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Atworth Parish Council

Minutes of a Meeting of the Parish Council held on
Monday 17th May 2017 at 7pm
in The Church Hall

Present:

Cllrs. Effie Gale-Sides (EGS), Alan Lee (AL), Richard Clark (RC), Phil McMullen (Clerk).
Plus Maggie Ledbury (police) and Cllr. Phil Alford (Wiltshire Council)

Plus one member of the public

Ref. Agenda items

001/17 **1. Welcome**

The Clerk welcomed the new Councillors and members of the public to the Annual Meeting

002/17 **2. Apologies for absence**

There were no apologies for absence received this evening.

003/17 **3. Election of Chairman**

Effie Gales Sides was proposed by Alan Lee and seconded by Richard Clark and unanimously elected as Chairman of the Parish Council. Effie graciously accepted, saying it was an honour and a privilege.

004/17 **4. Election of Vice-Chairman**

Alan Lee proposed Richard Clarke who was unanimously elected as Vice-Chairman of the Parish Council.

005/17 **5. Declarations of Acceptance of Office**

Declarations of Acceptance of Office were duly signed and returned to the Parish Clerk by Cllrs. Effie Gale-Sides, Alan Lee and Richard Clark.

006/17 **6. Declarations of interest**

EGS and RC are trustees of the Atworth Village Hall Charity

Closure of meeting for public participation

This provides an opportunity for members of the public to raise questions about and comment on items that are on the agenda.

Public question time

Cllr Phil Alford introduced himself as the new Wiltshire Councillor. Effie reported that the main concerns in the village were highways and speeding related, including heavy vehicles.

Cllr. Alford promised to do everything he can to challenge any issues. There is a new Cabinet Member for Highways, Transport and Waste, Cllr Bridget Wayman, Cllr. Philip Whitehead having moved on to a different portfolio.

There was a lengthy debate about inconsiderate parking in and around the village.

Reconvene meeting

007/17 7. Representative nominations

It was resolved to allocate Councillors to the following organisations:

- Village Hall - Effie Gale-Sides
- Community Safety - Effie Gale-Sides, Parish Clerk
- Footpaths - tba
- Health & Wellbeing - Parish Clerk
- Community Area Partnership - Parish Clerk
- Area Board - All welcome
- Community Area Transport Group - Alan Lee
- Youth Club - Effie Gale-Sides
- Community Resilience - All
- Personnel & Finance - Effie Gale-Sides, Alan Lee, Richard Clark
- Melksham Chamber of Commerce - Effie Gale-Sides and Parish Clerk

008/17 8. Minutes for approval

The minutes of the Meeting of the Parish Council held on 15th March 2017 were proposed by Alan Lee, Seconded by Richard Clark and unanimously approved as a true record.

[Click here to download a copy of the Minutes of the March 2017 meeting](#)

The minutes of the meeting of the Planning Committee of the Parish Council held on 19th April 2017 were proposed by Richard Clark, Seconded by Alan Lee and unanimously approved as a true record.

[Click here to download a copy of the Minutes of the April 2017 Planning meeting](#)

009/17 9. Reports

Maggie Ledbury was welcomed to the meeting as she has a heavy load of work commitments so time available to attend meetings is limited. She reported that for the period March 2016 to date there were 26 reported crimes in and around Atworth. Six of those were vehicle thefts on the same night. Maggie detailed some of the other crimes reported. In May 2016 four youths were arrested on the business park for possession with intent to supply drugs. There were minor thefts and vandalism issues through the year; there were two incidents concerning bins being dragged through the village; Stonar school had a projector stolen during August; there was a dwelling burglary in Bath Road during October; there has been one incident of ASB reported. The meeting noted that there had been an incident of vandalism at the Church Hall in March this year. There had been no crimes reported for April 2017 for Atworth.

PMN: A full list of the crimes reported is available on [the Parish Council Website](#)

010/17 10. Finance

- a. Approval of Payment Schedule to date and authorisation of cheques

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	77.01	-	77.01	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	
	ACON local council insurance	DD	149.87	-	149.87	Insurance 2017/18 £149.33 PCM DD	
	Water2Business	DD	135.99	-	135.99	Wates rates 2017/18 £13.60 PCM DD	
	Village Hall rates	DD	109.85	-	109.85	VH rates 2017/18 £11.00 PCM DD	
	Atworth Village Hall Grant	001015	6,000.00	-	6,000.00	Grant award 2017	

Adoption of the Payment Schedule was proposed by Alan Lee, Seconded by Richard Clark and unanimously approved.

b. Approval to accept Budget Monitoring Statement

Atworth Parish Budget Monitoring 2017/18			
May 2017			
	Annual Budget	Spend to date	Balance Remaining
Expenditure	£	£	£
CLERKS SALARY	5,000	-	5,000
CLERK'S OFFICE EXPENSES	500	-	500
WI VILLAGE CLEAN & TIDY	576	-	576
VILLAGE MAINTENANCE	2,920	-	2,920
GENERAL ADMIN	1,000	-	1,000
VILLAGE HALL	6,000	-	6,000
VILLAGE HALL RATES	120	-	120
REC RATES	160	-	160
WATER RATES	150	-	150
INSURANCE	3,700	-	3,700
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
VILLAGE ENHANCEMENT; GATEWAY ETC	1,000	-	1,000
CLOCK TOWER SITE IMPROVEMENTS	1,000	-	1,000
QUEENS BIRTHDAY CELEBRATION	0	-	-
BOOKS OF CONDOLENCE (2)	0	-	-
QUEENS LONGEST REIGN PLAQUE	0	-	-
DROPPED KERBS	0	-	-
BENCHES	800	-	800
SID DEPLOYMENT	400	-	400
ADJUSTMENT	0	-	0
WALC	0	-	0
SLCC	50	-	50
			-
Total Expenditure	28,221	-	28,221
Income	£	£	£
PRECEPT	28,221	-	28,221
Grants	-	-	-
Interest	-	-	0
Car parking and gates	-	-	0
Total Income	28,221	-	28,221
Net Expenditure	-	0	-
Balance Brought Forward	17,690		
Current Balance (Cashbook)	17,690		

Current Balance (Deposit A/c)	4,573
-Current Balance (Bank)	13,117
=Unpresented cheques	-
Ring Fenced Funds TBA	
Defibrillator	554
Pedestrian crossing	3,000
Clock Tower	520
Funeral Bier	50
Flood Relief	520
Notice Boards	500
	5,144

Ring Fenced funds will be updated for the next meeting. Adoption of the Budget Monitoring Statement was proposed by Alan Lee, Seconded by Richard Clark and unanimously approved.

c. Closure of Santander account and transfer of assets to Lloyds Bank

Retrospective approval for the closure of the account held at Santander and moving the funds into the Lloyds bank (sum £4573.24) was proposed by Alan Lee, Seconded by Richard Clark and unanimously agreed.

d. Village Hall insurance policy – consider policy and approval to pay premium

Consideration was given to the Zurich Insurance Policy VVH 272027 8238 sum assured: £633,390 contents: £8,286 renewal 01 June 2017 premium £2,058.04. Payment was proposed by Richard Clark, Seconded by Alan Lee and unanimously agreed.

e. Appointment of Internal Auditor

It was unanimously resolved that Roger Hatherall should be appointed to undertake the Internal Audit for the year ending April 2017

011/17 **11. Planning**

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

012/17 **12. Agenda items**

a. Dates of Council Meetings for the year ahead were proposed as follows:

21st June 2017 - Parish Council Meeting

19th July 2017

16th August 2017

20th September 2017

18th October 2017 - Parish Council Meeting (*Council to note absence of Parish Clerk on annual leave on this date*)

15th November 2017

20th December 2017

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 other than the October meeting, which will be considered at a later date.

b. To consider adoption and publication of draft policy regarding Co-Option

[Click here to download a copy of the proposed draft co-option policy](#)

The proposed policy was considered by the meeting. Adoption was proposed by Alan Lee and seconded by Richard Clark and approved by those present.

c. To consider quote for work to repair the clocktower movement

The Clerk reported that as the work was so specialised, it had only been possible to obtain one quote for the work required.

Quote

To strip and remove the motion work from Atworth clock tower remove the old and dirty grease from all the parts, polish any wear on the working surfaces and bush any worn bearings clean all the parts and re assemble.

Re set the depth of the gears to the correct engagement, set up and bench test.

Clean out the interior of the top of the tower.

Return the motion work to the tower, re fit, set up, synchronise the hands, oil and test.

Total £760.00

All work guaranteed 18 Months.

The council considered the quote and agreed the £760 requested. Richard Clark proposed, Alan Lee seconded. It was agreed that the work was too specialised to find three quotes.

d. Village flags

A request had been received from a member of the public for a Rugby World Cup flag to be flown at the appropriate time. The meeting felt however that only St Georges Cross, the Wiltshire County Flag, the Union Flag and a flag of remembrance was appropriate. Alan Lee proposed, Richard Clarke seconded and all were in favour of this new policy. Clerk to create policy document.

e. Grass cutting update

The Clerk reported that the grass was due to be cut 17th May however continuous rain meant it was too wet. Mr Woodman had assured him the cut would be completed as soon as the weather is suitable (PMN: work completed 19th May). The village gates are to be cleaned on the afternoon of Monday 22nd.

f. Poor House signpost progress

The Clerk reported that the sign had been measured, the wood purchased for the post and arms and cut to size, and they had started cutting the post slots.

One problem however is the wide arm pointing south (to Holt), and the part arm pointing to Chalfield, have both disappeared. The owner of Poorhouse Cottage said she'd noticed the two arm had fallen off a few weeks ago and she'd lent them up against the sign post, but a few days later they'd both gone - presume taken.

An action was placed on the Clerk write to Melksham News asking whether someone has picked them up and kindly kept them safe for us.

013/17 **13. Correspondence:**

There had been no relevant correspondence of note received for consideration at the meeting.

014/17 **14. Any Other Business**

- The Clerk will write letters of thanks to newly retired Councillors for their term in office.
- The Asset Register will be updated for approval at the next meeting.
- The Clerk will liaise with Alan Lee for erecting of the Private Verge sign.
- The Clerk to request quotes for replacing the roof of the bus shelter opposite Post Office Lane.
- The Chairman will seek a best solution for displaying Poppy Wreaths at the Clock Tower.

- Councillors to visit the site at Albion House for future location of bollards.

Date of next meeting : 21st June 2017

Meeting closed at 21:15

Signed.....

Date