

WILCOT and HUIISH (with OARE) PARISH COUNCIL

Minutes of the Meeting of the Parish Council
Oare Village Hall Wednesday 2 March 2016, at 19:30

Present:

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

In attendance:

No members of the public were present.

Item No		Actions
1.	<p>Chair's Welcome The Chair welcomed everyone to the meeting.</p>	
2.	<p>Apologies for absence Cllr C Bartlett, Cllr B Lawson, Dr D Nix and Cllr P Oatway. These were accepted.</p>	
3.	<p>To receive declarations of interest on any agenda item to be discussed There were no declarations of interest.</p>	
4.	<p>Minutes of the last meeting – 14 January 2016 Clerk's action report was circulated to Councillors prior to the meeting and was made available to members of the public on request.</p> <p>Resolution: That the minutes be adopted as a true record of the meeting without amendment. Proposed: Cllr N Fleet Seconded: Cllr R Fleet All in favour.</p> <p>Minutes of the Planning Committee – 10 February 2016 Resolution: That the minutes be adopted as a true record of the meeting without amendment. Proposed: Cllr R Fleet Seconded: Cllr N Fleet All in favour.</p>	
5.	<p>Budget and Monitoring</p>	
5.1	<p>Budget and Monitoring Report: The Budget and Monitoring Report was outlined by the Clerk. Copies had been circulated to all Parish Councillors.</p>	
5.2	<p>Set Budget 2016/17 Cllr R Fleet suggested that the Parish Council pay for Verge Markers (Item 11.8 and 11.8.1). It was proposed to purchase two packs which each contain 10 Verge Markers at a total cost of £420.00. Wiltshire Council could then be asked to install them.</p> <p>Under 'Expenditure' in the Budget and Monitoring Report it was proposed that we have a recurring cost of £250.00 for the Speed Indicator Device (Item 11.3).</p> <p>Cllr N Fleet asked whether the grant to Pewsey Community Area Partnership,</p>	

WILCOT and HUIISH (with OARE) PARISH COUNCIL

	<p>which has been agreed at £150 for 2015-16, was paid annually. The Chair advised that Pewsey Area Partnership would approach the Parish Council on an annual basis to ask if funding was available.</p> <p>Councillors proposed to increase the cost of the Internal Auditor to £40.00 as outlined under item 3 Cost of Running Council (cost of democracy).</p> <p>It was also agreed to change the Forecast figure of the Subscription to WALC/NALC to £230.00.</p> <p>Cllr Wilson proposed that the Parish Council continue to use a firm of accountants to make the monthly PAYE returns, and that £150.00 should be added to the budget for this purpose.</p> <p>Cllr Wilson also advised that new pads would need to be purchased for the three defibrillators every three years. Each defibrillator requires 2 pads at a cost of £36 per pad, which equates to £72.00 per year over the three-year period. New batteries would be required every seven years.</p> <p>The request from Wilcot PCC for an increased grant for the maintenance of the graveyard was discussed. Cllr Wilson said that under the 1972 Local Government Act the Parish Council's "power to contribute" was discretionary, and not an obligatory contribution. There are two other burial grounds within the Parish and Councillors felt that all should receive similar contributions.</p> <p>It was proposed to allocate £500 in the budget for the maintenance of all three burial grounds within the Parish. The Parish Council will review this sum on an annual basis.</p> <p>Action: Clerk to write to Wilcot PCC and let them know the decision.</p> <p>The Clerk should also write to all three PCCs at the end of the financial year to confirm that the grants have been spent for the maintenance of the graveyards, in order to meet our duty to ensure the money is spent for the intended purpose.</p> <p>Cllr R Fleet suggested that an amount is included in the budget each year for Road Safety. If the amount was not needed for this purpose in any year, it could be moved to the Project Fund.</p> <p>It was resolved to amend the budget forecast to incorporate the above items. Cllr N Fleet suggested that the precept be increased by 5% to meet the budget requirements for the next 12 months.</p> <p>Proposed: Cllr R Fleet Seconded: Cllr P Smith Carried unanimously.</p> <p>Action: Clerk to make the updated budget available to upload to the Parish Council website within 30 days.</p>	Clerk
5.3	<p>Option to Opt Out of SLCC Audit</p> <p>Cllr Wilson explained the options that were available to the Parish Council with regards to Opting out of the SLCC Audit, details of which had been circulated prior to members of the Parish Council.</p>	

WILCOT and HUIISH (with OARE) PARISH COUNCIL

	<p>As several members of the Parish Council were absent, it was proposed that this be resolved via email, with a hard copy to be sent to Cllr Giddings.</p> <p>Action: Clerk to email Councillors by 22 March 2016.</p>	Clerk
6.	<p>Chairman's Announcements There were no announcements.</p>	
7.	<p>Public Question Time There were no issues raised.</p>	
8.	<p>To review and provide feedback on new planning applications from Wiltshire Council (Town & Country Planning Act 180, Sch 1, para 8) None presented</p>	
9.	<p>Transparency Code Cllr Wilson advised that, to comply with the Transparency Code, the Parish Council has to ensure that draft minutes are published on a website within 30 days of a Parish Council meeting. The Council is complying with most of the rules outlined in the Transparency Code but, at present, not always within the timescales. Budget information for expenditure over £100 should also be available via the website</p> <p>Minor adjustments to improve ease of navigation of the website are needed.</p> <p>Cllr Wilson explained that the Council needs to adopt the Transparency Code in order to proceed with the audits for 2017 onwards. Resolved to adopt the Transparency Code and work towards becoming fully compliant. Proposed: Cllr D Wilson Seconded: Cllr R Fleet Carried unanimously.</p>	
10.	<p>Neighbourhood Plan The benefits of completing a Neighbourhood Plan were discussed, however these need to be weighed against the significant cost, in time and resources, of compiling one.</p> <p>Action: Councillors agreed that they needed more information about what is required. Cllr Wilson undertook to investigate further and report back.</p> <p>Action: Clerk to added to agenda at May meeting.</p>	Cllr Wilson Clerk
11.	<p>Current Parish Issues and Updates</p>	
11.1	<p>Kennet and Avon Canal, Wilcot The issue of parking along the lane by the canal was raised. The Chair proposed that Council approach the estate manager to discuss options to prevent vehicles causing unsightly damage to the verge.</p> <p>Action: Cllr Giddings to approach the estate by end of March 2016.</p>	Cllr Giddings
11.2	<p>White Hart</p>	

WILCOT and HUIISH (with OARE) PARISH COUNCIL

	<p>The Chair said there was nothing new to report. The people currently living in the property still appear to be using the business premises' kitchen as a domestic kitchen.</p> <p>The Chair has written to Housing at Wiltshire Council to tell them that the White Hart was being used as a house of multiple occupancy, apparently without the proper permissions, but received no reply.</p> <p>Cllr Smith advised that Kate Colledge, Environmental Health dealt with houses of multiple occupancy.</p> <p>Action: Cllr Smith to provide contact details to Cllr Wilson. Action: Cllr Wilson to forward the email that was sent to Housing at Wiltshire Council six weeks ago to Kate Colledge.</p>	Cllr Smith Cllr Wilson
11.3	<p>Speed Indicator Device (SID) Cllr Wilson advised further information had been received by Cllr Nix and the project was moving forward. The Parish Council need to identify a suitable location in Oare.</p>	Cllr Wilson/Cllr Nix
11.4	<p>Camp Site at the Golden Swan Nothing further to report.</p> <p>Cllr Nix has proposed that a Planning Committee be formed to deal with enforcement Issues in the parish currently awaiting action. It was agreed to discuss the potential make-up and role of any committee by email or at a future meeting.</p>	
11.5	<p>Emergency Plan There have been problems with the phone lines in both Wilcot and Huish, this was due to a fault with BT in Pewsey.</p> <p>Cllr Fleet asked whether village halls would be the owners of emergency generators housed by them. It was noted that the Parish Council would own the generators but the village halls would be asked to store them.</p> <p>Action: Clerk to write to Village Hall committees to ask what storage space was available for this.</p> <p>Cllr Wilson suggested that some of the Emergency Fund be used to purchase snow shovels. She also noted that snow chains would be useful to equip 4x4 drivers willing to assist in emergency situations. However, these would have to be of the correct size, so may not be practicable.</p>	Clerk
11.6	<p>Vodafone Nothing was discussed at the meeting.</p>	
11.7	<p>Footpaths Cllr R Fleet to draw up a list of Parish stiles on a map so that they are recorded.</p>	Cllr R Fleet

WILCOT and HUIISH (with OARE) PARISH COUNCIL

11.8	<p>Dragon's Teeth Item already covered under 5.1 above regarding the purchasing of verge markers.</p>	
11.8.1	<p>Bristow's Bridge Clerk advised that Wiltshire Council had been contacted regarding Bristow's Bridge. Action: Clerk to follow this up.</p>	Clerk
11.9	<p>Cones at Wilcot for Devizes to Westminster Canoe Race The Clerk said Wiltshire Council had confirmed 30 cones would be delivered to Wilcot Village Hall prior to the Easter holiday, and collected afterwards. Action: Clerk to advise Cllr R Fleet & Cllr Bartlett of the dates, and contact Wiltshire Council</p>	Clerk
11.10	<p>Pound Lane Enforcement Notice Cllr Wilson anticipated this would be covered by the new Planning Committee.</p>	
11.11	<p>Sign by the War Memorial Clerk confirmed that Wiltshire Council had been contacted about the sign by the War Memorial and had been sent photographs. No response had been received as yet. Action: Clerk to follow up.</p>	Clerk
11.12	<p>Tourism Statement Deferred in the absence of Cllr Nix.</p>	Cllr Nix
11.13	<p>Dates for Village Tidy Up Clerk confirmed that Wiltshire Council would deliver the equipment for the annual Parish Clean Up on Saturday 12 March 2016. Notices to be placed on all village noticeboards asking for volunteers. Start time and locations: 10:00 Wilcot Village Hall 10:00 Oare Village Hall Action: Clerk to follow up and advise Councillors of final arrangements</p>	Clerk
12	<p>Projects</p>	
12.1	<p>Village Gateways Cllr Wilson advised issue was raised at CATG on 20 January 2016 on behalf of the Parish Council. She said she would be meeting with M Stansby from Wiltshire Council to look at a potential site for gates to the north of Oare, and also look at the Huish Junction and the school issue. The project may be delayed until Wiltshire Council's new contractors take over in April 2016, especially as they will have to catch up on deferred projects. Cllr R Fleet suggested Parish Council might offer to contribute more than the</p>	

WILCOT and HUIISH (with OARE) PARISH COUNCIL

	<p>minimum required towards the village gateway. Cllr Wilson advised that CATG asks Parish Councils to contribute 10% towards the cost, and this may set a precedent that other members of CATG are not comfortable with.</p> <p>Action: Cllr D Wilson to email M Stansby regarding village gateways.</p>	Cllr Wilson
12.2	<p>Repair to the War Memorial A letter from James Long Masons Ltd giving a quotation for the cost of renovating the War Memorial was discussed. Cllr N Fleet advised that there was a crack running under the War Memorial monument on the concrete.</p> <p>It was agreed that an additional quotation should be obtained. Action: Clerk to investigate further with the War Memorials Trust. Action: Clerk to email James Long Mason regarding the crack.</p>	Clerk
13.	Correspondence	
13.1	<p>Parish & Town Council Involvement Evenings The Parish and Town Council Involvement Evenings being held by Wiltshire Council Highways were discussed. It was agreed that two places would be booked for the 6 April 2016 meeting, with the names of those attending to be confirmed.</p> <p>Action: Clerk to contact Wiltshire Council.</p>	Clerk
13.2	<p>CPRE Best Kept Village Competition The Parish Council has received details about the above competition. Wilcot is eligible to enter the Lawrence Kitching Award.</p> <p>Action: Clerk to investigate further with CPRE regarding entering this part of the competition.</p>	Clerk
14.	<p>Exchange of Information Cllr Giddings asked about a greenhouse in Wilcot which was the subject of a planning application last year. Cllr Wilson advised that the applicants had been granted retrospective planning permission even though the Parish Council objected.</p> <p>The next Parish Walk is to be on 10 April 2016 at 2.00pm in Oare.</p>	
15.	<p>Proposed Items for Next Agenda The next CPD Training Session would be covered at the April 2016 meeting.</p> <p>Cllr Nix to provide an agenda and circulate to Councillors.</p>	Cllr Nix
15.	<p>Date and time of next meeting. Details of forthcoming meetings for 2015/16</p> <p>Wednesday 11 May 2016 – AGM – Wilcot Village Hall</p> <p>Annual Parish Meeting – Thursday 14 April – Oare Village Hall</p>	

WILCOT and HUIISH (with OARE) PARISH COUNCIL

	Planning Committee Meetings will be held as required.	
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Chairman

Date