

**CHITTERNE PARISH COUNCIL**  
**Draft Minutes of Annual Parish Meeting**  
**Monday 16<sup>th</sup> May 2016 at Chitterne Village Hall**

**Present:** M Lucas, P. Emmerson, P. Pike, B. Ricketts, D Albertson, V. Neal (Clerk),  
**Apologies:** C. Horsfall

**700/68 Election of Officers**

M. Lucas was re-elected as Chairman Proposed: M. Kent Seconded: P. Emmerson  
C. Horsfall was re-elected as Vice Chairman

Members co-opted to council:

P. Pike – Village Hall

D. Albertson – Farm Liaison

B. Ricketts – Flood Warden(fully co-opted)

**Councillor Specialist Areas:**

Emergency Planning – P. Pike, Street Scene/Roads Liaison – P. Emmerson

Flood Warden – B. Ricketts, Area Board/CATG – M. Lucas, Playpark/Sportsfield – M. Kent

**700/69 Declarations of Interest:** None

**700/70 Barns to West of The Manor, Chitterne.** An outline of a development proposal to convert 2 existing non listed barns into a single story 'L' shaped residence was presented on behalf of J. Wallis by Prue Smith.

**700/71 Chairman's Report**

M. Lucas presented a summary of issues that the Parish Council have been working on over the past year. Key Points: Mobile Infrastructure Project – on hold representation made to MPs. Pursuit of traffic calming throughout the village – investigating use of SIDs in conjunction with Warminster Town Council. Chitterne has withdrawn from the Community Speed Watch scheme as it has proved to be totally ineffective. Operational Flood Working Group South meetings have been attended. A safety assessment of play equipment showed that some equipment needs repair. Repairs are underway.

Liaison with J.Stratton about the unpleasant smells from the Codford biodigester. Should anyone wish to report any incidents of bad smells, call the Environment Agency Incident Line, 0800 807060. A Highways England meeting was attended concerning the upgrading of the A303. Environment Agency complaint concerning the increase in tipping volumes at Valley Farm – ongoing. **Full text of Chairman's Report available on [www.chitterne.com](http://www.chitterne.com) and on noticeboard.**

**700/72 Minutes of meeting held on 14<sup>th</sup> March 2016** - accepted as a true record and signed.

**700/73 Matters Arising**

Zip wire

**ACTION: M. Lucas**

CATG – meeting postponed. Speeding in Townsend to be discussed at next meeting.

**700/74 Planning Application – 16/04247/HRN, St Mary's Close**

Wessex Water have applied to carry out work to the sewage treatment plant. They have asked to remove the hedge surrounding the plant, to be replaced by a boarded fence.

Representation was made by residents of St Mary's Close who object to the removal of the hedge. **The Parish Council view – Objection – hedge should be retained and maintained by Wessex Water.**

**700/75 Risk Management Schedule**

It is a requirement for the Parish Council to assess and review risks associated with its activity. A document drafted by the Clerk was discussed. Councillors are happy that risks for the financial year 2016/2017 have been identified, assessed and addressed as necessary. A few

minor changes were identified. Schedule to be adopted formally at next meeting.

**ACTION: V. Neal**

**700/76 Standing Orders for Chitterne Parish Council readopted for 2016/2017 and duly signed.**

**700/77 Finance** – Grants were obtained to purchase flood relief equipment and IT equipment to meet the Transparency Code for Smaller Authorities.

At 31 March 2016 the balance in the Nationwide was £7259.86. This balance includes some unspent grant monies.

The Clerk outlined the accounts for the year which have been checked by P. Emmerson. Accounts were approved by Councillors. Proposed: P. Emmerson Seconded: M. Kent

**Section 1 - Annual Governance Statement 2015/16 of audit form signed at 20.10**

**Section 2 - Accounting Statements 2015/16 signed at 20.12**

**700/78 Orders for Payment**

Roger Watkins £20.00 SSE grant chq 100499, A V Neal Map, Land Registry query £20.35 chq 100500, Clerk Salary £475.00 chq. 100501, A V Neal, postage costs £21.67 chq 100502, Wiltshire Council Allotment rent £166.00 chq 100503, Dupliquick ChitChat £84.00 chq 100504, WALC subs £107.87 chq 100505, CPRE subs £36.00 chq 100506, Audit Training £12.00 chq 100507, Dupliquick ChitChat £84.00 chq 100508

**700/79 Correspondence**

Citizens Advice Bureau – letter received asking for a £100.00 donation. Contribution not approved. Letter to be written in reply

**ACTION: V. Neal**

**700/80 Flood Warden Report**

An outline grant application for the replacement of the Village Hall septic tank with a flood resistant sewage treatment facility was rejected by the Environment Agency. A new law has been passed outlawing discharge directly onto winterbournes or chalk streams. B. Ricketts to arrange a meeting onsite to discuss way forward. Possibility of a soakaway under Village Green.

**ACTION: B. Ricketts**

**700/81 Valley Farm** Earthline Ltd have taken over the management of the landfill site.

Contact to be made to raise awareness of traffic issues

**ACTION: V. Neal**

**700/82 Cricket Club**

**Grass cutting Contract** - J. Smedley Chairmen Chitterne Cricket Club wrote to the Parish Council to suggest an increase in cost from £1,819.00 to £1,950.00 per annum with an automatic annual uplift of 3% applied. Decision deferred until an anomaly regarding the cutting of the grass at Mary's Churchyard.

**ACTION: M. Lucas**

**New Shed to house tractor**

Parish Council understand the need for a new shed and would be happy to assist the Cricket Club to apply for a grant from the Area Board

**ACTION: M. Lucas**

**700/83 Village Maintenance Issues**

Verges – M. Kent expressed disappointment at the standard of grass seeding work at new verge. Preparation inadequate.

**ACTION: P. Emmerson**

Silt extraction in Cut – there is still a necessity to clear silt from certain areas eg under bridge as identified by Atkins in 2015. To be raised at next OFWG(south)

**ACTION: B. Ricketts**

**700/84 QE II Birthday picnic** – Shrewton Silver band, bar, bring a picnic

**Date of next meeting 11<sup>th</sup> July 2016**

