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Atworth Parish Council

Minutes of a Meeting of the Parish Council held on
Wednesday 17th January 2018 at 6.30pm in Atworth Village
Hall, Atworth

Present:

Cllrs. Effie Gale-Sides (EGS) (Chairman), Richard Clark (RC), Arnold Snowball (AS), , Kate Hartley (KH), Philippa Gray (PG), Sarah Horrell (SH)

Cllr. Phil Alford (Wiltshire Council)

PSCO Maggie Ledbury and guest speaker Supt. D. Minty (Police)

Plus three members of the public

Clerk: Phil McMullen

Ref. Agenda items

001/18 1. Welcome

The Chairman warmly welcomed those present to the meeting, particularly our guest speaker Supt. Minty from Wiltshire Police.

002/18 2. Apologies for absence

The Clerk reported that apologies had been received from Alan Lee (AL)

003/18 3. Declarations of interest

AS and RC are trustees of the Atworth Village Hall Charity. SH is vice-Chair of the Youth Club.

Closure of meeting for public participation

EGS explained that normally the Public were entitled at this stage to speak to the Parish Council through the Chair, however on this occasion the meeting was being opened to everyone present in order to make the most of the opportunity to hear from Supt. Minty.

Guest Speaker

EGS welcomed this evening's Guest Speaker, Supt. D. Minty of Wiltshire Police

Supt. Minty introduced himself and explained he was responsible for the Control Centre and primarily able to talk about issues with the 101 service. He agreed that there were problems with the IT system they use but that they had a very dedicated team of staff. They get 300,000 calls a year. They have designed a project which the PCC has invested £250k per annum into aiming to answer every call within two and a half minutes. This includes additional part time staff coming on duty at expected times of high demand. Their 999 call demand has increased by 10%. 96% of those calls are answered within 10 seconds. They also now have a new, better website. Eventually this will include web-chat. That will take a little time to achieve however. They are also looking at online crime recording hopefully by the end of this year.

Supt. Minty agreed that it would be a good idea to know what position you are in the telephone queue. There is a technological upgrade expected in the next 18 months and that ability will hopefully be in place.

PCSOs have now been issued with an i-phone and a dedicated phone number which people can contact them on in addition to being able to email them.

Supt. Minty confirmed that there will be further "Days of Action" taking place in Melksham to address the fear of crime and the impression of it being unsafe to be on the streets.

Supt. Minty was warmly thanked for his presentation this evening.

Sue Stoker, the Neighbourhood Watch coordinator, explained what was required of a Neighbourhood Watch coordinator. Effie Gale-Sides volunteered to coordinate Neighbourhood Watch for the village.

Finally a member of the public raised a question regarding Agenda item 5.3.

Reconvene meeting

The meeting was reconvened.

004/18 4. **Planning Applications**

There were no planning applications to discuss on this occasion.

005/18 5. **Reports from our partner organisations**

5.1 Police report

Atworth - Crimes for December 2017

PCSO Maggie Ledbury reported that there had been no incidents in Atworth in December.

There is some fly-tipping going on, particularly on the gravel lay-by. The Council have been contacted.

Maggie Ledbury observed that there appears to be a large number of vehicles which only have one headlight working. People should be encouraged to ensure their headlights are clean and working.

5.2 Community Speedwatch report

Alan Lee reported via email,

Nothing to report in terms of activities. However, last week I attended a workshop in Tisbury of CSW leaders plus the CSW Working Group (of which I am a member). This is all about forging better links between volunteers and the police, and looking at how we can mutually support each other and move forward. As part of the changing approach, the CPTs are now deploying teams to support local CSW teams by having a police presence - either with the CSW team or elsewhere in the village and actually stopping motorists on the spot. This is done on a priority basis - the teams with the biggest problems will be more likely to see this.

In addition, new devices - smaller, more comprehensive functionality, cheaper - are being trialled, but with no immediate outlook for deployment. A figure of £250 per device has been bandied about (£2000+ for the old ones). If the police were happy to certify a locally purchased device, what does the council think about buying one for our team?

Sarah Horrell explained that there were currently four volunteers. It was agreed that we should advertise for more volunteers and then it could be worth investing in a new device.

5.3 CATG report

There is at CATG meeting being held in Melksham on 18th January

Alan Lee reported via email that potentially, Highways work could require a considerable amount in the Precept.

Using the Wiltshire Council [Costs of highway works](#), the following 4 items may add up to a substantial sum.

[Issue 5701](#) - Parking outside Albion House, Bath Road

A section 96 licence would need to be applied for. Don't have any figures for what planters would cost, but they will need to be more substantial than those of Melksham Without, and will probably need fixing to the pavement, otherwise the owners of Albion House may just move them. £1000 perhaps, with no contribution from CATG.

[Issue 5750](#) - Request for safe crossing Bradford Road Atworth

The cost of say 8m of new footway on the eastern side of Bradford Road to cross the verge and a couple more on the western side to provide safe refuge, with respective kerbing/dropped kerbs at £160 per metre plus kerbing/edgings at £75 per metre, assuming 2 metre kerbing each side, would be about £1900, dropped kerbs typically cost £630 - £840 each, taking the total to about £3600, which would make our third share about £1200. This may be a little overstated as we may not need both kerbs as well as dropped kerbs.

[Issue 5824](#) - Request for additional signage near Churchfields School

A new sign post costs between £210 and £365, so our share could be £125

[Issue 5868](#) - Request for Slow Down road markings A365

Not sure what these would cost but carriageway roundels costs up to £155 dependant on size and speed limit. Probably need two each end, so £620, of which our third would be about £200.

Totalling that comes to about £2500. Lots of assumptions, but that is the sort of figure we need to be able to accommodate.

These suggested items had not been agreed upon by Parish Councillors. EGS observed that funding would be looked at as individual items in due course.

A member of the public raised a question regarding the yellow lines in Mead Park. Residents there are not happy that the double yellow lines are the length of two cars. The Chairman agreed that enquiries should be made with Highways regarding extending the yellow lines in Mead Park, as that had been what was originally requested by Councillors.

006/18 6. Minutes

6.1 To consider, approve and sign the minutes of the Parish Council Meeting held on 20th December 2017

AS asked about the fairy lights for the Clock tower, which the Council agreed to purchase in November. A forward action was placed to look at Net Lights in October 2018.

RC proposed and AS seconded and all were in favour that the minutes were a true record of the meeting.

007/18 7. Outstanding Actions

Updates on the following actions arising from previous minutes:

7.1 Recreation Ground pathway Hedge cutting update

The clerk reported that idverde had been notified that theirs was the preferred quote for the works.

A date was awaited for the works to be completed. A meeting was to be held with the contractor.

The Clerk recommended that the potential cost of a new fence should be investigated. An action was placed on the Clerk to source quotations.

7.2 New village benches

The Clerk reported that two of these were ordered on 8th January. 2 benches total £998. A meeting had been held with a contractor to install them on 16th January. Quotes for the installation were awaited.

7.3 Village Hall insurance update

The Clerk reported that he was in receipt of an amended policy schedule to reflect a £10,000 increase in the contents sum insured. There is no additional payment due for this addition.

7.4 Parish Steward update

The Clerk reported that he had met with the Parish Steward on 15th January and confirmed the work done at the beginning of the month. In additions to clearing numerous grips and gulleys, Potholes had been repaired on the approach to Chalfield manor, on Bradford Road 300m from Coombe Lane, and on Neston Rd 50m from the Bear Garage. The pavement outside Snapdragons in the village had also been made level following an issue raised at a previous meeting.

008/18 8. Finance

8.1 Approval of Clerk's Salary for December 2017

RC approved PG seconded and all were in favour.

8.2 Approval of Payment Schedule and authorisation of cheques

[Click to download Approvals Schedule](#)

SH approved the Payment Schedule for January, KH seconded and all were in favour.

8.3 Approval to accept Budget Monitoring Statement to end of December 2017

[Click to download Budget Monitor](#)

Atworth Parish Budget Monitoring 2017/18			
December 2017	Annual Budget	Spend to date	Balance Remaining
	£	£	£
Expenditure			
CLERKS SALARY	5,000	3,342	1,658
CLERK'S OFFICE EXPENSES	500	334	166
WI VILLAGE CLEAN & TIDY	576	576	0
VILLAGE MAINTENANCE	2,920	1,220	1,700
GENERAL ADMIN	1,000	556	444
VILLAGE HALL	6,000	6,000	0
VILLAGE HALL RATES	120	110	10
REC RATES	160	132	28
WATER RATES	150	109	41
INSURANCE	3,700	3,776	(76)
AUDIT FEES	275	195	80
PRESENTATIONS	100	83	17
YOUTH CLUB RENT	30	-	30
GRASS CUTTING	2,000	-	2,000
ARMISTICE WREATH (S.137*)	20	17	3
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		310	(310)
Total Expenditure	28,221	18,261	28,221
Income			
PRECEPT	28,221	28,221	-
Grants			-
Interest		1	(1)
VAT refund		962	
Total Income	28,221	29,184	1
Net Expenditure	-	(10,923)	28,222
Balance Brought Forward	17,690		
Current Balance (Cashbook)	28,613		
Current Balance (Deposit A/c)	-		
-Current Balance (Bank)	28,913		
<i>=Unpresented cheques</i>	<i>300</i>		
Ring Fenced Funds			
Defibrillator	554		
Clock Tower	-		
QUEENS LONGEST REIGN PLAQUE	1,000		
VILLAGE ENHANCEMENT; GATEWAY E	500		
Funeral Bier	50		
Notice Boards	500		
	2,604		

RC proposed and KH seconded and all were in favour.

8.4 Councillors to approve Budget Precept for 2018/19

A draft Budget for 2018/19 was presented to the meeting.

After due consideration, AS proposed, RC seconded that the Budget should be adopted for the year 2018/19.

A vote was taken and it was unanimously RESOLVED that the total Atworth Parish Precept for the year 2018/19 should be set at £28,573, tax base 494, Charge band D £57.87. This represents a 0% change from 2017/18.

The Precept Form was duly signed for the Clerk to return to Wiltshire Council. (PMN: Action completed 18/01/18)

009/18 9. Agenda items

9.1 Grass cutting contract renewal for 2018/19

The Clerk reported that several quotations had been obtained.

The quote from company (a) was:

£2,900 plus VAT for the Rec
£2,200 plus VAT for the verges
(total £5,100)

The quote from company (b) was

£3,613.90 plus VAT all inclusive

The quote from company (c) was for the rec only. The verges were not tendered for.

£3909.00 plus VAT

Finally a quote was received from company (d) for £2900 for the rec. (only)

The Clerk also reported that the contractor for 2017/18, company (e), had declined to tender an application for the contract.

PG proposed and RC seconded that option (b) should be selected as the best value

A vote was taken and it was unanimously RESOLVED that the contract was placed with company (b).

Clerk to write and inform the applicants.

9.2 Purchase of new noticeboards for the village

The Clerk confirmed that as directed he would be ordering FOUR new noticeboards for the Parish.

Three were to be

Varicase model A2Px2 1102x 729 (2x450 x624)
Noticeboards split in two.
One half locked (for Atworth Parish Council use only)
One half with a closure (accessible by the whole community)
Dark green (colour CG)
Backing insert for pins
Header panel (ABL) to be Arc Blended.
Title to be "Atworth Parish Council" in white lettering
All with posts and fixings

The fourth one is for a different location, the Village Hall wall and would be locked both sides and would not require legs. Title to be "Atworth Village Hall".

Estimated Cost: £1,145.00 plus VAT each

PG proposed and RC seconded.

A vote was taken and it was unanimously RESOLVED that the Clerk order the noticeboards as described.

9.3 Purchase of new IT equipment for Council administration

EGS explained that the current hardware was outdated and that the Clerk had been using his own laptop for much of the work needed. The Clerk reported that the best value offer he'd been able to find was a Asus ZenBook plus MS Office for £898.38

It was pointed out that the older laptop inherited from the previous clerk could be passed on to a community group - the Youth Club for example.

KH proposed and RC seconded and all were in favour.

010/18 **10. Correspondence**

The Clerk reported that no correspondence had been received ahead of the meeting this evening.

011/18 **11. Any Other Business**

AS mentioned that the Hedge opposite Mount Pleasant needed cutting.

012/18 **12. Date of Next Meeting**

Wednesday 21st February 2018. An action was placed on the Clerk to book the Church Hall.

Meeting closed at 20:30

Signed.....

Date

NOTES FOR COUNCILLORS

009/18 para 9.1 Quotes for Grass Cutting:

The quote from (a) **Countrywide** was

£2,900 plus VAT for the Rec
£2,200 plus VAT for the verges

The quote from (b) **IdVerde** was

£3,613.90 plus VAT all inclusive

The quote from (c) **Jones'** was for the rec only.

£3909.00 plus VAT

Finally a quote was received (d) for £2900 for grass cutting and strimming in the rec. (only)

The Clerk reported that (e) AW Woodman had declined to tender an application for the next 3 years.

PG proposed and RC seconded that option (b) should be selected as the best value

A vote was taken and it was unanimously RESOLVED that the contract was placed with company (b) IdVerde