



Atworth Parish Council

Minutes of a Meeting of the Parish Council held on Wednesday 19th May 2019 at 6.45pm in Atworth Village Hall

www.atworth.org

Present:

Cllrs. Effie Gale-Sides (EGS) (Chairman), Richard Clark (RC), Kathy Hartley (KH), Andrew Gooding (AG), Heather Chaplin (HC)

Clerk: Phil McMullen

Ref.

Agenda items

001/20

1. **Welcome**

EGS welcomed those present to the meeting this evening.

002/20

2. **Apologies for absence**

The Clerk reported that apologies had been received from Cllr. Phil Alford, Cllr. Arnold Snowball and PCSO Maggie Ledbury

003/20

3. **Election of Chairman**

EGS was proposed as Chairman by RC and seconded by HC and confirmed that she was willing to stand again. EGS stated that she was extremely honoured to be selected. All were in favour and EGS was confirmed in post.

004/20

4. **Election of Vice-Chairman**

RC was nominated by HC and seconded by KH and confirmed that he was willing to stand again. All present were in favour.

5. **Declarations of Acceptance of Office**

Declarations of Office were signed by Cllrs. Effie Gale-Sides, Richard Clark, Kathy Hartley, Andrew Gooding and Heather Chaplin and witnessed by the Clerk in each case.

RESOLVED to assume that Cllr. Arnold Snowball, absent this evening, wished to continue in post and that he should be given dispensation to sign the Declaration of Office at the June 2019 meeting.

005/20

6. **Declarations of interest**

To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 17th September 2017

It was noted that RC is a trustee of the Atworth Village Hall Charity.

006/20

7. **Representative nominations**

Councillors were allocated to the following groups:

- Village Hall and Recreation Ground - EGS
- Community Safety Group – EGS & Clerk
- Footpaths -
- Health & Wellbeing - Clerk
- Community Area Transport Group (CATG) - RC
- Youth Club - AG
- Community Resilience - All
- Personnel & Finance – EGS and AG

Action on the Clerk to write and inform groups accordingly.

007/20 **8. Questions to the Chair of the Council by Members of the Public**

Public speaking time is restricted to 15 minutes in total

Public Participation

There were no members of the public at the meeting this evening

Reconvene meeting

The meeting was reconvened.

008/20 **9. To Receive Reports from our partner organisations**

9.1 Police report

ED12 Beat Code monthly report for May 2019 Meeting

April's figures

Atworth

12th Car stolen – Mount Pleasant

30th Two vehicle RTC – Bradford Road

The Clerk reported that PCSO Maggie Ledbury had also met with the head of Churchfields School and had provided a report of the outcomes. There had been three minor RTC's in one week with damage to vehicles, although only one had been reported. They discussed three possible ideas that might help the situation: firstly, the possibility of School warning signs that flash at either end of the road at peak times. Secondly, a joint letter drafted by PCSO Maggie Ledbury and the school to go to all parents. Thirdly, to try and reinstate the walking bus, although this needs the parents support.

Maggie also noted on leaving the school how poor the road markings are. The parish Council have already highlighted this to Highways via CATG.

It was agreed that the School needs to approach the School Travel Plan adviser at the Wiltshire Council Traffic Engineering Team regarding flashing school signs in addition to 20mph zone which has been spoken about before.

Clerk to notify details of the correct officer at Wiltshire Council to the School, c/c PCSO Ledbury and Cllr. Alford.

9.2 Wiltshire Councillor - Cllr. Alford was unavailable this evening. No report was received.

9.3 Village Hall committee -

RC reported that the wall behind the swing in the recreation ground has collapsed. Also the bench in the children's play area has lost some of its wood. The seat on the children's slide has been replaced. A report has been received regarding vandalism in the form of butter or margarine spread onto the play equipment.

9.4 Atworth Youth Club – no report received

9.5 CATG report - RC reported that he had attended the CATG meeting on 9th May. Once approval is reached regarding the double yellow lines extension at Mead Park plus the two additional yellow lines at Fleetwood Rise and Clock Tower View, RC will send an email to CATG to get this placed on the priority list to get this work done.

RC also provided details of the requirement of additional footpath repairs in Atworth which he had submitted: The footpath outside the Snap Dragon Nursery, Bradford Road from Coronation Road to No. 73 Bradford Rd, and from No. 73 to the Primary School where there are raised surfaces areas around manholes and other covers which makes it a trip hazard.

009/20 **10. Planning Applications**

10.1 Councillors to consider planning application(s) received

Application Ref: 19/03793/FUL
Application for Full Planning
Proposal: Proposed two bed dwelling
At: Agricultural Buildings At Oak Tree Farm, Great Chalfield, SN12 8NG
Comments to be received by: 04 June 2019

Plans are available in full on Wiltshire Council's website at
<http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

The meeting agreed unanimously on a submission of **"No Objection"** to this particular application. Clerk to inform Wiltshire Council.

010/20

11. Minutes of Previous Meeting

11.1 To consider, approve and sign the minutes of the Parish Council Meeting held in April 2019

[Link to unapproved minutes](#)

Proposed by RC and seconded by KH and all those present were in agreement that the minutes represented a true record of the meeting. The minutes were duly signed by the Chairman.

011/20

12. Clerk's Report

Updates on the following actions arising from previous minutes:

12.1 Parish Steward update

Parish Steward: The Clerk reported that the Parish Steward had last been in Atworth prior to Easter. He had made a start on the siding-out of the footpath east of Atworth. He has also fixed several potholes and concentrated on clearing gullies. Weeding and spraying is planned for the next dry spell.

12.2 Planter for the Village Hall

The clerk reported that the planter lining had now been received.

12.3 Village benches – update

Outstanding action for 4 benches to be ordered and delivered to EGS. Plinths may be required at some locations. EGS to confirm to the Clerk. The benches on the Rec. will need restoration – sanding down and wood preservative.

12.4 Flagpole update

EGS reported that the Lanyard for the flagpole at Shell Court had been purchased and installed. Purchase of a new flag was on the schedule to be authorised later this evening. A new Union Flag is also to be purchased at a later date.

12.5 Project: Lighting the Clock Tower

The Clerk confirmed that he had contacted Wiltshire Council Highways who had advised:

"I am not aware of the planning restrictions for such a project. However, from a highway point of view we would want the lighting not to be a distraction to highway users or to dazzle drivers. Therefore, the positioning any lights would have to be designed so that there is no conflict with highway users."

Awaiting detailed design specifications, including a ground plan, from Cllr. Snowball for the Council to vote on which can then be submitted to Highways for approval once agreed.

12.6 Repairs to the Clock Tower roof

Work completed. Issue now closed.

13. Finance

13.1 Councillors to approve the Accounting Statement for 2018/19

RESOLVED: That the AGAR Section 2 Accounting Statement as presented by the Clerk was approved, signed and submitted. EGS duly signed the paperwork.

13.2 Councillors to consider approving an increase to the Clerk's salary in line with:

- a) Agreed National Salary Award which sees an increase for the pay spine point SCP26 from £12.40 p/h to £12.89 p/h effective 01 Apr 2019
- b) To note that SCP26 was re-graded as SCP19 effective 01 Apr 2019 (£12.89 p/h)
- c) Annual increment of anniversary of starting of one pay spine point from SCP19 to SCP20 (£13.15 p/h) effective 01 May 2019

Proposed by HC and seconded by RC and all were in favour.

13.3 Approval of Payment Schedule and authorisation of cheques

| Approvals for the meeting taking place in | | | May 2019 | | | | |
|---|--|--------|----------|-------|----------|---|-------------|
| Date | Payee Name | DD/Chq | Net £ | VAT £ | Gross £ | Payment Details | Approved By |
| | Melksham Without Parish Council | DD | 12.64 | - | 12.64 | 1/3rd share of new battery for SID device | |
| | Philip McMullen via Amazon | DD | 27.97 | - | 27.97 | HP toner cartridge | |
| | House of Flags | DD | 54.80 | 10.96 | 65.76 | St Georges Flag | |
| | Chairman's Expenses | DD | 65.31 | - | 65.31 | Annual Assembly costs | |
| | Village Hall Insurance via Community First | DD | 2,084.32 | - | 2,084.32 | 1 year VH insurance | |
| | Guides and Brownies | DD | 45.00 | - | 45.00 | Hire of the VH | |
| | | | | | | | |
| | | | | | | | |

Approval of the scheduled payments were Proposed by AG and seconded by RC, approved by all and the Schedule was duly signed. Clerk to pay the Village Hall the funds for the Guides & Brownies.

13.4 Approval to accept Budget Monitoring Statement for May 2019

Atworth Parish Budget Monitoring 2018/19
May 2019

| | Annual Budget | Spend to date | Balance Remaining |
|--------------------------------------|---------------|---------------|-------------------|
| Expenditure | £ | £ | £ |
| CLERKS SALARY | 5,600 | 394 | 5,206 |
| CLERK'S OFFICE EXPENSES | 560 | 45 | 515 |
| WI VILLAGE CLEAN & TIDY | 580 | - | 580 |
| GENERAL ADMIN | 250 | 45 | 205 |
| INSURANCE | 4,300 | - | 4,300 |
| WALC | 500 | 467 | 33 |
| SLCC | 50 | - | 50 |
| BENCHES | 2,300 | - | 2,300 |
| SID DEPLOYMENT | 400 | - | 400 |
| VILLAGE MAINTENANCE | 1,690 | - | 1,690 |
| AUDIT FEES | 300 | - | 300 |
| VILLAGE HALL RATES | 130 | - | 130 |
| REC RATES | 170 | - | 170 |
| VILLAGE HALL | 4,500 | - | 4,500 |
| WATER RATES | 160 | 143 | 17 |
| GRASS CUTTING | 4,500 | 361 | 4,139 |
| ARMISTICE WREATH (S.137*) | 20 | - | 20 |
| YOUTH CLUB RENT | 30 | - | 30 |
| PRESENTATIONS | 100 | - | 100 |
| HIGHWAYS WORK | 2,500 | - | 2,500 |
| COMMUNITY RESILIENCE EQUIPMENT | 200 | - | 200 |
| NOTICE BOARDS | 1,500 | - | 1,500 |
| VILLAGE ENHANCEMENTS | 1,250 | - | 1,250 |
| CLOCK TOWER SITE IMPROVEMENTS €€ 250 | | 4,895 | - £4,645 |
| VAT | | - | - |
| Total Expenditure | 31,840 | 6,350 | 25,490 |
| Income | £ | £ | £ |
| PRECEPT | 28,521 | - | 28,521 |
| B/F from existing balances | 3,319 | - | 3,319 |
| Grants | - | - | - |
| Interest | - | - | - |
| HMRC Tax refund | - | - | - |
| VAT refund | - | - | 0 |
| Total Income | 31,840 | - | 31,840 |
| Net Expenditure | - | 6,350 | 6,350 |
| Balance Brought Forward | 20,216 | | |
| Current Balance (Cashbook) | 13,866 | | |
| Current Balance (Deposit A/c) | - | | |
| Current Balance (Bank) | 28,073 | | |
| <i>=Unpresented cheques</i> | <i>14,207</i> | | |

To be updated on receipt of bank statement. Acceptance of this interim Budget Monitoring Statement was Proposed by RC and seconded by AG and approved by all.

013/20

14. **Agenda items**

14.1 Councillors to agree dates of Council Meetings for the year ahead.

Dates and venues were agreed as follows:

| | | |
|-----------|-------------------|--------------|
| Wednesday | 21 August 2019 | Village Hall |
| Wednesday | 18 September 2019 | Village Hall |
| Wednesday | 23 October 2019 | Church Hall |
| Wednesday | 20 November 2019 | Church Hall |
| Wednesday | 11 December 2019 | Village Hall |
| Wednesday | 15 January 2020 | Village Hall |
| Wednesday | 19 February 2020 | Church Hall |
| Wednesday | 18 March 2020 | Church Hall |
| Wednesday | 15 April 2020 | Village Hall |
| Wednesday | 20 May 2020 | Village Hall |
| Wednesday | 17 June 2020 | Village Hall |
| Wednesday | 15 July 2020 | Village Hall |
| Wednesday | 19 August 2020 | Church Hall |
| Wednesday | 16 September 2020 | Church Hall |
| Wednesday | 21 October 2020 | Village Hall |
| Wednesday | 18 November 2020 | Village Hall |
| Wednesday | 16 December 2020 | Village Hall |

14.2 Councillors to consider a change the start time of future Parish Council meetings

EGS asked whether Councillors would prefer that meetings return to a start time of 6.30 rather than 6.45. Those present were content for it to remain at 6.45.

14.3 To Review the Asset Register

[Click here to download a copy of the Asset Register](#)

It was noted that a ball-park valuation figure is required for the funeral bier. Notice-boards entry to be amended from "on order" to "in place".

14.4 To Review the Policies Register

[Click here to download a copy of the Policies Register](#)

EGS to review the current Standing Orders in slower time.

14.5 Councillors to consider a proposal to Amend CATG item 6697 Atworth Mead Park, to extend the double yellow lines from the corner of Bath Road and Mead Park going into Mead Park, should be extended to the first light post in Mead Park on the left-hand side, AND to include additional double yellow lines both sides at the entry of Fleetwood Rise and both sides at the entry of Clock Tower View. Estimated total cost: £3,000

Proposed AG, seconded HC, and all were in favour.

14.6 Speeding traffic at Churchfields School

The Clerk was requested to direct the school to contact Wiltshire Council and alert Cllr. Alford of the issue.

010/20 **15. Correspondence**

15.1 A Member of the Public has requested information regarding the Jane Brown charity. It's believed Jane Brown formerly lived at Cottles. When was the charity wound up and what happened to the money?

EGS was a trustee at the time. At the time of closure, circa 2011, the sum was reduced to an extremely small remaining amount and the charity wound up. Clerk to inform resident accordingly.

15.2 A Member of the Public has written to say that a plaque be put up, on the bench outside the chapel, in memory of Bill White, who died earlier his year, and lived in the village his whole life.

The Clerk was asked to reply that if villagers would like to pay for the cost of a new bench (to an approved design) on the Recreation ground, the council would find this acceptable. It is usual that memorial plaques are normally attached only when a bench has been donated. This was unanimously agreed.

011/20 **16. Any Other Business**

There was no AOB recorded on this occasion.

012/20 **17. Date of the Next Meeting of Atworth Parish Council**

Wednesday 19th June 2019 in the Parish Hall

Start time: 6.45pm

Meeting closed at 21:00

Signed.....

Date