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# Atworth Parish Council

Minutes of a Meeting of the Parish Council held on  
Wednesday 16th November 2016 at 7pm  
in Atworth Village Hall

**Present:**

Cllrs. Effie Gale-Sides Gale-Sides (Chair), Alan Lee, Arnold Snowball, Alan Bagnell, William Bird, Richard Clark, Maureen Weston, Charles Boyle, Ros Cooper and Phil McMullen (Clerk).

Plus one member of the public.

**Ref. Agenda items**

121/16 **1. Welcome**

The Chairman, Effie Gale-Sides, welcomed those present to the Council Meeting. It was noted that the Village Hall looked particularly lovely following all the hard work undertaken by Richard Clark in putting the Christmas decorations up.

122/16 **2. Apologies for absence**

Maggie Ledbury our police representative has submitted apologies. Rachel Carver from the Youth Club had reported she is unable to attend the meeting this evening. Terry Chivers the Unitary Authority councillor is still receiving treatment in Southampton hospital. The Parish Council had sent him a card with their best wishes for a speedy recovery.

123/16 **3. Declarations of Interest**

Effie Gale-Sides, Arnold Snowball and Richard Clark are trustees of the Atworth Village Hall Committee. Maureen Weston represents the Parish Council on the same committee. Ros Cooper is a trustee of the Youth Club. Maureen Weston and Effie Gale-Sides are Women's' Institute members and Arnold Snowball is married to the Atworth WI President and does work on their behalf.

**4. Closure of meeting for public participation**

The meeting was closed in order that members of the public could raise issues of concern

**5. Public Participation**

There were no issues raised by members of the public present.

**6. Reconvene meeting**

The meeting was reconvened.

124/16 **7. Minutes of the previous meeting**

To approve and sign the minutes of the Parish Council meeting held on Wednesday 19<sup>th</sup> October 2016

Maureen Weston proposed and Arnold Snowball seconded that the Minutes of the Parish Council meeting held 19<sup>th</sup> October were adopted as a true record of the meeting.

The Chair duly annotated each page of the minutes.

125/16

## **8. Clerk's Report**

*Updates on the following actions arising from previous minutes:*

### **8.1 Clock tower area improvements**

The Clerk reported that two quotes had been received for bonded resin foundations, and after discussion with Effie Gale-Sides this had been discounted due to the difficulty and excessive cost. Three quotes for a tarmac base, had been received. Copies were presented to the meeting.

Charles Boyle proposed and Maureen Weston seconded that Councillors look at the lower estimate subject to Clerk and Chairman meeting with the company concerned and undertaking a background check including references. All were in favour. Clerk to arrange.

### **8.2 Dropped kerbs progress**

The Clerk reported that issue number 4371 (Atworth Mead Park and Chapel Rise Dropped Kerbs) had been raised at the CATG meeting held on 27<sup>th</sup> October, where it was reported, "Staff resource now allocated. Design work is progressing. Mark Stansby [Highways Engineer] to liaise with Atworth PC regarding precise location."

Alan Lee remarked that they had appeared to think it was two dropped kerbs and Mead Park and Chapel Rise and it's actually just one pair of dropped kerbs. Regarding location, it needs to go opposite the existing dropped kerb. The Chairman will liaise with Mark Stansby.

### **8.3 New notice board** (including legs), for Parish Council items

The Clerk reported that an order had been placed on 1<sup>st</sup> November with Arien Designs. The noticeboard would be delivered to his house within the next two weeks and either held there until needed or stored in the Village Resilience Container.

### **8.4 Ivy on bus shelter**

Photographs were circulated of the damage being caused to the bus shelter. Effie Gale-Sides reported that together with Maureen Weston, she had visited the resident on 11<sup>th</sup> November. The resident had again been informed that the ivy was damaging the stonework and that an inspection of the roof is needed. Therefore the ivy should be removed.

The resident was however unwilling to accept her responsibility or to discuss it at that time.

The Chairman stated that every effort to meet with the house owner to seek a resolution should be made, as escalation could prove costly for the resident. She proposed that the Clerk writes to arrange an appointment for the two of them to speak with the occupant. The letter will ask for a reply to be given within 21 days. Councillors suggested that the possibility of legal action should also be included in the correspondence.

### **8.5 Parking on the footpath**

The Clerk reported that he had written to the resident of Albion House on 25<sup>th</sup> October. No response had been received to date, however a notice had appeared on their door asking visitors not to park too close to the entrance to Post Office Lane.

Effie Gale-Sides suggested that Councillors make a note of the dates and registration number of the vehicles concerned should vehicles continue to be parked there as evidence to pursue the matter further. The situation had been ongoing for many years without a positive outcome.

William Bird stated that people are parking on the double yellow lines in Bradford Road during the night. Evidence was available if required. An action was placed on the Clerk to raise these issues with Wiltshire Council; it was noted that parking enforcement officers would need to visit outside of normal working hours.

People need to be made aware that they should not be parking on the footpaths in the village. This could be done through the village newsletter.

#### **8.6 Village caretaker – list of tasks**

The Clerk provided a draft list of some tasks which the meeting should consider.

The Chairman stated that Highways dealt with vegetation over pavements so this would be removed from the list. She reported that Wiltshire Council Highways Dept. had advised us to send out initial letters to the relevant addresses on their behalf and only involve Highways when that fails to elicit a response. She therefore proposed that the Clerk send each offending resident the proforma letter including a statement to the effect that the Clerk is writing on behalf of Wiltshire Council.

Alan Lee proposed that we adopt the remaining activities initially as an indicative list. Alan Bagnell seconded and all were in favour.

Charles Boyle suggested that some of the work appeared to be items that the W.I. have been tasked to do. They may be interested in taking on the extra work in return for additional payment. Effie Gale-Sides explained that the WI has not been consulted yet.

Charles Boyle proposed that the Clerk approach the W.I. in the first instance and agree to establish what items they want to undertake. Should they respond that there were things they are not willing to do, then this Council will look further afield. Alan Lee seconded the proposal and all were in favour. Clerk to arrange.

#### **8.7 Village caretaker - find a reliable and recommended handyperson.**

Councillors are still looking for someone who can undertake some small maintenance tasks. Richard Clarke has a potential contact he offered to speak to. Should he not be interested, the Clerk will advertise in Yer Tiz and on Facebook.

#### **8.8 Hedges encroaching onto Council land**

The Clerk will contact Keith Mortimer and will send letters to residents whose hedges were over Council land with the date on which the hedge cutting is proposed to take place.

Cllr. Richard Clark to provide the Clerk with a list of names and addresses.

#### **8.9 Community resilience.** Details of services or resources that could be offered by villagers in case of emergency required.

The Clerk reported that this was in hand and that a draft outline report would be with councillors in time for the next meeting.

### **126/16 9. Planning Applications**

The Clerk reported that no planning applications had been received in the past month.

127/16 10. Finance:

10.1 Approval of Payment Schedule to date and authorisation of cheques

**Approval of Payment Schedule to date.**

Direct Debits were submitted for approval as follows:

Approvals for the meeting taking place in		November 2016		for approval at the meeting held on 16th November 2016			
Date Approved	Payee Name	DD/Chq No	Net £	VAT £	Gross £	Payment Details	Approved By
	Philip McMullen	DD	77.30	-	77.30	Salary and office allowance Oct 16	
	HMRC	DD	4.33	-	4.33	HMRC income tax for wages	
	Playforce (VAT#18454309)	DD	201.40	0.28	201.68	Playground equip invoice 10/10/16	
	Playforce (VAT#18454309)	DD	84.14	36.83	120.97	Ref. quotation 105066	
	Effie Gale-Sides	DD	5.55	-	5.55	Refreshments	
	Effie Gale-Sides	DD	7.00	-	7.00	Wreath	
	Effie Gale-Sides	DD	0.50	-	0.50	Smartwater	
	Effie Gale-Sides	DD	0.99	-	0.99	Condolences card	
	Effie Gale-Sides	DD	1.99	-	1.99	Domain renewal	
	Arien Designs Ltd (VAT No. 75897404)	DD	39.00	67.8	106.80	50% deposit for notice board	

AS proposed and MW seconded that the Payment Schedule to November 2016 was a true record and that payments were made as per the schedule. This was agreed by all present. The schedule was accordingly initialled.

## 10.2 Approval to accept Budget Monitoring Statement to end of October 2016

### Atworth Parish Budget Monitoring 2016/17 October 2016

	Annual Budget	Spend to date	Balance Remaining
<u>Expenditure</u>	£	£	£
CLERKS GROSS SALARY	6,900	1,891	5,009
OFFICE EXPENSES	690	188	502
CARETAKING	750	288	462
GENERAL ADMIN	1,450	189	1,261
VILLAGE HALL	4,000	-	4,000
VILLAGE HALL RATES	110	69	41
RECREATION GROUND RATES	150	95	55
WATER RATES	140	79	61
INSURANCE	3,450	3,602	(152)
AUDIT FEES	275	275	-
PRESENTATIONS	100	42	58
YOUTH CLUB RENT	30		30
GRASS CUTTING	2,000	458	1,542
ARMISTICE WREATH (S.137)	20		20
PEDESTRIAN CROSSING	-		-
FLOOD RELIEF	-	1,560	(1,560)
NOTICE BOARDS	700		700
VILLAGE ENHANCEMENT; GATEWAY ETC	500		500
CLOCK TOWER SITE IMPROVEMENTS	500		500
QUEENS BIRTHDAY CELEBRATION	100	98	2
BOOKS OF CONDOLENCE (2)	50	50	-
QUEENS LONGEST REIGN PLAQUE	1,000		1,000
DROPPED KERBS	830		830
WALC	360	415	(55)
SLCC	-	48	(48)
VAT Balance		152	(152)
			-
<b>Total Expenditure</b>	<b>24,105</b>	<b>9,499</b>	<b>14,606</b>
<u>Income</u>	£	£	£
PRECEPT	24,020	24,020	-
WILTSHIRE COUNTY GRANT	85	85	-
Grants		33	33
Interest		5	(5)
Car parking and gates		322	(322)
<b>Total Income</b>	<b>24,105</b>	<b>24,465</b>	<b>- 360</b>
<b>Net Expenditure</b>	<b>-</b>	<b>(14,966)</b>	<b>14,966</b>
<b>Balance Brought Forward</b>	<b>16,992</b>		
<b>Current Balance (Cashbook)</b>	<b>31,958</b>		
<b>-Current Balance (Bank)</b>	<b>32,108</b>		
=Unpresented cheques	150	(NB Grant Thornton)	
<u>Ring Fenced Funds</u>			
Defibrillator	554		
Pedestrian crossing	3,000		
Clock Tower	520		

Charles Boyle proposed, Maureen Weston seconded and all were content that it represented a true record.

## 128/16 11. Reports

### 11.1 Police Report

PC Maggie Ledbury provided a report as follows.

Hello and welcome to your Community Policing report.

#### LOCAL CRIMES

This covers incidents reported from the 9<sup>th</sup> October 2016 up to and including the 4<sup>th</sup> November 2016

#### ATWORTH

14/10 A report of verbal road rage in Bath Road. Words of advice given.  
14/10 A report of criminal damage involving a green wheelie bin in Bath Road.  
14/10 A report of a stolen green bin from the entrance to the business park.

The Community Policing Team (CPT) model will be rolled-out across Wiltshire Police this autumn, starting with the county of Wiltshire on 17 October 2016 and followed by Swindon on 7 November 2016.

### **11.2 Area Board**

Effie Gale-Sides reported that a useful Melksham Area Board meeting had taken place earlier today, which focussed on the wellbeing of older people. It also had included some very positive news regarding Melksham Station.

### **11.3 Village Hall**

Richard Clark reported that he had produced an updated list of requirements for toilet refurbishments at their meeting on Monday, and approval had been reached from all concerned for that to be given the go-ahead.

The Village Hall Trustees accepted that they would in future be setting the rates for gate and parking fees in 2017 and these will increase. Richard will formally confirm this with the Clerk in writing.

When the Clerk next collects these rents, he will include this new information to residents affected by this change.

### **11.4 CATG**

Alan Lee reported that the CATG has agreed that the crossing haloes require an upgrade, a bill which would be borne by Wiltshire Council. Possibly this Council should be receiving discount for the less paint and man-hours used giving us the shorter zig-zags and advised that this should be claimed.

The SIDs are now up and running. There are additional costs however, a post would cost £300 and a socket would be £60. Where the Council formerly had the SID, the road signs have been replaced so it was unclear whether our posts would require any extra work. The Chairman recommended that the Clerk seek more information.

Consideration was given to applying to CATG to erect bollards. The Chairman asked that Councillors should think about where they should be erected.

## **129/16 12. Agenda items**

### **12.1 Parish Clerk – end of probationary period performance review**

The Clerk and members of the public were asked to leave the meeting at this juncture.

It was agreed that the Clerk's performance merited his being placed on SCP 24 of the national salary scales following a successful probationary period.

### **12.2 To approve acceptance of Habitual Vexatious Complaints policy.**

Copies of the Draft Policy were circulated to Councillors.

Alan Lee proposed and Ros Cooper seconded and all were in favour that the Policy was officially adopted.

### **12.3 To approve acceptance of Public Participation at Parish Council Meetings policy.**

Copies of the Draft Policy were circulated to Councillors.

William Bird proposed and Alan Lee seconded and all were in favour that the Policy was officially adopted subject to the clarifications discussed.

#### 12.4 Pedestrian Crossing

Effie Gale-Sides reported that she had thanked Michelle Donelan MP for her active support of our Halo Lights. Michelle had met with our Councillors on 11<sup>th</sup> November for a photo opportunity.

Mark Stansby informed the Council that he had driven through the crossing at night and he fully agreed that it has made a big difference. Highways are still waiting for street lighting to upgrade the floodlights over the crossing. This is being done at no cost to the Parish or CATG and the new lamps replacement lights above the Haloes, will give off a "whiter" light, again helping motorists to pick out those using or waiting to use the crossing.

#### 12.5 MetroCounts

The Clerk reported that he had received the go-ahead from the Community Engagement Manager to raise a form requesting a Metro-count for Bath Road, adjacent to the Bear Garage. He had accordingly submitted the form to Wiltshire Council on 11<sup>th</sup> November. The issue number allocated is 4962.

A SpeedWatch spreadsheet showing the number of speeding vehicles in Atworth and the number of sessions had been received. It was not meaningful as it did not show the total number of vehicles counted at each session. The Chairman will request additional information.

#### 12.6 Precept – to consider ahead of the December meeting.

Items discussed were:

- There may be a large increase in the cost of grass cutting next year. The Clerk is to arrange a meeting with AW Services and Effie Gale-Sides and Richard as well as himself regarding the grass cutting contract. The Chairman suggested English Landscapes be contacted as they were already doing work in the village. William Bird suggested that the Rec. cuts be separated out from the other cuts around the village. It was possible that English Landscapes might be interested in bidding for some of the work.
- Consideration given to replacing the noticeboard by the Purlpit turning and providing a Parish Council noticeboard in Great Chalfield.
- A new bench near the bus shelter in Bath Road should be considered. This would look similar to the one near the entrance to Purlpit. Possibly also a bench at Chalfield.
- Arnold Snowball asked whether consideration might be given to illumination for the clock tower. He was asked to investigate costs.
- Proposals to improve the access to the Recreation Ground with some hard surfacing to improve wheelchair/pushchair access at both ends of the Recreation ground. The garden near the car park gets water logged. It would have to be ensured that any path does not make this worse.

### 130/16 13. Correspondence

Atworth Youth Club had written requesting a grant for the coming year. Their covering letter had explained that they have £1,618.09 less in their account compared to a year ago. It was noted that the Youth Club has a current balance of £7,000 in their account, none being ring fenced for projects. There is some repair work required on the portakabin at the Youth Club.

Ros Cooper explained that three paid staff are employed to run the youth club and that a warning had recently been published to the effect that if volunteers didn't come forward the club will be forced to close in March 2017.

There was no proposal forthcoming to award a grant. However, the Club could make another application at a future date.

131/16 14. **Any Other Business**

There was no AOB submitted on this occasion.

132/16 15. **Date of Next Meeting**

21<sup>st</sup> December 2016 at Atworth Village Hall

Meeting closed at 21:45

**Signed**.....

**Date** .....