

CHITTERNE PARISH COUNCIL

Minutes of the Meeting of Chitterne Parish Council

Held at the Village Hall on Monday 11th November 2019 at 7.00 p.m.

Present: Councillors

Murray Kent (temporary Chairman), Peter Emmerson, Virginia Neal and Rachel Wilkinson.

In attendance: Parish Clerk Nikki Spreadbury-Clews and two members of the public. PCSO Candy Jackson joined the meeting briefly at 8.19pm.

Public Participation

Two members of the public raised concerns over the fallen tree that brought down power lines and villagers were left without electricity for nine and half hours.

Cllr Kent has written to highways requesting the remainder of the tree is taken away. Clerk to write to Scottish & Southern Power requesting maintenance is carried out of the trees in the vicinity of power lines in the village. The Parish Council would encourage residents to also contact them.

PCSO Jackson advised the main crime in the area is Hare Coursing.

Meeting of the Parish Council

19/63 Election of Chairman. As per meeting of 11 March 2019 minute ref 18/98 the members wish to continue to rotate the Chairmanship, generally in alphabetical order, until a permanent Chairman is appointed. Cllr Neal nominated Cllr Kent, seconded Cllr Emmerson, voting unanimous in favour.

19/64 Acceptance of apologies for absence. Resolved: Apologies received from Cllr Horsfall. Cllr Booth absent.

19/65 Minutes. The minutes of the Parish Council meeting held on 7th October 2019 were approved as a true record and signed by the chairman.

19/66 Dispensations and Declarations of interest. Resolved: None.

19/67 Update on Items from previous meetings.

- i) **Allotments.** Clerk had written to tenant regarding their shed, they had apologised. Clerk to write to a tenant regarding the upkeep of their allotment. Clerk has not received the half yearly invoice from Wiltshire Council, due 1st October.
- ii) **Cricket Club, Tress/grass cutting.** Cllr Kent is meeting with contractor regarding pruning/cutting of trees. This year's bonfire night was successful, despite the weather.
- iii) **Flood Warden.** Successful cut clearance with 95% of vegetation/obstructions removed. Cllr Kent has written to highways asking if they can remove and dispose of the cuttings (normally burnt, but too wet). Water levels remain low. Clerk was requested to write to Selwood Housing regarding trees/foliage along the cut, broken up road and removal of the unused septic tanks.
- iv) **Parish Steward** will be on gritter duties if weather dictates. Cllr Emmerson has requested removal of the remains of the fallen tree and cut vegetation.
The gullies from Valley Farm to the village do not appear to have been cleared, despite the report being closed, Clerk to follow up.
- v) **Roads.** Red road markings have become worn and broken up. Clerk to report.

19/68 Traffic Report. Cllr Neal has written and spoken to A303 Community Forum and World Heritage Site (WHS) regarding the A303 legacy and how it can assist Chitterne. She has requested English Heritages sustainability plan. Correspondence has exchanged between Clerk, Unitary Cllr Newbury and Wiltshire Council Highways regarding the possibility of Traffic Signs Regulations & General Directions 2016 (TSRGD) allowing for buses to be banned (with the exemption of local buses). Clerk to follow up.

19/69 Play Park

- i) **Members discussed the annual RoSPA inspection report as forwarded 2 October** and felt there was nothing requiring immediate action. Cllr Kent will view the items reported, Clerk to look into who the manufactures of the equipment were.
- ii) **New equipment** installed in July requires to be treated with Danish oil. Cllr Kent to use Petenet to see if a willing volunteer(s) will assist.

19/70 Planning applications. Resolved:

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

19/09258/FUL & 19/09273/LBC Conversion and link of two rammed chalk barns into one single dwelling together with associated works. Renewal of Previous Permissions 16/06834/FUL & 16/07350/LBC. Land West of The Manor, Chitterne, Chitterne, BA12 0LJ. Cllr Kent proposed no objections, seconded Cllr Neal, voting unanimous in favour.

19/09754/TCA T1 Prunus Padus, reduce crown by 30% and prune to shape T2 Cherry Reduce crown by TG1 Birch trees crown lift to 8 feet and remove major dead wood. 6 The Stables, Junction at Abdon Close and Townsend South West to Brook Cottage, Chitterne, BA12 0LU. Cllr Kent proposed no comment, seconded Cllr Neal, voting unanimous in favour.

19/71 Planning Decisions from Wiltshire Council noted:

19/08002/PNTEL The installation of a 20m mast with 3 antenna, 2 dishes, satellite dish with 4 cabinets within a fenced compound and ancillary development. Land at Chitterne Old Dairy, Shrewton Road, Chitterne, Warminster, BA120LN. Wiltshire Council decision- Prior approval granted.

19/72 Accounts for Payment LGA 1972 s150 (5)

It was resolved the current payments were approved, Cllr Wilkinson proposed, seconded by Cllr Emmerson, voting unanimous in favour.

Payments authorised

Clerks salary (Oct)	100660	£248.21
HMRC (Oct)	100661	£6.80
Clerks reimbursement expenses	100660	£7.32
Duplicquick Ltd	100662	£84.00
Clerks Salary (Nov)	100663	£248.01
HMRC (Nov)	100664	£7.00

19/73 Approval and signing-off of Parish Accounts for month ending 31st October 2019.

As previously circulated, along with year to date spend against budget. The clerk reported Bank balance as at 31 October 2019 was **£10,068.62**

Resolved: The accounts were approved. Proposed Cllr Neal, seconded Cllr Emmerson, voting unanimous in favour. The Chairman and Clerk signed the accounts.

19/74 Internal Audit Report 2018-19.

- i) **R1 & R2. Risk Management Register.** Members reviewed and adopted the business risk management register, as previously forwarded, proposed by Cllr Wilkinson, seconded Cllr Neal, voting unanimous in favour.
- ii) **R3. Playground Management Policy.** Members reviewed and adopted the Playground Management Policy, as previously forwarded, proposed by Cllr Emmerson, seconded Cllr Kent, voting unanimous in favour.

- iii) **R4. Playground Inspections.** The Clerk is not receiving copies of inspections, with his in mind the Clerk was asked to enquire the costs of a contractor carrying out four-weekly inspections.
- iv) **R5. Retention of inspections.** Members were reminded the four-weekly and annual inspections are to be retained for a minimum period of 21 years.
- v) **R6 & R7. General and Ear Marked Reserves.** These were reviewed as part of the Budget and Precept process minute ref 19/75.
- vi) **R8. Asset Register.** Members reviewed and adopted the asset register, as previously forwarded, proposed by Cllr Neal, seconded Cllr Emmerson, voting unanimous in favour.
- vii) **R9. Photographic register of assets.** Clerk commenced this in October 2018.

19/75 Councillor Training. Members declined the offer of WALC Councillor training which covers roles and responsibilities, Laws (powers and duties) and procedures, the training is suitable for new Councillors or existing as a refresher.

19/76 Budget and Precept Proposals 2020/2021. Members approved the previously forwarded finance prediction as at 31 March 2020, budget prediction for 2020/21, general reserves of approx. £2,664 ear marked reserves SSE Grant £725.97, Tree Maintenance £1,190, Play Park contingency £500 and Allotments asset transfer £ 1,000. Cllr Neal proposed precept for 2020/21 of £9,800 (remaining same as 2019/20), seconded Cllr Wilkinson, voting unanimous in favour.

19/77 Clerks DSE assessment. Members noted the DSE assessment previously sent with the recommendation of a new fully adjustable chair, possible foot stool and mouse mat. Spend of between £100 and £150 should be sufficient and shared between the other three Parish Councils the Clerk is employed with, Cllr Emmerson proposed acceptance, seconded Cllr Neal, voting unanimous in favour.

19/78 Boxing Day Hunt. Request from Masters of the Royal Artillery Hunt for permission to hold their Boxing Day Meet on the Sports field in Chitterne as they have done for years. To minimise any difficulties, they undertake to do the following:

1. Provide traffic cones and orange tape to prevent double parking, and parking on the verge.
2. Hunt supporters will provide a "Parking Marshal" in high viz to supervise.
3. Following the meet Hunt supporters will clear any Horse or Hound detritus.
4. If the ground is soft, they will undertake to tread in any divets.
5. Will arrange access to the Village Hall.
6. Will arrange with the Cricket Club for the cricket square to be taped off as usual.

Resolved: Members approved the request, Clerk to reply.

19/79 National Community Energy Campaign. Members decided not to take this any further.

19/80 Future Partnership meetings:

- **Flood working group** – 13 November – Civic Centre, Warminster
- **Warminster Area Board** – 14 November 7.00pm – Civic Centre, Warminster. Cllr Neal attending.
- **A303 Community Forum** – 4 December. Cllrs Emmerson and Neal attending.
- **CATG** – 5 December 10.00am – Fire Station, Warminster. Cllrs Kent and Neal attending.

19/81 Date of next meeting. Members noted the next meeting of the Council will be held on Monday 13 January 2020 at 7.00pm.

The meeting closed at 8.54 pm.

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.