

# Atworth Parish Council Meeting

## Wednesday, May 16<sup>th</sup>, 2013

### Minutes

**Attending: Cllrs, Effie Gale-Sides, William Bird, Arnold Snowball, Alan Bagnell, Maureen Weston, Ros Cooper, Ruth Griffin, Juliette de Malpas-Player, Charles Boyle**

**Terry Chivers – Unitary Member**  
**Mitch Roberts – Parish Clerk**  
**PC Barry Dalton**  
**Hannah Bailey - Presentation**  
**6 members of the public**

**Apologies: None**

**1 Election of Chairman & Vice Chairman** - Cllr Effie Gale-Sides chaired the meeting.

Nominations for Chairman - Maureen Weston and William Bird proposed and seconded Effie Gale-Sides - unanimous

Nominations for Vice Chairman – Juliette de Malpas-Player and Alan Bagnell proposed and seconded Maureen Weston - unanimous

**2 Declarations of Acceptance of Office** – Signed by all members

**3 Declarations of Interest** – There were none. Members were also instructed to complete their declaration of interests formally, to Wiltshire Council

**4 Sub-Committee Posts, nomination to**

- **Planning** – Charles Boyle, Arnold Snowball, William Bird, Effie Gale-Sides
- **Village Hall** – Maureen Weston
- **Community Safety** – Juliette de Malpas Player
- **Footpaths** – Juliette de Malpas-Player, William Bird
- **Health & Wellbeing** – Maureen Weston
- **Community Area Partnership** – Mitch Roberts, all members welcome
- **Area Board** – Mitch Roberts, all members welcome
- **Community Area Transport Group** – William Bird, shared with Ruth Griffin
- **Schools** – Arnold Snowball from September 2013
- **Youth Club** – Ros Cooper
- **Community Emergency** – Mitch Roberts, William Bird, Maureen Weston
- **Parish Clerk & Finances Management** – Effie Gale-Sides, Charles Boyle, William Bird

**5 Police Update**

Barry Dalton provided the following update,

- No significant incidents to report.
- Theft from vehicles at beauty spots is being focused upon.
- Hard sell, on the doorstep, is also being focused upon. If anyone is visited by such individuals, please call the police, using the 999 number. Such sales require a license and the police are keen to identify aggressive individuals, especially those that may not be licensed.
- The perceived lack of a Speed-watch coordinator, at county hall, is also being investigated.

## 6 Presentation – Village AED – Hannah Bailey

Hannah who lives in the village, has a medical background and wishes to ascertain if there is interest, in the provision of an automated external defibrillator (AED). Such devices have saved lives, when used by the general public. No training is required and the operation of the device is simple, with minimum risk to the person receiving the treatment. It could be sited at the village hall, externally and Hannah would seek funding for it. The cost is approximately £1000-1500 and does not require a mains supply. Security of use, is controlled by the emergency services who on request, i.e. receiving a request for an ambulance, release the PIN number, thereby making it available for use.

Members supported the proposal. **Resolution.** William Bird and Maureen Weston

**ACTION** – Parish Clerk to meet with Hannah, to seek appropriate funding  
Terry Chivers will also speak to the Area Board, regarding funding

## 7 Public Session – The meeting was formally closed for this session

The following matters were discussed.

- Over 55's parties
- Ken Spencer offered to provide a 'free of charge' software package for the clerk
- The review of the school travel plan, walk to school BRAKE project, June 16<sup>th</sup>.  
**ACTION** Parish Clerk
- Air pollution monitoring – an ATAG initiative

## 8 Reconvene the meeting – The meeting was formally reopened

## 9 Minutes - To approve the minutes of the previous meeting on 20 March 2013

Correction to the minutes – serial 7, should refer to CATG and not ATAG

**Resolution** Minutes approved Maureen Weston and Alan Bagnell

## 10 Matters Arising

- **Youth club lease renewal** – cheque sent for landlord's costs (£540)
- **Time capsule burial** – date required **ACTION** Parish Clerk
- **Civil emergency response plan** – Clerk can now reconvene, with nominated members.  
**ACTION** Parish Clerk
- **School travel plan** – Steven Bennett has now completed his surveys
- **Parish plan** – **ACTION** Clerk now able to update the plan, for members consideration. Individuals nominated for inclusion are, Charles Boyle, John Polehill, Maureen Weston, Jill Perrett, Robert Floyd, Ruth Griffin. **ACTION** Parish Clerk
- **Village gateways and police enforcement** – NPT have noted the request To obtain a quote for grass cutting 10metres in front of Village Gateways, and also the verge from the Village Gateway to Shell Court. **ACTION** Parish Clerk
- **Pedestrian Crossing Issues** – The following concerns were expressed regarding the crossing point,
  - Users of the crossing are not visible to approaching drivers
  - Cars are parked too close to the location of the crossing, reducing visibility
  - Some proposals had been put forward in 2012, but costs were an inhibiting factor

It was suggested by Terry Chivers, that the issue needs to be formally addressed by the Area Board and that the Community Area Transport Group also needs to be aware of the situation. **ACTION** – Parish Clerk – to arrange a site meeting, with Highways representatives attending

**11 Agenda Items**

- **Elected members training opportunity – June 1<sup>st</sup>, at Calne town hall.** Cllrs Effie Gale-Sides, Maureen Weston, Ruth Griffin and the Parish Clerk will attend
- **Over 55's event funding – Resolution, Alan Bagnell, Ruth Griffin,** to grant £150, without setting a precedent
- **White bar markings – Bradford Rd** – We have been advised by Wiltshire Council that applications for markings can be submitted for consideration. **ACTION** – Parish Clerk to submit an explanatory note to the village magazine
- **Memory Sticks for members** – Members declined the offer
- **Alternate usage of the red telephone box** – Maureen Weston proposed that the redundant box be disconnected and converted into a 'Book Shop'  
**Resolution** – proposal supported, Maureen Weston, Ruth Griffin  
**ACTION** – Parish Clerk

**12 Financial matters**

- **Approval of 2012/13 End of Year Accounts – Resolution** – accounts accepted, William Bird, Alan Bagnell, **ACTION** Parish Clerk to arrange the account audits

**13 Policies Review – Resolutions required**

- **Standing Orders**
- **Financial Regulations**
- **Risk Register**

**Resolution** to accept these policies in their current format, (all three), William Bird, Arnold Snowball

**14 Reports – Bus shelter repair requirement – collapsed lintel – repaired £140**

**15 Correspondence**

- **Terry Chivers – Unitary Member** - introduction
- **Stuart Renfrew – Local Highways and Street Scene Contract** – Clerk to meet
- **Co-Op Banking Option** – Alan Bagnell query at last meeting
- **Wiltshire Council – Grass cutting standards** – regarding remaining clippings
- **Wiltshire Council – Speed limit reviews** – delayed until June

**16 Planning Applications**

**W/13/00422 - Single storey rear extension. 165B Bath Rd, Atworth**

**Application supported by the Parish Council**

**17 Authorisation of Cheques**

•	<b>000887</b>	<b>Time capsule purchase</b>	<b>442.80</b>
•	<b>000888</b>	<b>cancelled cheque</b>	
•	<b>000889</b>	<b>Clerk salary + admin costs</b>	<b>1801.63</b>
•	<b>000890</b>	<b>cancelled cheque</b>	
•	<b>000891</b>	<b>Lukas &amp; Ayliffe – bus shelter repair</b>	<b>168.00</b>
•	<b>000892</b>	<b>NALC subscription</b>	<b>392.17</b>
•	<b>000893</b>	<b>Anti virus software license renewal</b>	<b>20.95</b>
•	<b>000894</b>	<b>HMRC</b>	<b>318.24</b>
•	<b>000895</b>	<b>WALC – elected member tools</b>	<b>20.16</b>

- 000896 AON Insurance renewal 1541.89
- 000897 AW Services 47.85

**Resolution** to accept these cheques, William Bird, Arnold Snowball

**18 Financial Statement as at May 15, 2013**

**Bank balances**

Barclays current account	9765.08
Santander deposit account	6024.04

**Add monies owed to Council**

VAT refund due	147.40
6 months precept due - Nov 2013	8250.00

**Deduct monies owed by Council**  
(i.e. cheques not cleared)

000876 clock service	130.00
000894 HMRC	318.24
000895 WALC	20.16
000896 AON	1541.89
000897 AW Services	47.85

**Total current net cash assets 22128.38**

**Fixed assets**

5 Bus shelters	13261
7 Wooden seats	2483
Funeral Bier	1707
Youth Club Premises	268421
War Memorial	43000

**Resolution** – to formally accept the financial statement, Maureen Weston and Alan Bagnell

**19 Date of Next Meetings: Wednesday 17 July, 2013**

**20 Any other business**

- Effie Gale-Sides, asked all members to consider the best way forward, regarding the copse, at the top of the Mount Pleasant housing estate. She asked that all members visit the site, at their convenience and give some thought, as to what could be done to, enhance this gateway to the village, which is clearly visible to people entering the village, from the West.
- Arnold Snowball suggested that a letter of thanks be written to previous members of the council, including Mark Griffiths, for their support over the years. **ACTION** Parish Clerk
- A letter of thanks will also be written to all those that voted recently, via the village magazine. The turn- out was extremely good, at 49%. **ACTION** Parish Clerk
- Effie Gale-Sides asked if ATAG could consider including Chalfield, when considering fresh initiatives.

**Date: 23 May, 2013**

**Signed: *Mitch Roberts* Mitch Roberts Parish Clerk**