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## Atworth Parish Council

Minutes of a Meeting of the Parish Council held on  
Wednesday 20th September 2017 at 7.00pm in Atworth  
Village Hall, Atworth

### Present:

Cllrs. Effie Gale-Sides (EGS) (Chairman), Alan Lee (AL), Richard Clark (RC), Sarah Horrell (SH), Kate Hartley (KH)

Plus Cllr. Philip Alford (Wiltshire Council) and three member of the public.

### Ref. Agenda items

#### 047/17 1. Welcome

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

#### 048/17 2. Apologies for absence

The Clerk reported that there had been apologies for absence received from Maggie Ledbury (Police).

#### 049/17 3. Declarations of interest

RC is a trustee of the Atworth Village Hall Charity. SH is vice-Chair of the Youth Club.

### Closure of meeting for public participation

EGS explained that the Public were entitled at this stage to speak to the parish Council through the chairman.

Issues were raised in connection with Agenda item 10.6

### Reconvene meeting

The meeting was reconvened.

#### 050/17 4. Co-Option of New Councillors

The Clerk reported that there were two applications for consideration,

4.1. Application Ref 17/03PG – Mrs Philippa Gray

4.2. Application Ref 17/04AS – Mr Arnold Snowball

Members of the public were asked to leave the meeting. Applications and letters of introduction were considered by Councillors.

Votes were taken by the Council. The meeting was unanimously in favour of both appointments.

*Resolved: that Philippa Gray and Arnold Snowball should be appointed as Councillors of Atworth Parish Council with immediate effect.*

Declarations of Acceptance of Office were duly signed and witnessed by the Clerk.

## 051/17 5. Planning Applications

There were no Planning Applications received since the last meeting for councillors to consider.

## 6. Reports from our partner organisations

### 6.1 Police report

PCSO Maggie Ledbury reported via email:

#### CURRENT SECTOR SERIES

Crime Exceptions are the volume of crime that exceeds the levels we would expect over a specified period. This is based on evaluation of data, over like to like periods historically.

The crime rate for the Melksham area over the Month of July was in line with what we would expect. We recorded 142 crimes for this month, which is a very slight increase compared to last month. There were no crime exceptions throughout the month.

Throughout the month of July, the Melksham area saw four reports of Dwelling Burglaries, whereby homes have been entered and quantities of cash have been stolen. With the warmer weather, please ensure that windows are not left open overnight, or when the property is empty, and that front doors are locked at all times.

#### Crimes reported for Atworth Village

This report covers July and August of 2017

4 <sup>th</sup> July	A vehicle had its number plates stolen whilst parked in Bath Road.
8 <sup>th</sup> July	Criminal damage to the Tennis Court fencing.
6 <sup>th</sup> Aug	Public order of youths swearing in the recreation ground. Youths located, details taken and made to apologise to the reporting person and then moved on.
20 <sup>th</sup> Aug	Report of suspicious male at the units 6 and 7 in the business park.
12 <sup>th</sup> Sept	Residential window broken in Mount Pleasant.

### 6.2 CATG report

Cllr. Alan Lee described the CATG (Community Area Transport Group) process. AL explained that there hasn't been a CATG meeting since he last reported. The next one takes place on 16<sup>th</sup> October.

The Area Board had agreed that the contribution of 1/3<sup>rd</sup> from villages towards CATG projects would apply to all villages.

### 6.3 Community Speedwatch report

There was no Community Speedwatch report submitted to the meeting on this occasion.

### 6.4 MCAP community safety

EGS explained that the Melksham Community Area Partnership Community Safety group had often been useful to the village, highlighting initiatives such as Safe Places, No Cold Calling Zones, Dementia Awareness etc. Last month, members had been shown around the Crime and Communications Centre in Devizes. It was noticeable that the IT systems there are very old, and unable to cope with the level of calls received.

Effie asked whether the Parish Council could write to the Police and Crime Commissioner expressing concern. This was agreed to by those present.

*Resolved: that the Parish Council should write to the Police and Crime Commissioner expressing concern at the outdated systems in place. RC proposed, AL seconded and all were in favour.*

## 052/17 7. Minutes for approval

7.1 To consider, approve and sign the minutes of the Parish Council meeting held on Wednesday 19th July 2017

[Download link to copy of draft minutes](#)

7.2 To consider, approve and sign the minutes of the Parish Council Planning Committee held on 23<sup>rd</sup> August 2017

[Download link to copy of draft minutes](#)

The minutes of the Meeting of the Parish Council held on 19th July 2017 were proposed by RC, Seconded by AL and unanimously approved as a true record.

The minutes of the Meeting of the Parish Council held on 23rd August 2017 were proposed by AL, Seconded by RC and unanimously approved as a true record.

## 053/17 8. Outstanding Actions

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

### 8.1 Grass cutting update

Recreation Ground grass cutting. The Clerk reported that the contractor is obliged to tell us when he has undertaken a cut, however he hasn't been letting us know. We are therefore looking at engaging a contractor for the Recreation Ground specifically and a second contractor for the village verges, potentially the Wiltshire Council contractor.

The Clerk reported that he had emailed Central Highways on 22 August quoting Cllr Wayman's August Newsletter regarding "Verge maintenance - grass cutting, flower beds, general areas etc." and in particular a statement that, "The local council could consider this being undertaken through a licence with Wiltshire Council"

The Clerk had explained that this was something Atworth Parish Council was very interested in exploring, and that Councillors are particularly keen to place a contract for additional verge cutting through Atworth from next year onwards.

There had been no response from Wiltshire Council however, so after 3 weeks the Clerk had raised the issue with Cllr. Phil Alford, who had identified the correct person to contact (the General manager for Wiltshire at a company named idverde). This the Clerk would be doing in the near future.

EGS proposed that we set up an informal sub-group to establish what we need through the village so we can include the rise by Shell Court, for example.

### 8.2 Clock tower clock repairs

RC reported that the contractor came to look at the roof of the clock tower on the evening of Thursday 24 August. Although he couldn't find a missing tile, one of the tiles had slipped which may have caused the damp inside the tower. He placed the slipped tile back in place.

The Council made a decision based on advice received to establish a cost of a new stone roof for the Clocktower. Councillors to advise the Clerk if they are aware of roofers.

### 8.3 Repairs to Recreation Ground benches

RC obtained a quote, however the company required payment in advance. This had now been paid and the wood was being prepared.

Effie pointed out that the benches adjacent to the Clock Tower would also need repairs in due course.

### 8.4 Bollards in Pavement at Albion House

Cllr. Alford offered to escalate the issue of vehicles causing an obstruction on the pavement with Parking Services.

An action was placed on the Clerk to raise an issue with CATG (*PMN: completed 250917*)

The Clerk also accepted an action to forward the letter the Council had written to the residents to Cllr. Horrell, and to forward a photograph to Cllr. Phil Alford. (*PMN completed 250917*)

### 8.5 Update on the "No Trespassing on the Verge" sign

Carried forward to the next meeting.

### 8.6 Parish Steward update. The Clerk reported that he had held a meeting with the Parish Steward on 8<sup>th</sup> September.

The Steward had undertaken hand clearance of weeds along Bath Road, and from Prospect Field along to the White Hart. The bus shelter glass had been cleaned on the Bath Road. On 4<sup>th</sup> September the white gates had been cleaned and the grass cut around them (both ends of the village)

### 8.7 New Noticeboards

The Clerk reported that he had been in touch with a company named the Noticeboard Company

They reported that they do in fact supply noticeboards with separate doors that lock.

"Our Varicase and Lynester are available in double door versions with one side lockable and the other side is fitted with our "Thumb Lock" which makes it accessible to the wider community but still closes firmly and keeps out all weathers!

These come in both wall and post mounted versions, with or without a printed header.

If you have a look at our PDF brochure below it details all the options available for the Varicase and Lynester. The "Wood Effect" is a flat cost of £350 plus VAT on top of the prices listed, however, if there is a particular board you like the look of do telephone us for an accurate price/quotation as we do sometimes have promotions on different products offering 10% off.

The Wood Effect also increases the guarantee from five years which is our usual product guarantee on these outdoor boards to a lengthy 15 years!

[The PDF is available by clicking this link](#)

Louise Ellison  
Tel: 01539 628309  
Email: [info@noticeboard.company](mailto:info@noticeboard.company)

### 8.8 Raising awareness on the problem of illegal fly tipping, following the recent death of a calf at Church Farm through deliberate disposal of garden waste over the garden waste.

[Link to draft flyer](#)

AL proposed, SH seconded and all were in agreement that 100 A5 flyers should be printed.

### 8.9 Hedge cutting update - RC

CLlr. Effie Gale Sides updated the meeting regarding the hedge adjoining the lane leading to the Recreation Ground. It had been agreed to cut it back to the council's boundary.

The hedge has been trimmed but the contract hasn't been fulfilled as the contractor was intimidated by the residents as a result of which the hedge is still overgrowing the boundary.

RC explained that the contractor had cut the green parts off the wood. It would continue to grow.

An action was accepted by Effie Gales Sides to speak to the contractor regarding payment of funds due.

## 9. Finance:

### 9.1 Approval of Clerk's Salary for August 2017

SH proposed and RC seconded and all were in favour.

### 9.2 Approval of Payment Schedule and authorisation of cheques

Approvals for the meeting taking place in		September 2017						
Date	Approv	Payee Name	DD/Chq No	Net £	VAT £	Gross £	Payment Details	Approved By
		Philip McMullen	DD	295.58	-	295.58	Salary and office allowance Aug 17	
		HMRC	DD	73.90	-	73.90	HMRC income tax for wages	
		Vastern Timber VAT no 194633244	DD	423.48	84.70	508.18	wood for bench refurb	

Approval of the Payment Schedule was Proposed by RC, seconded by AL and all were in favour.

### 9.3 Approval of the budget monitor to end of August 2017

**Atworth Parish Budget Monitoring 2017/18**  
August 2017

	Annual Budget	Spend to date	Balance Remaining
<b>Expenditure</b>			
	£	£	£
CLERKS SALARY	5,000	1,826	3,174
CLERK'S OFFICE EXPENSES	500	183	317
WI VILLAGE CLEAN & TIDY	576	288	288
VILLAGE MAINTENANCE	2,920	1,019	1,901
GENERAL ADMIN	1,000	44	956
VILLAGE HALL	6,000	6,000	0
VILLAGE HALL RATES	120	55	65
REC RATES	160	72	88
WATER RATES	150	54	96
INSURANCE	3,700	3,776	(76)
AUDIT FEES	275	75	200
PRESENTATIONS	100	83	17
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	38	12
CLOCK REPAIRS	-	940	(940)
VAT	-	179	(179)
<b>Total Expenditure</b>	<b>28,221</b>	<b>14,732</b>	<b>28,221</b>
<b>Income</b>			
	£	£	£
PRECEPT	28,221	14,111	14,110
Grants	-	-	-
Interest	-	1	(1)
<b>Total Income</b>	<b>28,221</b>	<b>14,112</b>	<b>14,109</b>
<b>Net Expenditure</b>	<b>-</b>	<b>620</b>	<b>14,112</b>
<b>Balance Brought Forward</b>	<b>17,690</b>		
<b>Current Balance (Cashbook)</b>	<b>17,070</b>		
<b>Current Balance (Deposit A/c)</b>	<b>-</b>		
<b>-Current Balance (Bank)</b>	<b>17,070</b>		
<b>=Unpresented cheques</b>	<b>-</b>		
<b>Ring Fenced Funds TBA</b>			
Defibrillator	554		

Clock Tower	-
QUEENS LONGEST REIGN PLAQUE	1,000
VILLAGE ENHANCEMENT, GATEWAY ETC	500
Funeral Bier	50
Notice Boards	500
	<b>2,604</b>

Approval of the budget monitor was Proposed by AL, seconded by RC and all were in favour.

055/17 **10. Agenda items**

10.1 To consider purchase of replacement Union Flag for Shell Court

AS proposed that we purchase a flag providing it is in line with the indicative prices. Seconded by AL. All were in favour. EGS to provide the Clerk with the size of flag required.

10.2 Application for a grant of £235 plus VAT to send a volunteer on a ROSPA Routine Visual Inspection Course in Swindon

SH proposed and PG seconded that the application to pay for EGS to attend a ROSPA course was approved. All were in favour.

10.3 Gateways on to Recreation Ground update - RC

RC explained there were 5 gates that lead into the entrances to the Recreation Ground. The gates had been managed by the Parish Council but it fell to the Village Hall to collect the money. The Village Hall Committee had increased the cost of the gates from £5 to £25, the cost to contribute towards maintenance of the Rec. Users had been contacted. One person had accepted the increase. The remaining four had been informed by the Village Hall Committee that they no longer had access.

The Clerk was asked to write to the four people on behalf of the Parish Council to inform them that the agreement had ceased. RC to provide the Clerk with details of the names and addresses involved.

#### 10.4 Dry stone wall repairs Recreation Ground - EGS

EGS explained that the Dry Stone Wall along the southern side of the Recreation Ground had collapsed. SH offered to speak to a possible walling contractor.

#### 10.5 Mini (illegal) bollards that have appeared along Bradford Road - AL

AL accepted an action to provide the Clerk with photographs of the offending bollards at 80a Bradford Road. They have a red reflector both sides, which is illegal, and the verge is the property of Highways. It's also a conservation area. The Clerk is to contact Highways. (PMN: *Action completed 250917*)

#### 10.6 Illegal parking on verge in Bradford Road - AL

AL raised the issue of a vehicle persistently parking illegally on the verge in Bradford Road. EGS suggested that a notice could be placed on the windscreen of the offending vehicle.

With regard to the wider issue of illegal parking, Cllr. Phil Alford explained that there has been a proposal from parking services submitted to Wiltshire Council to purchase some static cameras. These would go up in problem areas and would take photos of people parking illegally. Cllr. Alford said that we could potentially look at a camera being put up in front of Churchfields School. He would also be speaking to parking Services about parking on pavements in Atworth.

#### 10.7 car parked permanently on the footpath near the Bear garage - EGS

EGS explained that PCSO Maggie Ledbury had written to her regarding the vehicle to say that she has started the ball rolling with the Avon and Somerset Police as that is where the registered keeper lives.

AS offered to speak to the Garage owners and politely request that they park their vehicles in an appropriate place other than on the pavement.

#### 10.8 To consider adoption of a [draft Social Media policy](#)

AL proposed an amendment to section 6 to the effect that Councillors must not represent their own personal views as if they are the views of the council.

7.3 the first occurrence of the word posting to be removed.

7.3.b insert false and/or defamatory

Given those amendments, AH proposed and KH seconded. All were in favour.

#### 10.9 To consider adoption of a [draft Data Protection policy](#)

Councillors decided to spend more time considering this draft. The Clerk accepted an action to shorten it.

#### 10.10 To consider revision of [Fly Posting Policy](#) - AL

The Clerk is to clarify that the front page should clearly state it refers to Atworth Parish Council. There needs to be an additional statement to the effect that notices should be no larger than A5 in size.

EGS said that telegraph poles should include telegraph poles located inside someone's garden.

## 056/17 11. Correspondence

### 11.1 The Atworth time capsule

EGS outlined the background to the story of the Atworth time capsule, which various village groups had contributed to. This was to have been buried in the village in 2012. It had been agreed at that time to bury it in the clock tower. However it had been agreed at a subsequent meeting of the new Parish Council that rather than bury it in the clock tower, that the Parish Council's solicitor should look after the Time Capsule, with the caveat that should the solicitors cease to be in business the capsule would be returned.

AS asked why it could not be buried in the clock tower. EGS explained that the new Parish Council had considered the situation afresh and voted instead to place the time capsule in the hands of the solicitors.

EGS explained that four councillors needed to table a motion to discuss the matter at the next meeting.

AS, SH, AL and PG all requested that the issue should be tabled as an agenda item at the next meeting.

It was resolved that the Clerk should include the Time Capsule on the agenda at the next meeting.

10.1 To consider an application to set aside an area of the Recreation Ground for BMX bikes.

EGS explained that this request has been passed to the Village Hall Committee.

057/17 **12. Any Other Business**

The mural from the bus shelter is currently with the contractor who refurbished the bus shelter. SH has organised some young artists to refurbish it.

EGS explained that John Day is looking to retire from caretaking so we will be looking for a new village caretaker.

058/17 **13. Date of Next Meeting**

Wednesday 4<sup>th</sup> October 2017 in Atworth Village Hall

AL submitted his apologies in advance.

Meeting closed at 21:30

Signed.....

Date .....