

CHITTERNE PARISH COUNCIL

DRAFT

Minutes of the Meeting of Chitterne Parish Council Held at the Village Hall on Thursday 6th December 2018 at 7.00 p.m.

Present: Councillors

Barry Ricketts (Chairman), Murray Kent (Vice Chairman), Peter Emmerson and Rachel Wilkinson.

In attendance: Parish Clerk Nikki Spreadbury-Clews, no members of the public

Public Participation

18/56 Acceptance of apologies for absence. Resolved: Cllrs Albertsen, Horsfall, Pike and Webb.

18/57 Minutes. The minutes of the Meeting of the Parish Council held on 10th September 2018 were approved as a true record and signed by the chairman.

18/58 Dispensations and Declarations of interest. Resolved: Cllr Wilkinson declared an interest in planning application 18/09837/FUL and the allotment rental reviews.

18/59 Updates from previous meetings.

- a) **Traffic.** The parish council have received complaints about some residents persistently ignoring the traffic speed limits in Townsend and behaving aggressively when asked to comply. Members agreed for a letter to be sent to the residents to notify them of the procedures the council will now follow to record and report such behaviour to the appropriate authorities.
Members of the public are requested to report all instances to the Police on 101, with as much information as possible.
- b) **Allotments.** The tenant of allotment 10 has given notice not continue from 1 April 2019, Cllr Wilkinson will draft an advert for Chit Chat, the Clerk will post to Website and Facebook.
- c) **Cricket Club, Trees/grass cutting.** Cllr Kent requested Cllr Horsfall to follow through the tree works as agreed at meeting held on 16 July 2018.
- d) **Flood Warden.** Cllr Kent reported the 'cut clearing' days were successful and requested the Clerk invoices Selwood Housing for the work carried out on their behalf.
The water levels have risen, however no immediate concerns.
- e) **Village Hall, Footpaths.** No report.
- f) **Parish Steward.** Cllr Emmerson reported some gullies had been cleared. Machine being arranged for pot holes.
- g) **Playground.** Cllr Ricketts has received a quote for replacement climbing frame and see saw for £8,816, inclusive of VAT, this includes installation, but not removal and disposal of old equipment. Cllr Ricketts will obtain a costing for this. £1,620 had been raised, with another £2,000 likely. The Parish Council can apply to the Area board for half the cost, maximum of £5,000, the Clerk was requested to apply.
- h) **Other Updates.** The Environment Agency had advised the operating licence for Earthline was 8am to 5pm Monday to Friday and 7.30am to 12 noon Saturday, the Clerk had forwarded this information to Earthline, no response received.
Cllr Emmerson recently attended the A303 Amesbury – Berwick Down (Stonehenge) scheme Community Forum (includes legacy benefits) and found the meeting very useful. The planning application has been submitted.

18/60 WW1 Commemoration. Cllr Kent reported the WWI commemorations were fantastic and well attended by over 100 people. Special thanks to Kevin Foster for the exhibition in the Church.

18/61 Planning applications Discussed:

(Please note: in planning matters the Parish Council acts as consultee of the Principal Authority. The Principal Authority being the deciding Body)

18/09837/FUL Single storey timber conservatory. Pitts House, 31 Townsend, Chitterne, Warminster BA12 0LQ. Cllr Ricketts proposed no objections, seconded Cllr Emmerson, voting unanimous in favour, with Cllr Wilkinson being ineligible to vote.

18/10312/FUL & 18/10503/LBC Conversion of existing office, workshop and store into granny annexe with 1.5 extension on south side. The Round House, 109 Chitterne, Chitterne, BA12 0LH. Cllr Kent proposed no objections, seconded Cllr Wilkinson, voting unanimous in favour.

18/62 Planning Decisions noted: -

18/08669/FUL Installation of 5 borehole security kiosks and 1 static mixer kiosk within Chitterne Water Treatment Works and outlying borehole sites. Pumping Station, Townsend, Chitterne BA12 0LF. Approved with conditions.

18/08126/LBC Door to front of lean-to kitchen extension to be bricked up. Existing main front door to remain unaltered. 98 Codford Road, Chitterne, BA12 0LD. Approved with conditions.

18/63 Purchase new Lap Top. The webmaster has advised the screen on the Parish Council laptop is starting to fail, he has suggested three replacements ranging from £369.00 to £449.00. Cllr Ricketts proposed maximum expenditure of £449.00, seconded Cllr Wilkinson, voting unanimous in favour. Clerk to establish if price is likely to be less in January sales, before purchase.

18/64 Accounts for Payment

It was resolved the six payments were ratified and following payments be approved, Cllr Emmerson proposed, seconded by Cllr Ricketts, voting unanimous in favour.

Payments for ratification

A Cameron (McAfee Anti-Virus)	100613	£89.99
Wiltshire Council	100614	£166.00
Dupliquick Ltd (Sept & Oct)	100616	£168.00
Chitterne Cricket Club	100617	£942.25
Playsafety Limited	100618	£134.40
M Kent (reimbursement Hillier garden centre)	100619	£734.94

Payments for approval

Clerks Salary (Q3 Oct to Dec)	100620	£605.15
Clerks expenses & reimbursement of costs	100620	£25.10
Wiltshire Council	100621	£197.72
Dupliquick Ltd	100622	£84.00
N Windsor	100623	£125.00

Receipts

Chitterne Stitchers (donation towards Play equipment)	£1,000.00
A Cameron from Tree Crowdfunding (towards play equipment)	£620.00

18/65 Approval and signing-off of Parish Accounts for the period ended 30th November 2018. Previously circulated. The clerk reported Bank balance as at 30th November 2018 was £.10,433.24
Cllr Ricketts proposed acceptance of the accounts, seconded Cllr Kent, voting unanimous in favour. The Chairman and the RFO signed the accounts.

18/66 Allotment Rental review. Members discussed the allotment rents and felt as there had not been an increase for some years the garden allotments would increase to £20 per annum and the field rents would increase to £155.00 for the smaller field and £200.00 for the larger field per annum. Cllr Kent proposed the increases, seconded Cllr Emmerson, voting unanimous in favour, with Cllr Wilkinson being ineligible to vote. The Clerk would advise the tenants.

18/67 Budget and Precept Proposals 2019/2020. Due to low number of members in attendance it was decided to postpone until the January meeting.

18/68 Internal Auditor. Cllr Ricketts proposed to continue with Auditing Solutions Ltd as the Councils internal auditor for year ending 31st March 2019, seconded Cllr Wilkinson, voting unanimous in favour.

18/69 Internal Audit 2017/2018. Clerk advised R4 now completed and R9 almost complete.

18/70 Retention and Disposal of Documents Policy. In order to comply with GDPR (General Data Protection Regulations) the Parish Council requires a retention and disposal of documents policy; the policy and appendix were forwarded with the agenda. To give members time to review the policy and appendix this item was postponed until next meeting.

18/71 Number Parish Councillors exceeding number of eligible seats. The number of seats for Chitterne All Saints Ward is 5 and Chitterne St Mary Ward is 2, at the Elections held on 4 May 2017 all the seats in All Saints ward were filled uncontested and one seat in St Mary Ward, leaving one vacancy. The Parish Council Co-opted two members at the meeting held on 8 May 2017, with just one vacancy. Cllr Webb has given her resignation due to her circumstances changing in the spring of 2019. The Parish Council would like to thank Emma for her contributions over the past 18 months, especially with the play park and wish her well. This has resolved the matter.

18/72 Correspondence Received. Email regarding the sale of the boundary wall bricks, Clerk to send a reply.

18/73 Meetings to consider attending: -

- **CATG** – 7th February 2019
- **Warminster Area Board** – 14th February 2019. Cllr Ricketts to attend.

18/74 Dates for meetings 2019 to continue by monthly on the second Monday of the month.

14 January, 11 March, 13 May, 15 July, 9 September and 11 November all at 7.00pm

18/75 Date of next meeting.

The next Parish Council Meeting will be held on Monday 14th January 2019 at 7.00pm.

The meeting closed at 8.25pm

Approved by the Council as a true record

Signed.....Chairman Date.....

Minutes are on the Website www.chitterne.com or available from the Clerk on request.