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Atworth Parish Council

Minutes of a Meeting of the Parish Council held on
Wednesday 21st June 2017 at 7.00pm in The White Hart
(Skittle Alley)

Present:

Cllrs. Effie Gale-Sides (EGS), Alan Lee (AL), Richard Clark (RC), Cllr. Sarah Horrell (SH) (part of meeting)

Phil McMullen (Clerk).

Cllr. Phil Alford (Wiltshire Council) (part of meeting)

Plus two members of the public

Ref. Agenda items

015/17 1. Welcome

The Chairman welcomed Councillors and members of the public to the meeting

016/17 2. Apologies for absence

The Clerk reported that there had been apologies for absence received from Maggie Ledbury (police). A written report had however been submitted.

017/17 3. Declarations of interest

RC is a trustee of the Atworth Village Hall Charity.

Closure of meeting for public participation

A presentation of Outstanding Service Award to Atworth was made by Cllr. Phil Alford to Henrietta Brown for her services to the Youth Club, for which she was Treasurer for many years.

Reconvene meeting

The meeting was reconvened.

018/17 4. Co-option of new councillors

Councillors considered and discussed applications received.

6.1 Application ref. 17/01

The meeting voted in favour of Sarah Horrell being co-opted onto the Parish Council. A declaration of acceptance was duly signed and returned to the Parish Clerk.

6.2 Application ref. 17/02

The second applicant was not successful on this occasion. An action was placed on the Clerk to announce another round of co-option soon. This would then be advertised in Melksham News if councillors are still required.

019/17 5. Minutes for approval

5.1 To consider, approve and sign the minutes of the Parish Council meeting held on Wednesday 17th May 2017

[link to copy of draft minutes](#)

The minutes of the Meeting of the Parish Council held on 17th May 2017 were proposed by AL,

Seconded by RC and approved as a true record.

020/17

6. Issues

Updates on the following actions arising from previous minutes:

6.1 Grass cutting

The Clerk reported that the grass had been cut on Friday 16th June and the verges cut this morning by County.

The Chairman proposed that the Grass Cutting Contract be divided when it comes up for renewal, with the Village Hall and Recreation Ground being treated separate from the village verges. Clerk to look into contract renewal dates.

6.2 Poor House Cottages signpost repairs

The Clerk reported that this work had now been completed. An invoice for the completed work was included in the Approvals (finance section)

6.3 Poppy wreaths

The Chairman explained there had been a site meeting which had established that there are net hooks already in situ. We will then need to write to Monuments and explain we intend to put in six more.

(Post Minute Note: Clerk wrote letter of enquiry 24/6/17)

6.4 Clock tower clock repairs:

The Clerk reported that the horologist has removed the clock hands and all the gearing. The work will take approx. 8 weeks and it will not be showing the hands on the clock during this time.

RC also pointed out that there is a roof tile missing on the chapel side of the roof which is letting in water. This must have been missing for some time as he said that it is beginning to rot the wooden roof which you stand on when working in the tower. He suggested that this tile is replaced a.s.a.p. and an inspection of the floor is carried out to ensure that it is safe.

This approach was agreed to by the meeting. An action was placed on the Clerk to approach roofing contractors.

6.5 Bus shelter quotations

The Clerk reported he had requested two quotes for replacing the roof of the bus shelter opposite Post Office Lane and for refurbishing the eastern bus shelter.

Western Bus Shelter

- To remove old onduline roofing sheets
- To supply and lay exterior ply to roof area
- To supply and fix new onduline roof sheets
- To remove all arisings

Total £ 550.00 + VAT

Eastern bus shelter

- To remove mural on rear wall of bus shelter
- To supply and apply masonry paint to interior of bus shelter

Total £ 245.00 + VAT

Mural to be returned to Youth Club. AL proposed, RC seconded, and the Quote above was agreed. SH offered to return it and suggest it be updated. Neutral colour of eastern bus shelter to be agreed, but it would be natural stone or soft muted clay in colour.

6.7 Quote for repairs to Recreation Ground benches

RC had obtained a verbal quote; we are awaiting a written quotation.

6.8 Bollards in Pavement at Albion House

Councillors have visited the site at Albion House for future location of bollards. The aim is to have up to five bollards. Cost and installation to be established and the occupier to be contacted before work commences. Site meeting to be arranged by the Clerk with Highways for this, Mount Pleasant and Turnpike Cottage.

6.9 Update on the "No Trespassing on the Verge" sign

The Clerk had liaised with AL regarding erecting of the Private Verge sign. A Screwfix catalogue was being obtained.

6.10 Consideration of draft Flags policy

To consider adoption and publication of draft policy regarding Flags. The Clerk had drafted one and the Chairman had made some revisions which were considered.

RC proposed and AL seconded that the Flags Policy was formally adopted.

6.11 The Clerk reported that he had written letters of thanks to all recently retired Councillors for their term in office. Issue closed.

021/17 7. Reports

The Clerk reported that he had attended the Community Area Transport Group meeting (the CATG) on 13th June. Both issues of relevance to Atworth on the agenda for the meeting had been closed. The issues were:

5396 – Atworth Bath Road – request to move Bus Stop and Shelter. This had not been put forward by the Parish Councillors and did not have their approval.

5235 – Atworth – request for a mirror at the crossing point at Bath Road junction with Bradford Road. The Clerk reported that mirrors were not approved of by Wiltshire Council and not allowed to be erected on Highways property. As the issue had been closed, the Clerk was requested by the Chairman to invite Highways to a site meeting to discuss other potential answers at this location, as it was unsafe for pedestrians.

The Chairman asked whether there was still support from County regarding a 20mph limit outside schools so that Churchfields the Village School could benefit. Cllr. Phil Alford agreed to investigate on behalf of the Parish.

7.2 Police report

PCSO Maggie Ledbury reported one incident:

21st May - A car window was smashed and valuables taken from a vehicle parked up at Great Chalfield.

This is the time of year when people are out and about sightseeing. Not only are they coming to your local beauty spots but doubtless to say you yourselves are taking trips out. Please remember to secure your vehicle when parked up removing all valuables from sight preferably in the boot. Do not leave dogs in your car even in the shade. If you are not going to walk them with you then leave them at home. Failure to do either of these things could lead to either someone breaking a window to steal a handbag, a cameras etc. that can be seen or a broken window when

someone has to retrieve your dogs when they are reported as being in danger of heat stroke which can lead to death.

022/17 8. Finance

8.1 Approval of the Annual Return for the year ended 31st March 2017

[Click to download a copy of the Annual Return](#)

Adoption of the Payment Schedule was proposed by AL, Seconded by RC and approved.

8.2 Signature of Annual Return

The Annual return was signed by the Chairman.

(Post Minute Note: Receipt of the Annual Return was acknowledged by the Auditors on 23rd June 2017)

8.3 Approval of Payment Schedule to June and authorisation of cheques

[Click to download Approvals Schedule](#)

Approvals for the meeting taking place in		June 2017					
Date Approved	Payee Name	DD/Chq No	Net £	VAT £	Gross £	Payment Details	Approved By
	Philip McMullen	DD	338.19	-	338.19	Salary and office allowance June 17	
	HMRC	DD	84.55	-	84.55	HMRC income tax for wages	
	Effie Gale-Sides	DD	80.65		80.65	Parish Assembly expenses refund	
	T & S Giles	DD	184.45		184.45	Refund for Poor House Cott sign	
	Atworth WI	001016	288.00		288.00	Caretaking duties first 1/2 of 2017	

Adoption of the Payment Schedule was proposed by AL, Seconded by RC and approved.

8.3.1 The Clerk also asked that the Payment Schedule for May be signed off, taking into account the fact that AON Parish Council Insurance needed to be paid in one payment rather than monthly as previously indicated

Approvals for the meeting taking place in		May 2017					
Date Approved	Payee Name	DD/Chq No	Net £	VAT £	Gross £	Payment Details	Approved By
	Philip McMullen	DD	308.05	-	308.05	Salary and office allowance Apr 17	
	HMRC	DD	77.03	-	77.03	HMRC income tax for wages	
	Melksham Town Council	001012	100.00	-	100.00	SID during March 17	
	Timsbury Clocks	DD	180.00	-	180.00	Clock tower clock repairs (Mar 17)	
	Community First Trading	001014	2,058.04		2,058.04	Village Hall insurance	
	Community First	DD	40.00		40.00	Associate Membership 2017/18	
	AON local council insurance	DD	1,677.48	-	1,677.48	Insurance 2017/18	
	Water2Business	DD	135.99	-	135.99	Wates rates 2017/18 £13.60 PCM DD	
	Wilts. Cncl Village Hall rates	DD	109.85	-	109.85	VH rates 2017/18 £11.00 PCM DD	
	Wilts. Cncl Rec. Ground rates	DD	150.00	-	150.00	RC rates 2017/18 £15.00 PCM DD	
	Atworth Village Hall Grant	001015	6,000.00	-	6,000.00	Grant award 2017	

Adoption of the May 2017 Payment Schedule was proposed by AL, Seconded by RC and approved.

8.4 Approval to accept Budget Monitoring Statement to end of May 2017

[Click to download Budget Monitor](#)

Atworth Parish Budget Monitoring 2017/18			
May 2017	Annual Budget	Spend to date	Balance Remaining
Expenditure	£	£	£
CLERKS SALARY	5,000	712	4,288
CLERK'S OFFICE EXPENSES	500	71	429
WI VILLAGE CLEAN & TIDY	576	-	576
VILLAGE MAINTENANCE	2,920	35	2,885
GENERAL ADMIN	1,000	30	970
VILLAGE HALL	6,000	6,000	0
VILLAGE HALL RATES	120	22	98
REC RATES	160	27	133
WATER RATES	150	14	136
INSURANCE	3,700	2,248	1,452
AUDIT FEES	275	-	275
PRESENTATIONS	100	-	100
YOUTH CLUB RENT	30	-	30
GRASS CUTTING	2,000	-	2,000
ARMISTICE WREATH (S.137*)	20	-	20
COMMUNITY RESILIENCE EQUIPMENT	500	-	500
NOTICE BOARDS	1,500	-	1,500
CLOCK TOWER SITE IMPROVEMENTS	1,000	-	1,000
BENCHES	800	-	800
SID DEPLOYMENT	400	100	300
ADJUSTMENT	0	-	0
WALC	420	-	420
SLCC	50	-	50
CLOCK REPAIRS		180	(180)
VAT		4	(4)
Total Expenditure	28,221	9,443	28,221
Income	£	£	£
PRECEPT	28,221	14,111	14,110
Grants		-	-
Interest		1	(1)
Total Income	28,221	14,112	14,109
Net Expenditure	-	(4,669)	14,112
Balance Brought Forward	17,690		
Current Balance (Cashbook)	22,359		
Current Balance (Deposit A/c)	-		
-Current Balance (Bank)	24,667		
<i>=Unpresented cheques</i>	<i>2,308</i>		
Ring Fenced Funds TBA			
Defibrillator	554		
Clock Tower	520		
QUEENS LONGEST REIGN PLAQUE	0		
VILLAGE ENHANCEMENT; GATEWAY ETC	1,000		
Funeral Bier	50		
Notice Boards	500		
	2,624		

Adoption of the Budget Monitoring Statement was proposed by AL, Seconded by RC and approved given the suggested changes to the ring-fenced funds.

023/17 9. Planning Applications

There were no new planning applications to consider at the meeting.

024/17 10. Agenda items

10.1 Dates of Council Meetings for the year ahead were amended as follows:

19th July 2017- Parish Council Meeting – to take place in St Michael’s Church Hall

16th August 2017 – no meeting in August

20th September 2017

18th October 2017 - Parish Council Meeting (*Council to note absence of Parish Clerk on annual leave on this date To be on 4th October and to check if AVH is free*)

15th November 2017

20th December 2017 – no meeting in December

17th January 2018

21st February 2018

21st March 2018

18th April 2018 - Annual Parish Assembly
16th May 2018 - Annual Meeting of the Parish Council

Those present agreed the dates proposed.

10.2 Clerk performance review

RC proposed seconded by AL, agreed to award a single increment increase in the Clerk's salary effective May 2017.

10.3 To consider design and purchase of additional noticeboards for the village

c/f to next meeting, to include a new noticeboards with split design, with closing rather than locking facility.

10.4 To consider design and purchase of additional benches for the village

The Chairman stated that a site meeting has agreed the location of the one by the bus shelter and there are no services underneath, also one by the Mt Pleasant bus stop. Clerk to ensure the subject is added to the proposed meeting with Highways.

One bench at the Clock Tower was in poor condition, with rot and finger pinch places. RC to find cost of repair.

10.5 To consider adoption of a Fly Posting policy for the Parish

[Download Draft Policy](#)

The proposed policy circulated by the Clerk was proposed by RC and seconded by AL. The Chairman noted that we need to check whether the village gates are considered street furniture as well.

10.6 To consider communication with residents at Chalfield

It was agreed that a letter be sent to residents of Chalfield explaining what the Council does, how to contact the Clerk, ask whether they wish to stand as councillors and signpost to the website.

025/17 11. Correspondence

11.1 Application from the residents of 2, Hayes Close, for a gateway to the Recreation Ground along with queries regarding the boundary.

The residents have removed the Parish Council's boundary wire fencing and posts, and on this boundary erected a new fence. No consent had been given for this fence to be erected on Parish Council land. It was agreed that a letter be signed by the owners and the Council, to confirm this situation and that the boundary is at the resident's side of the new fence. The boundary continues to belong to the Parish Council. The letter will also confirm that there is no access across this boundary whatsoever, in any form.

The Chairman of the Council explained it's the Trustees of the Village Hall and Recreation Ground Charity who are responsible for care and maintenance of the copse area. The Trustees have sought expert advice and have been advised that all is in good condition. There is a monthly visual check to ensure none of the trees show signs of stress.

Regarding the request for a gate onto the Recreation Ground, the Chairman explained that the boundary belongs to the Parish Council. The responsibility for management of gateways has transferred to the Village Hall committee. RC is the Chairman. They have minuted agreement which states no more gates are to be enabled onto the Recreation Ground.

11.2 Email received from Yer Tiz

The Clerk had responded to this enquiry by confirming that at the onset of the recent Yer Tiz, the monthly help of the (former) Clerk's professional services offered to the editors would have cost £300 per annum. The offer had not been taken up.

The email stated that they "thought the message in the last edition of Yer Tiz was quite clear: this was never a case of funding: it was not about money"

026/17 12. Any Other Business

Sarah Horrell stated that Facebook could be a positive way of getting information out to people about what the Parish Council does. Item to go on the next agenda for consideration of guidelines.

027/17 13. Date of Next Meeting

Date of next meeting : 19th July 2017 at St Michael's Church Hall

Meeting closed at 22:00

Signed.....

Date