

Minutes of Atworth Parish Council Meeting
held on Wednesday 16th November 2011

1. **Attending.** Effie Gale-Sides (Chairman), Bill Cooke (Vice Chairman), Robert Floyd, Bob Hole, Maureen Weston, Arnold Snowball, Alan Bagnell, John Lambert, Robert Hole, Mitch Roberts
2. **Apologies.** Tom McMahon, Mark Griffiths
3. **Welcome.** Madam Chairman welcomed Arnold Snowball to his first meeting, as an elected member.
4. **Co-option.** Arnold Snowball, signed the following documents, in the presence of the Chairman and Parish Clerk,
 - Declaration of Acceptance of Office
 - Undertaking to accept the Code of Conduct
 - Register of Interests Declaration
5. **Minutes.** The minutes of the Meeting held on 21st September 2011 were approved. Proposed by Maureen Weston, seconded by Bill Cooke.
6. **Matters Arising.**

Area Board Meeting

Speed Indicating Device (SID) sites in Atworth. The Chairman and Clerk had attended a meeting on 26th October 2011. Two sites were identified in Atworth and earmarked for future consideration by Wiltshire Council.

They were asked to illustrate our need and preferred sites for SIDs, which they did. As a follow up to the meeting, the clerk was asked to provide location details, which were submitted to the Area Board Manager.

Subsequent to this, a further meeting took place on 9th November 2011 at Neston Farm Shop, to discuss traffic calming measures. Cllrs Mark Griffiths and Jonathan Seed attended. Mark Stansby, (Senior Traffic Management Engineer), has advised that Metro Counters need to be installed, to assess true speed readings, before further remedial action can be considered.

The siting of the required metro counters was discussed; however these had very recently been installed at Shell Court and the Clock Tower. The Clerk would check with Wiltshire Council whether this needed to be repeated.

ACTION PARISH CLERK

It was proposed that the Clerk write to Mark Stansby, expressing Members concerns, following his response to the request for traffic calming measures on the Bath side of the village.

ACTION PARISH CLERK

Copse of Pines

Copse of Pines – The Clerk had arranged a site visit, with John Price (Wiltshire Council Estates Officer).

John Price is now aware, that the Parish Council wish to consider adopting and managing the site. He has confirmed that they can transfer the asset and he is in the process of putting together a proposal, for our elected members to consider.

Regarding a site management plan, for the future, he feels that it would make sense for us to speak to a local landscaping consultant, to seek best value options.

Wiltshire Council would require this detail, as part of the transfer process, which would now also involve the Area Board, as being key to its delivery.

Members would prefer to see the site transferred, in good condition, with no immediate financial liability. Any future meetings with Wiltshire Council should provide the Parish Council with options, including Councillors' views as to what should be included, before formally committing to any asset transfer.

New Bus Shelters

Positive feedback had been received, both in letter form and the media, (Melksham News).

Maureen Weston explained that there was one concern however, in that during inclement weather, excessive rainwater remained in the gutter. This had resulted in people waiting in the shelter being sprayed with water, when traffic passed.

It would appear that the main highway drains are blocked and require investigation.

ACTION PARISH CLERK

Kissing Gates

Consent had been sought for the installation of the third gate, but no response received. The Chairman would speak personally, to make a further request for the required consent.

ACTION CHAIRMAN

Jane Brown Plaque

Following the previous meeting, no correspondence has been received, regarding any proposal to restore the grave headstone. A discussion took place, with the following resolution,

- That it be made known that David Webb has a fair copy of the original Jane Browne headstone wording, and a copy is located at the museum.
- That a copy of it be included, on any new Parish Council website.

ACTION PARISH CLERK

Funeral Bier

Robert Floyd continues to seek a suitable storage facility for the bier, (Chalfield or perhaps Wroughton). The bier is in need of repair and therefore more research will be done, to find a suitable artisan.

ACTION ROBERT FLOYD AND BILL COOKE

Youth Club Lease Renewal

The Chairman will speak to Sir James Fuller, in order to secure a new term of lease.

ACTION CHAIRMAN

Parking at Churchfields

The Clerk will meet with Steve Bennet, Head of School, to discuss any issues, cycling habits, parking, etc.

ACTION PARISH CLERK

Coronation Road access and parking

The Clerk has contacted Highways, to ask them to have a site visit with Don Coote. The meeting objective is to discuss access.

BT Infinity broadband availability

Faster broadband is now available, in some areas of Atworth. There is a log in facility, to check your individual status. www.bt.com/btinfinity
Once you are logged on, the screen will talk you through the check facility.

7. Open Session

The Chairman then opened up the meeting to those attending and invited questions or comments.

Godwins Close – Cycling on pavements.

Judith Slee, a Godwin Close resident, requested that ‘No Cycling’ signs, be installed in Godwin Close.

ACTION PARISH CLERK

New Bus Shelters – Feedback

Three local residents, wished to congratulate the elected members, regarding their decision to install the new shelters. One also commented that it was a neat installation.

8. AGENDA ITEMS

8.1 Accounts 2011/12.

The Financial Statement – November 10th, 2011, is attached at Appendix A

The statement was accepted as a true record and the cheques authorised for payment.

The transfer of funds from the Santander Account to the Lloyds Account, will be facilitated by the Chairman and Vice Chairman.

Precept 2012/13

The draft precept, for the financial period 2012/2013, was discussed and the following observations made.

- Grass cutting contract – The 3 year contract, is to be awarded to AW Services. Proposed by Robert Floyd and seconded by Maureen Weston.
- Village magazine contribution – John Lambert and Bill Cooke proposed and seconded, that the contribution be withdrawn.
- Redundant bus shelter at the Bear Garage – It was agreed that this shelter be demolished, whilst retaining the concrete base, for possible further use as a suitable base for a bench seat at some point in the future.

The Precept will not be increased (£14350). Proposed Bill Cooke and seconded by Robert Floyd. A copy of the final summary, is attached at Appendix B

8.2 Website

The Chairman has created a website, which would suit the needs of the Parish Council, at minimum cost, (£9 per annum). Proposed by Bill Cooke and seconded by Robert Floyd, that we adopt the Chairman's website. Godjira, who had also created a draft website, need to be advised that their services are not required now.

ACTION PARISH CLERK

8.3 Notice Boards

Someone has been removing notices, which is unfortunate. It was agreed that the situation would be monitored and that notice boards would not be locked.

Consideration is given to the introduction of a board in Chalfield, perhaps adjacent to the post box.

ACTION PARISH CLERK

The Parish Clerk, would monitor notice board usage and remove out of date notices. At the same time, the lamination of some longer term notices may be prudent.

ACTION PARISH CLERK

8.4 Media attendance at future Parish Council Meetings

Maureen Weston proposed that we submit our minutes and agendas to the Melksham News, for their editor's interest and also as possible editorial content. The Parish Council, would not however, be formally inviting a media representative, to any future meetings.

9 Correspondence.

- New bus shelter. A letter of support for Atworth Parish Council had been received.
- The Chairman referred to Mr Spencer's letter in the village magazine. Councillors expressed their comments.
- A letter from Mrs King concerning the installation of the map on the Village Hall was read out. The Parish Clerk had visited Mrs King in connection with this.

- Letter from Mrs King inviting the Chairman to paint a canvass for the Art Club Jubilee Project, which the Chairman was pleased to accept.

10 Reports

There were no reports on this occasion.

Community Policing

In the absence of Barry Dalton, there was nothing to report. Councillors expressed their appreciation of a Police attendance at the Parish Councillors and considered it of much value. It was agreed that this be passed on to Barry.

ACTION PARISH CLERK

11 Planning

W/11/02616/FUL:

Conversion of stable building, to form a 3 bed dwelling

W/11/02617/CAC:

Part demolition of West Boundary Wall

Demolition of remaining walls of cowshed, garage/store and 2x storage sheds.

12 Authorisations of Cheques

A W Services, grass cutting.	95.70
Queensbury Shelters	3909.60
Queensbury Shelters	4803.60
SLCC Localism Conference	78.00
AON insurance cover for new shelters	59.64

The Parish Council approved these cheques.

13 Any Other Business

- Parking charges would remain at the current level and reviewed for the 2013/14 financial period
- Arnold Snowball is assisting the WI regarding caretaking aspects and is also concerned, regarding the condition of the Clock Tower door. He and Robert Floyd, will investigate options, to restore the door. Arnold was thanked for his work done, whilst supporting the Atworth WI.

There being no further business, the meeting closed at 9 pm

14 Date of the Next Meeting, is Wednesday, Jan 18th, 2012, at 7pm in the Village Hall. The March 2012 meeting, is scheduled for Wednesday, March 21st.

Appendix A Financial Statement

Atworth Parish Council Balance Sheet at 10th November, 2011.

Current Assets

	£	
Cash at Bank		8661.78

Current Liabilities

Jane Brown Charity	155.00
AW Services	95.70
Queensbury Shelters	3909.60
Queensbury Shelters	4803.60
SLCC	78.00
AON-Insurance for new shelters	59.64

Net Current Assets (439.76)

VAT recovery requested, for new bus shelters 1452.20

Net Current Assets corrected 1012.44

Creditors due payment before the end of the financial year

Wessex Water	11.61
Wiltshire Council	9.00
Wiltshire Council	12.00

Total Creditors (32.61)

Debtors 0.00

Net Future Assets (32.61)

Total Net Current Balance 979.83

Reserve Account 14009.89

Current Liabilities 00.00

Current Debtors 00.00

Net Current Assets 14009.89

Current Balance 14009.89

Fixed Assets

Street Furniture, 5 Bus Shelters	13261.34
7 Wooden Seats	2483.44
Funeral Bier	1707.16
Youth Club Premises	268421.90
War Memorial	21702.44

307576.28

Total Net Value 322566.11

Appendix B

Atworth Parish Council Precept 2012/13

The table below reflects the potential expenditure of the Parish Council in the next financial year 2012/13. I have, in estimating future costs, applied a general 5% increase for various rates. Insurance costs I have allowed for a 7.5% increase. The insurance cover includes the new bus shelters. There is an increased sum for the Clerks salary, following a review of the hours to be worked.

This would indicate a Precept of £14622.00

It would be prudent to request an update from the Youth Club, regarding its aspirations and state of health of the building's fabric and services. (Awaiting a response)

The redundant bus shelter, adjacent to the Bear Garage, requires demolition. The roof is made of asbestos and requires specialist removal and licensed transfer, to a registered receiver of such waste. A cost has been included for the shelters removal. (Still awaiting a third quote)

The Copse of Pines and proposals to improve its image, has not been allocated a budget, due to the current economic climate and the project's potential impact upon the precept. Work will continue with Wiltshire Council throughout 2012, to expedite the delivery of a transfer of the asset. The overall objective of that research will be to produce a report for elected members, indicating future options for the sites improvement and associated costs.

What the Precept calculation fails to recognise is a projected end of year financial summary, as at, 31 March 2012. What I can provide, for your guidance and consideration, is a summary of our current bank balances and itemised list of expected costs that are due before the financial year ends.

Current Financial Assets

Bank Current Account - Balance at 10 Nov, 2011	£8661
Bank Reserve Account - Balance at 10 Nov, 2011	£14010
Dues in before Mar 31, 2011	
VAT for the bus shelters	£1452
Car parking	£230

Total financial assets £24353

Dues out before Mar 31, 2011

Salary	2394	
HMRC	597	
Jane Brown Charity	155	
Youth Club Grant		amount to be confirmed
Office	600	
Grass cutting 4 cuts	191	
Shelters x 2	8709	
SLCC	78	
AON	59	
Consumables for office	200	
Training seminars	200	
Financial software	350	
Caretaker expenses	63	
Wreath	18	
Rates	210	
WI Caretaking	316	

Total Dues Out (Estimated), as at Mar 31, 2012 is £14140

Estimated Total Net Cash Assets, as at March 31ST, 2012 is £24353 - £ 14140 = £10213

Proposed Precept for 2012/13 is £14662+ YOUTH CLUB

PRECEPT BREAKDOWN

ITEM	COST 11/12	12/13	COMMENTS
1. VILLAGE HALL FLOOR / ROOF	0	0	SINKING FUND
2. GROUNDS MAINTENANCE	861	861	AW SERVICES (3
		year contract)	
3. VILLAGE HALL RATES	86	91	5% INCREASE
4. REC RATES	120	126	5% INCREASE
5. AUDIT FEES	210	221	5% INCREASE
6. WALC SUBSCRIPTION	306	321	5% INCREASE
7. WATER RATES	108	114	5% INCREASE
8. INSURANCE	2670	2870	7.5% INCREASE
			To include new bus shelters
9. VILLAGE MAGAZINE	150	0	DECISION 16/11/11
10. ARMISTICE WREATH (S.137*)	18	18	
11. GENERAL ADMIN	700	1350	
BREAKDOWN – Office allowance, 10% of gross pay, equates to £600per annum.			
Consumables, stationery, depreciation of equipment, training, mileage, telephone, utilities, equates to £500 per annum, SSLC training, £250.			
12. CLERKS SALARY	7610	5984	
13. CARETAKER	750	750	
14. SINKING FUND	0	0	
15. YOUTH CLUB	1000	?	Report awaited
16. CLOCK TOWER	990	300	SERVICE ONLY
17. FLAG POLES	50	50	
18. COMMUNITY FIRST	36	36	
19. BUS SHELTER	8713	1080	Shelter removal
20. OTHER PARISH AMENITIES	1774	0	
21. PRESENTATIONS (S 137)	30	50	
22. PARISH PLAN	220	0	
23. ELECTIONS 2012/13	0	0	
24. QUEENS JUBILEE (S137)	0	400	
25. COPSE OF PINES	0	0	

TOTAL SPENT 2011/12 £ 24950

TOTAL ESTIMATED EXPENDITURE 2012/13 £14622.00 + YOUTH CLUB

2011/12 PRECEPT FIGURE WAS £14350

* S.137 ALLOWANCE – UP TO 5% OF THE TOTAL PRECEPT FOR SOCIAL PURPOSES