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## Atworth Parish Council

Minutes of a Meeting of the Parish Council held on  
Wednesday 15th November 2017 at 7.00pm in Atworth Village  
Hall, Atworth

### Present:

Cllrs. Effie Gale-Sides (EGS) (Chairman), Richard Clark (RC), Arnold Snowball (AS), Alan Lee (AL), Sarah Horrell (SH)

Clerk: Phil McMullen

### Ref. Agenda items

#### 072/17 1. Welcome

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

#### 073/17 2. Apologies for absence

The Clerk reported that apologies had been received from Cllr. Philippa Gray, Cllr. Kate Hartley, Maggie Ledbury (Police) and Cllr. Philip Alford (Wiltshire Council), the latter of whom was attending a Melksham Area Board Meeting. The Clerk had in turn asked that the Council's apologies be submitted to the Area Board.

#### 074/17 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 Chair.

There were nine members of the public at the meeting this evening.

A member of the public addressed agenda item 8.4.

There was a discussion concerning agenda item 10.2, which provided Councillors with useful background information.

### Reconvene meeting

The meeting was reconvened.

#### 075/17 4. Planning Applications

Councillors to consider Planning Application reference 17/10432/FUL

10 Mount Pleasant Atworth SN12 8HQ: Erection of a two storey side extension and new porch (resubmission of 16/10853/FUL)

The Parish Council voted unanimously to record "No Comment" in respect of this proposal. Action on Clerk to inform the Planning Authority.

#### 076/17 5. Reports from our partner organisations

## 5.1 Police report

PCSO Maggie Ledbury reported via email the following incidents for the month of October:

### Atworth Report for October 2017

10th There was a collision on the Bradford Road  
21st An assault in the White Hart.

It was noted that the most recent incident in the Recreation Ground had not been registered despite a 101 call being made.

EGS stated that there had been a number of incidents of vandalism in the Recreation Ground. It was estimated that over £700 worth of damage had been caused. It has been suggested that CCTV could be erected and monitored by the Village Hall committee.

## 5.2 CATG report

The CATG (Community Area Transport Group) had met on 16<sup>th</sup> October. AL attended and reported that regarding issue 5701 (Parking obstruction on Bath Road Atworth), the CATG meeting had recommended this was a police enforcement issue.

## 5.3 Community Speedwatch report

AL reported that Community Speedwatch continued to observe a high volume of traffic speeding through the village. AS questioned the worth of Speedwatch. SH was convinced that it continued to be of benefit.

Cllr. Richard Clark asked that markers were painted on the road warning traffic to slow down as it approached the 30 mile per hour limit. The Clerk was asked to raise it as an issue with CATG. AL seconded. All were in favour.

077/17

## 6. Minutes for approval

6.1 To consider, approve and sign the minutes of the Parish Council held on 4th October 2017

The minutes of the Meeting of the Parish Council held on 4th October 2017 were proposed by RC, Seconded by AS and approved by a majority of those present as a true record.

AL abstained as he was not in attendance.

078/17

## 7. Outstanding Actions

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

7.1 Grass cutting contract

EGS reported that herself and RC had met with idVerde on 31<sup>st</sup> October 2017.

The village verges and the Recreation Ground are being treated as two potential contracts.

A quotation for the Recreation Ground maintenance had been received from idVerde. The second quote (for the village verges) is still awaited.

Two other quotes are to be requested for the contracts. RC to progress for the Recreation Ground.

7.2 Repairs to Recreation Ground benches

RC reported that the materials had been bought for the three benches to be repaired and work was ongoing.

7.3 Parish Steward update

The Clerk reported that under his direction, the Parish Steward had undertaken some work clearing gulleys and potential flooding spots during week commencing 2<sup>nd</sup> October.

Councillors asked that litter along the verge in Neston Lane be addressed next time. There was an issue with leaves in drains in Atworth Court. Grass verges needed to be trimmed along the footpath to Shaw, and AS noted that Snapdragons' drive causes gravel to spill onto a pothole on the pavement which makes for difficult walking.

The Clerk was requested to contact Andy Cadwallader to address the pavement issue.

*PMN: Action completed 21<sup>st</sup> November*

7.4 Raising awareness on the problem of illegal fly tipping

The Clerk was requested to buy an appropriate number of flyers to post through letter boxes.

7.5 Recreation Ground pathway Hedge cutting update

Carried forward to the next meeting.

7.6 Dry stone wall repairs on Recreation Ground

The Clerk reported that a quote of £225.00 had been received. Proposed acceptance by RC, seconded by AL and all were in favour.

7.7 Provision of a ream of paper for each councillor

The Clerk confirmed that 10 reams had been purchased and were available from himself. Action closed.

7.8 New Noticeboards

Councillors to consider preferred noticeboard for the village.

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

Action on Clerk to arrange a printed copy of the PDF.

7.9 New school sign on Bradford Road

The Clerk reported that this had been raised as a new issue with CATG – issue number 5824

7.10 Atworth Time Capsule

EGS had proposed at the previous meeting that the Councillors view the contents. The Clerk brought it for councillors to view. It will then be lodged within the Clock Tower. Action closed.

## 079/17 8. Finance:

8.1 Approval of Clerk's Salary for October 2017

RC proposed, AS seconded and all were in favour.

8.2 Approval of Payment Schedule and authorisation of cheques

Approvals for the meeting taking place in November 2017

Date	Payee Name	DD/Chq No	Net £	VAT £	Gross £	Payment Details	Approved By
	Philip McMullen	DD	285.27	-	285.27	Salary and office allowance Sept 17	
	HMRC	DD	71.32	-	71.32	HMRC income tax for wages	
05-Nov	Playforce / VAT No 918454309	DD	201.00	40.2	241.20	Supply of goods per quote 108552	
	Philip McMullen/AMAZON VAT No 226659933	DD	27.66	5.53	33.19	7 Reams of white copier paper for councillors	
	Philip McMullen/AMAZON VAT No 226659933	DD	6.00	-	6.00	USB stick	
	RBS Poppy Appeal	001017	17.00	-	17.00	Poppy wreath	
	Grant Thornton VAT No 835 5861 02	DD	100.00	20	120.00	2017 Annual Return	

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

### 8.3 Approval to accept Budget Monitoring Statement to end of September 2017

Atworth Parish Budget Monitoring 2017/18  
October 2017

	Annual Budget	Spend to date	Balance Remaining
<b>Expenditure</b>			
	£	£	£
CLERKS SALARY	5,000	2,510	2,490
CLERK'S OFFICE EXPENSES	500	251	249
WI VILLAGE CLEAN & TIDY	576	288	288
VILLAGE MAINTENANCE	2,920	1,220	1,700
GENERAL ADMIN	1,000	59	941
VILLAGE HALL	6,000	6,000	0
VILLAGE HALL RATES	120	77	43
REC RATES	160	102	58
WATER RATES	150	82	68
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	423	377
SID DEPLOYMENT	400	100	300
ADJUSTMENT	0	-	0
WALC	420	-	420
SLCC	50	38	12
CLOCK REPAIRS	-	940	(940)
VAT	-	304	(304)
<b>Total Expenditure</b>	<b>28,221</b>	<b>16,328</b>	<b>28,221</b>
<b>Income</b>			
	£	£	£
PRECEPT	28,221	28,221	-
Grants	-	-	-
Interest	-	1	(1)
VAT refund	-	962	-
<b>Total Income</b>	<b>28,221</b>	<b>29,184</b>	<b>1</b>
<b>Net Expenditure</b>	<b>-</b>	<b>(12,856)</b>	<b>28,222</b>
<b>Balance Brought Forward</b>	<b>17,690</b>		
<b>Current Balance (Cashbook)</b>	<b>30,546</b>		
<b>Current Balance (Deposit A/c)</b>	<b>-</b>		
<b>-Current Balance (Bank)</b>	<b>30,546</b>		
=Unpresented cheques	-	0	

**Ring Fenced Funds TBA**

Defibrillator	554
Clock Tower	-
QUEENS LONGEST REIGN PLAQUE	1,000
VILLAGE ENHANCEMENT; GATEWAY E	500
Funeral Bier	50
Notice Boards	500
	<b>2,604</b>

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

### 8.4 Councillors to consider items for the budget to be included in 2018/19

Councillors were passed a copy of the Budget Monitoring Report and asked to consider what items, such as grant allocations, should be budgeted for in the coming year ahead of the Precept Setting Meeting in December. Councillors were reminded by the Clerk that the Parish Plan needed to be budgeted for in year ending 2019, and again in 2020 when it is due for renewal; and that the Grass Cutting contract would require a very significant increase in 2018.

080/17 **9. Agenda items**

9.1 20 mph limit on Bradford road

SH had spoken to the Head of Churchfields School explaining that through the Travel Plan they are able to request a 20 MPH zone. The school is to set up a working party, and are currently developing a renewed Travel Plan.

9.2 Bus shelter mural

SH has organised three young artists representing the youth club to refurbish the mural. A target date of November 2018 was set in order to commemorate the centenary of the end of the First World War.

9.3 Gateways on to Recreation Ground

EGS reiterated that we need to preserve the boundary line. Purchasing a new fence would not be an appropriate expenditure of public money. The residents are more than welcome to have permission to continue with their fence along the boundary line.

EGS proposed that the Clerk should write and indicate the above to the residents in question. RC seconded.

9.4 Provision of new benches through the village

EGS provided an example of cast-iron framed benches, with costings, which it was proposed were erected at the bus stops at the junction of Mount Pleasant and Purlpit, and also next to the bus shelter on the Bath Road, west of Fleetwood Rise.

Proposed by AL and seconded by RC. The vote was carried. AS opposed.

The Clerk mentioned that correspondence had been received informing the council that the bench placed at the village pump in Purlpit has disappeared.

9.5 Illumination of the Clock Tower.

AS stated that he had received a quote to provide two concrete plinths and associated groundworks and electronics to provide up-lighting either side of the Clock Tower. The quotation was for £1065. Another quote was to be obtained.

EGS would like councillors to see an example of what the groundworks would look like, and an opportunity for councillors to see what the illumination would look like.

9.6 To consider updates to draft Data Protection policy, and to request permission for the Clerk to register with the Information Commissioners' Office as a Data Controller (cost: £35.00) [this is a legal requirement as of May 2018]

Cllr. Alan Lee mentioned that he would have liked to have seen the act referred to in sub-section one schedule 2 of the 1998 data protection act incorporated as an annex. Given that amendment, approval was granted.

Approval was proposed by AL and seconded by AS for the Clerk to register as the Parish Council's data controller.

9.7 Councillors to consider a proposal from EGS to increase the Clerk's hours to 8 hours per week effective 1<sup>st</sup> November 2017. A separate proposal was submitted and approved by Councillors to increase the hours to 10 a week. All present were in agreement.

081/17 **10. Correspondence**

10.1 Request from a member of the public to have the bus stop outside the former Post Office moved to outside Snapdragons.

Councillors were unanimous in opposing this request for the bus stop to be moved, taking into consideration the fact that the existing bus stop was a "Fare Stage" which First Bus were not willing to engage over, and that there was no room for a shelter or seating outside Snapdragons.

10.2 Letter regarding the designation of Local Green Space.

Members of the public provided a significant weight of evidence of the value to them of a specific piece of land adjacent to the Business Park in terms of biodiversity. The Clerk explained that if the Parish Council could show that the site in question was demonstrably special to the local community and holds a particular local significance, which the evidence this evening supported, they would need to designate any such site through a Neighbourhood Plan. The Atworth Parish Plan was due to be republished in 2020, with work commencing in 2018.

The Councillors voted unanimously for the Clerk to write to the landowners to establish a commitment for the land to be designated as a Local Green Space, enabling them to retain ownership but provide public access to the land.

Action on the Clerk to contact the landowners.

082/17

**11. Any Other Business**

EGS asked how the meeting felt about the Parish Council meeting earlier than 7pm in future. AS proposed 6.30pm, seconded by RC. All were in agreement.

EGS also suggested that office space could be allocated in the Village Hall for Parish Council business. There was no opposition to this.

EGS stated that a resident had asked for the grit bin by the Clock Tower to be relocated on the opposite side of the bay in order to aid his hedge maintenance. The consensus was that it remains in its current position where it had little visual impact on the Clock Tower and Chapel.

AS raised the subject of Christmas lights in the Clock Tower. EGS stated that the net lights required replacing and measurements taken in order to purchase new ones.

083/17

**13. Date of Next Meeting**

There will be a precept meeting on 20<sup>th</sup> December in Atworth Village Hall starting at the new time of 6.30pm

Future meeting dates:

17<sup>th</sup> January 2018 at Atworth Village Hall. RC to consider the availability of the Village Hall for meeting dates in 2018 (third Wednesday preferred)

Meeting closed at 21:20

Signed.....

Date .....