.</p> <p>The Chair noted that this would tie in with the next Canal and River Trust meeting which she had volunteered to Chair.</p>	Chair

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9.2	<p>White Hart</p> <p>An Enforcement Notice had been put in put on 21 May 2015 to stop the public house areas of the pub being used for residential purposes. Prior to Christmas 2015 a partially completed Change of Use Application Notice was made but rejected by Wiltshire Council because of its incomplete nature. It had been suggested to Councillors that the property was being used as a house of multiple occupancy. It was decided that the council should contact Trading Standards and Housing to investigate further.</p> <p>Proposal: The Chair and Cllr D Wilson proposed a meeting with all parties involved with the pub and try and find a way forward and see if there is a genuine desire to bring it up to a better standard. Residents have objected to the pub being possibly used as multiple occupancy. Agreed, all in favour.</p>	<p>Cllr Wilson</p> <p>Cllr Wilson Chair</p>
9.3	<p>Speed Indicator Device (SID)</p> <p>Chair advised that Cllr Colin Gale from Rushall Parish Council was managing the assumption of SID from Wiltshire Council to a group of Parish Councils. The cost of maintenance and installation had not yet been finalised. The Chair advised that SID was a tool which the Parish Council could use to help improve the safety of the A345 Junction at Oare. Chair to attend further meetings of the SID group.</p>	<p>Cllr Wilson/Chair</p>
9.4	<p>Campsite at Golden Swan</p> <p>The Chair explained that two responses had been received from Wiltshire Council following the letter sent to Dr Brand. On 16 12 2015 the Freedom of Information Department at Wiltshire Council supplied some of the information but not the previously promised list of exempt bodies who had camped on the 28 day field. The Parish Council recognise this as a separate issue to the camping, as the Parish Council are banned by the landlord from approaching the organizers. The Chair explained that Wiltshire Council had sent a list of all the bodies in the country that are exempt not the list requested and the Council is therefore in breach.</p> <p>The Chair had not received a letter from Dr Brand but had received a letter from Alistair Cunningham on 14 1 2016 which was read out to the Parish Council. A copy of this letter is appended to the Minutes.</p> <p>Cllr D Wilson suggested that issues relating to the Golden Swan should be reported to Natural England with an explanation that we have been trying to find out who is camping on the field but have been unable to do so.</p> <p>The Chair mentioned that two of the three caravans reported, two will have Enforcement on them and will have to be moved, but one was exempt since it was used by a member of the family.</p> <p>Chair advised that Wadworths needed to be made aware of the</p>	<p>Chair</p>

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	<p>issues.</p> <p>It was noted that part of the Stable Block had been demolished. The stable block may be listed and so the demolition will have been done without listed building consent. Chair to consult English Heritage to see if it has been listed</p> <p>It was suggested that action could be taken along the following lines:-</p> <ol style="list-style-type: none"> 1. Write to Wadworths with any comments to reply within 10 days. 2. Write to Alistair Cunningham and copy in Jane Scott and advise out intention to see Legal Advice. 3. Chair follow up with with the Information Commissioner. 	Clerk Chair
	<p>A member of the public raised the point about the road markings on the curve on the far corner by Box Cottage. The previous side of the junction was marked but had disappeared. This would help people coming from Pewsey. Cllr D Wilson to would raise this at CATG. Chair mentioned that during David Arnup's visit there was a ditch that had been filled in and suggested this be incorporated as well with CATG.</p>	Cllr Wilson
9.5	<p>Emergency Plan</p> <p>The Chair expressed thanks to Cllr D Wilson for organising the Emergency Planning meeting at the Bouverie Hall, Pewsey on 7 January 2016. Following discussion and a suggestion from a member of the public member of the public it was agreed that Cllr Wilson would look in to buying a standalone phone that could run from the phone power and so be available in the event of a power cut.</p> <p>Chair reported that SSE Distribution was making grants to organisations to assist with their emergency planning.</p> <p>Proposal: Council ask the two Village Halls, school and Huish PCC if they would like us to apply on their behalf for emergency generators.</p> <p>Agreed unanimous vote in favour.</p>	Cllr Wilson Clerk Chair
9.6	<p>Vodafone</p> <p>Chair noted that Cllr C Bartlett had talked about looking at another site for a Vodafone Sure Signal booster in Wilcot.</p>	Cllr Bartlett
9.7	<p>Footpaths</p> <p>It was noted that there were several stiles on the Stowell Estate and elsewhere that were in need of repair. It was agreed that a List of Stiles in need of repair would be drawn up and drawn to the attention of the landowners responsible.</p>	All Councillors Clerk
9.8	<p>Dragon's Teeth</p> <p>The Clerk has met with Mr D Arnup from Wiltshire Council at Wilcot to discuss the Dragon's Teeth and look at the options. Mr D Arnup suggested using the Spring Back Verge posts, which</p>	

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	could be easily installed and cost about £18 each. Cllr D Wilson suggested that we try using the Spring Back Verge Posts at Wilcot and see if Wiltshire Council would pay for them. Clerk to investigate.	Clerk
9.8.1	Bristow's Bridge There is a need for the replacement of Dragon's Teeth at Bristow's Bridge. Clerk to inform Wiltshire Council	Clerk
9.9	Cones – Wilcot – Devizes to Westminster Canoe Race 30 cones would be required to cone off Wilcot Bridge during the race. Cllr R Fleet and Cllr R Bartlett would put the cones out. Clerk to follow up with Wiltshire Council prior to Easter.	Clerk
9.10	Pound Lane Enforcement Notice Cllr D Wilson explained that currently no enforcement was taking place, in part due to under-resourcing at Wiltshire Council. Further planning breaches were noted particularly the erection of a new greenhouse and a new home office at Martinsell Cottage. It was agreed that an umbrella complaint be made about lack of planning enforcement within the entire Parish Council area.	Chair Clerk
9.11	War Memorial Sign Cllr N Fleet suggested contacting Paul Millard, Rights of Way Officer at Wiltshire Council with a picture of the sign stating it encompasses a footpath – FP48 Bath Lane, Wilcot and runs alongside the Village Green. Clerk to take a photograph and contact Wiltshire Council.	Clerk
9.12	Tourism Statement This would be covered at the next meeting.	Chair
9.13	Dates for Village Tidy Up Discussion was held concerning the Let's Clean for the Queen national campaign which was being launched on 4,5 & 6 March 2016. The Parish Council agreed that the date for the Village Tidy Up would take place on Saturday 12 March 2016, because more Councillors were available and there would be less conflict for removal of rubbish and provision of equipment. Notices to be placed on Noticeboards asking for Volunteers. In addition to the normal clean up it was proposed that easily and safely accessible signs be cleaned and, where sensible over grown vegetation be cut back and the footpath in Oare be cleaned and weeded. Start time and locations: 10:00 Wilcot Village Hall 10:00 Oare Village Hall Clerk to check the insurance and undertake risk assessment.	Clerk Clerk
	It was noted that the road sign on A345 before the Prospect Road had lost one of its supports. Cllr D Wilson undertook to report it to Wiltshire Council.	Cllr Wilson

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9.14	<p>Bus Stop, Wilcot</p> <p>Cllr D Wilson informed the Parish Council that Wiltshire Council had written to the resident closing the matter since he had not produced evidence of ownership. Cllr Wilson had reported the parking of a residents car in the gateway, obstructing the bench and gateway to Wiltshire Council.</p>	
10	<p>Projects</p>	
10.1	<p>Village Gateways</p> <p>Cllr D Wilson would be raising this at CATG on 20 January 2016 on behalf of the Parish Council. Oare School had indicated that they may be able to help fund raising for this item.</p>	Cllr Wilson
10.2	<p>Repair to the War Memorial</p> <p>Cllr N Fleet felt that the quotation for the repair to the War Memorial, details of which had been circulated to Councillors prior to the meeting, only covered the War Memorial for the short term and that any quotations should include work that would last for the next 50 years or so.</p> <p>Cllr P Smith suggested approaching Spire Monuments in Salisbury and J J Masonry with regards to further quotations.</p>	Clerk
11.	<p>Correspondence</p>	
11.1	<p>Letter from Victim Support</p> <p>Councillors agreed that, in line with Council policy, that the Council would not provide financial support as requested. Clerk to respond back to Victim Support.</p>	Clerk
11.2	<p>Invitation to Buckingham Palace Garden Party 2016</p> <p>Clerk explained the Wiltshire Association of Local Councils had sent through an invitation for Parish Councils to nominate people with long standing service to the community to attend a Buckingham Palace Garden Party in May 2016.</p> <p>Councillors agreed that Mr Colin Bouch should be approached. Clerk to contact Mr Colin Bouch.</p>	Clerk
12.	<p>Policies</p> <p>Councillors were circulated details of the Policies, outlined below, to be reviewed by the Parish Council prior to the meeting. Councillors were all in favour of adopting the renewed Policies.</p> <p>Risk Assessment Grievance Policy Sickness & Absence Policy Equal Opportunities Policy Expenses Policy Disciplinary Policy</p>	Clerk
13.	<p>Exchange of Information</p> <p>Congratulations were extended by the Chair to Cllr D Wilson on the BMX Project.</p>	
14.	<p>Proposed Items for Next Agenda</p>	

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	<p>The next CPD Training Session would be covered at the March 2016 meeting.</p> <p>Chair to provide an Agenda and circulate to Councillors.</p>	
15.	<p>Date and time of next meeting.</p> <p>Details of forthcoming meetings for 2015/16</p> <p>Wednesday 2 March 2016 – Wilcot Village Hall</p> <p>Wednesday 11 May 2016 – AGM – Wilcot Village Hall</p> <p>Annual Parish Meeting – Thursday 14 April – Oare Village Hall</p> <p>Planning Committee Meetings will be held as arranged.</p>	Chair

Chairman

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Date

..

11 January 2016

Dr D Nix
Chair, Wilcot & Huish Parish Council
Beechcombe
Oare
SN8 4JL

Economic Development and Planning
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Dear Dr Nix,

Re: Camp site, Golden Swan Public House, Wilcot

I refer to your letter of 23rd November addressed to Dr Carlton Brand. As you will be aware, I have been asked to respond as Associate Director of Economic Development and Planning.

I am aware of Mr Wilmott's letter of 25th August and I am also aware the parish council has strong feelings on this matter.

The concerns that you have outlined in your latest letter appear to centre on the behaviour of users of the camp site (what you describe as 'the nub of the problem') from campers who may stray beyond the limits of the area that has a Certificate of Lawfulness or use other land beyond the normal 28 day temporary use. You complain that this is a problem during the summer months.

Whilst I will ask the Council's Enforcement Team to make occasional checks on the site during these months, if the issue is unreasonable behaviour of occupiers, it is unlikely that the local planning authority is best placed to deal with this matter, and as this is clearly a local matter, the parish council may be better placed to raise its concerns directly with the landlord of the Golden Swan and the company that owns the pub. The local planning authority has no control over the behaviour of occupiers of the camp site.

Mr Wilmott, in his letter of 25th August, outlined the issues of expediency that the Council has to have regard too when considering whether the Council should take any formal action and there is little that I can add to this.

I understand that you have received the other documents that you requested via the Freedom of Information legislation.

Yours sincerely



Alistair Cunningham
Associate Director, Economic Development and Planning

Direct line: 01225 713203
Email: Alistair.cunningham@wiltshire.gov.uk