



## Atworth Parish Council

### Minutes of a Meeting of Atworth Parish Council held on 21st October 2020

[www.atworth.org](http://www.atworth.org)

#### Attended:

Cllrs. Effie Gale-Sides (EGS) (Chairman), Richard Clark (RC) (vice-chairman), Heather Chaplin (HC), Andrew Gooding (AG), K. Hartley (KH), Penny Telling (PT) and Maddy Palmer (MP)

Clerk: Philip McMullen

Cllr. Phil Alford (Wiltshire Council)

Cllr. Trevor Carbin (Wiltshire Council, Holt and Staverton)

#### Ref. Agenda items

##### 201/20 1. Introduction

EGS welcomed those present to the meeting, in particular the guests this evening, Cllrs. Phil Alford (Melksham Without North) and Trevor Carbin (Holt and Staverton) and one member of the public.

##### 202/20 2. Apologies for Absence

No apologies for absence were received on this occasion.

##### 203/20 3. Declarations of Interest

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

RC is chair of the VH committee.

##### 204/20 4. Questions to the Chair of the Council by Members of the Public

*Public speaking time is restricted to 15 minutes in total*

#### Public Participation

#### Reconvene meeting

There were no members of the public in attendance who wished to participate at this time.

##### 205/20 5. To Receive Reports from our partner organisations

##### 206/20 5.1 Police report

The clerk noted that no police report had been received this evening.

##### 207/20 5.2 Wiltshire Councillor

Cllr Alford explained that Melksham has finally signed off their submission for the Neighbourhood Plan, which has now gone to Regulation 16.

He has reported a complaint regarding mis-use of Prospect Paddock to the enforcement office in Wiltshire Council. The Clerk has also reported this and promised to provide Cllr. Alford with a map of the location.

The Area Board has signed off on the access arrangements for the Melksham Campus. Large vehicles would not be able to access the site off the A350 so they will be accessing via the Market Place instead.

Councillors were pleased to hear that Atworth will continue to be supported through the Age Friendly Melksham CiC.

**208/20**                    5.3     Village Hall committee

EGS explained that the PC is custodian trustee of the VH and Recreation Ground. RC reported on behalf of the managing charity that new chairs have now been received. Tables had been delivered but returned as they were not of an acceptable standard. A ROSPA inspection of the play area had been generally in approval, however the play equipment and benches appear to have been damaged by strimmers. Clerk to contact IdVerde and recommend the use of weed-killer around play equipment instead. A separate inspection had also revealed that five trees in the Recreation Ground are diseased and will need to be felled within the next twelve months.

**209/20**                    5.4     CATG report

EGS explained that she attended the CATG meeting held on 26<sup>th</sup> September. The yellow lines consultation ends 26<sup>th</sup> October. EGS offered on behalf of the Council to put forward 1/3 of the cost of the dropped kerbs at Purlpit. This will hopefully be matched by 1/3 from CATG and 1/3 to be approved by the Area Board.

The work will cost between £900 - £1,400.

Parish boundary signs – we need a price and a design specification for these. Parish Clerk to investigate.

**210/20**     **6.        Planning Applications**

Councillors to consider any Planning Applications received

**6.1 Application Ref: 20/08176/LBC**

**Application for** Listed Building Consent

**Proposal:-** Proposed Replacement Fenestration.

**At:**     The Loose Box, Bradford Road, Atworth, Melksham, Wiltshire, SN12 8HZ

Full details are available to view on Wiltshire Council's website at:

<http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

Councillors considered the proposal before them and unanimously decided to submit a response of “**No Objections**”

**211/20**     **7.        Minutes of Previous Meeting**

7.1     To consider, approve and sign the minutes of the Parish Council Meeting held in September 2020

[Minutes of the September meeting](#)

HC proposed and AG seconded that the minutes of the September meeting be accepted as a true record and all were in favour.

**212/20 8. Application for co-option onto the Parish Council.**

**8.1 Application from Stephen Walkden**

Councillors were asked to consider an application received following the announcement of co-option opportunities for the two remaining vacant posts on Atworth Parish Council.

Following votes taken, the application was unanimously approved and There were no abstentions.

The successful applicant was asked to complete the appropriate declarations, which were witnessed by the Clerk, and Cllr. Stephen Walkden was duly welcomed onto the Parish Council.

**213/20 9. Clerk's report**

**9.1 Covid-19 update**

9.1.1 On Monday 12 October, the Prime Minister made a [statement to the House of Commons](#) on the response to the coronavirus pandemic, in which he set out a new three-tiered system of local COVID Alert Levels in England – set at medium, high, and very high. The new system will see different parts of the country placed under varying restrictions depending on their rates of infection. The restrictions in each tier are:

**Medium**

- Follow the rule of six if meeting indoors or outdoors
- Pubs and restaurants to shut at 10pm

**High**

- No household mixing indoors
- Rule of six will apply outdoors
- Pubs and restaurants to shut at 10pm

**Very High**

- No household mixing indoors or outdoors in hospitality venues or private gardens
- Rule of six applies in outdoor public spaces like parks
- Pubs and bars not serving meals will be closed
- Guidance against travelling in and out of the area
- Further measures which may be agreed locally

The Government has also made available an [interactive map](#), which allows people to browse data for specific areas within the UK. The map displays weekly data including seven-day case rates and direction of change.

Wiltshire is currently in the **medium** (lowest) tier of the COVID-19 alert levels.

**9.1.2 Meetings of Parish Council:**

The Clerk advised that his recommendation would be to hold meetings via Zoom for the foreseeable future, potentially until Spring 2021, as there can be no guarantee of how many Members of the Public (MoPs) might attend thereby pushing the attendee figure beyond the recommended number of 6 persons

The National Association of Local Councils is currently strongly advising that all parish Council meetings should be held by remote means.

“Local councils have the powers to hold public meetings remotely by using video or telephone conferencing technology until May 2021 and so most councils will have no need to meet in person. Furthermore, local councils have the duty to allow the public to observe council meetings without placing restrictions on the number attending, which many council meeting venues will not be able to accommodate in a safe way at this time. These regulations remain in place until 7<sup>th</sup> May 2021.”

## **9.2 Outstanding actions**

9.2.1 The well location in Purlpit needs clearing prior to the bench going in. Three contractors were approached seeking a quote for the work. One quote received was for £250. A second quote was for £75. Councillors approved the £75 quote via email.

### 9.2.3 Village noticeboards – update

EGS explained that work is continuing to establish information for the interpretation board. The information for the footpath map is almost complete.

### 9.2.4 Village Benches – update

A quote has been approved by Councillors to Replace timber and fixings to a variety of benches (using 45mm PAR timber). No start date for the work has yet been received.

### 9.2.5 Tree planting

The Clerk awaited delivery in November for the 30 bare-rooted trees (a coppice) from the Woodland Trust. There would be no charge for these. A selection of pot-grown saplings had also been purchased in accordance with guidance from the Chair. These were being cared for by the Clerk until later in the year when contractors would be able to undertake the necessary ground works. The coppice is to be planted east of Neston Lane opposite the tollgate cottage. The eight trees are to be planted at the entrance to Bradford Road.

## **214/20 10. Finance**

### **10.1 Parish Precept**

Clerk asked that Councillors noted that the second instalment of the annual Parish Precept (£14,164.00 ) had been paid by Wiltshire Council on 23<sup>rd</sup> September.

## **215/20 10.2 Approval of Payment Schedule and authorisation of cheques**

Approvals for the meeting taking place in		Oct-20					
Date	Payee Name	DD/Chq No	Net £	VAT £	Gross £	Payment Details	Approved By
	Wordpress.com/G.GaleSides	DD	10.46	-	10.46	Domain Renewal	
	P. McMullen	DD	50.00	-	50.00	Honorarium	
	P. McMullen / Amazon	DD	12.09	-	12.09	Printer Ink Cartridge	
	P McM / Zoom	DD	11.99	2.40	14.39	Monthly meeting subscription	
	IdVerde	DD	310.28	62.06	372.34	Grounds Maintenance Works August	
	PKF Littlejohn	DD	200.00	40	240.00	External Audit Fees 2020	
	Philip McMullen	DD	518.72	-	518.72	Salary and Office Allowance	
	HMRC	DD	129.68	-	129.68	HMRC income tax for wages	

### 10.2.1 [Link to download of Approvals for October](#)

Approved by RC Seconded by PT and all were in favour.

## 216/20 10.3 Approval to accept Budget Monitoring Statement to end of September 2020

Atworth Parish Budget Monitoring 2020/21				
October 2020				
	Annual Budget	Spend to date	Balance Remaining	CODE
	£	£	£	
<b>Expenditure</b>				
CLERKS SALARY	5,600	3,281	2,319	4000
CLERK'S OFFICE EXPENSES	560	328	232	4005
WI VILLAGE CLEAN & TIDY	580	288	292	4010
GENERAL ADMIN	500	109	391	4020
INSURANCE	4,300	3,257	1,043	4030
WALC	500	408	92	4050
SLCC	50	44	6	4052
BENCHES	3,800	1,062	2,738	4065
SID DEPLOYMENT	400	-	400	4070
VILLAGE MAINTENANCE	1,700	16	1,684	4100
AUDIT FEES	300	75	225	4157
VILLAGE HALL RATES	135	-	135	4200
REC RATES	170	-	170	4201
VILLAGE HALL	6,000	-	6,000	4203
WATER RATES	145	146	(1)	4205
GRASS CUTTING	4,500	1,551	2,949	4215
ARMISTICE WREATH (S.137*)	20	-	20	4250
YOUTH CLUB RENT	30	-	30	4261
PRESENTATIONS	100	-	100	4265
HIGHWAYS WORK	5,000	-	5,000	4300
COMMUNITY RESILIENCE EQUIPMENT	450	-	450	4320
INFORMATION BOARDS	3,000	81	2,919	4331
TREE PLANTING AND WILDINGS	2,000	82	1,918	4332
NOTICE BOARDS	0	-	0	4335
VILLAGE ENHANCEMENTS	1,250	1,596	(346)	4336
CLOCK TOWER	0	-	0	4337
VAT ON PAYMENTS	0	951	(951)	515
HMRC	-	60	(60)	120
<b>Total Expenditure</b>	<b>41,090</b>	<b>13,335</b>	<b>27,755</b>	
<b>Income</b>				
PRECEPT	28,521	28,521	-	1176
B/F from existing balances			-	1180
HMRC			0	120
VAT refund			0	115
<b>Total Income</b>	<b>28,521</b>	<b>28,521</b>	<b>0</b>	
<b>Net Expenditure</b>	<b>-</b>	<b>(15,186)</b>	<b>27,755</b>	
<b>Balance Brought Forward</b>	<b>24,186</b>			
<b>Current Balance (Cashbook)</b>	<b>39,372</b>			
<b>Current Balance (Deposit A/c)</b>	<b>-</b>			
<b>-Current Balance (Bank)</b>	<b>39,372</b>			
=Unpresented cheques			£0	

### 10.3.1 [Link to download Budget Monitor for October](#)

Proposed by RC and seconded by AG and all were in favour

**217/20 11. Agenda Items**

**218/20 11.1 Parish Plan**

EGS explained that we normally have a Precept meeting in November and decide on what to spend the money on for next year. We also like to ask the Parishioners what their priorities are via the Parish Plan. We have an existing Plan which now needs updating.

EGS suggested that a questionnaire might be circulated and the Village Hall opened (subject to Covid restrictions) for people to make suggestions. PT suggested that a prize could be awarded to encourage returning responses. MP suggested that we circulate a draft plan as people find it difficult to answer open questions. Councillors agreed that the existing plan headings should be used. Councillors to consider the best way forward and to bring ideas to a future meeting.

[Link to current Parish Plan](#)

**11.2 Report on the traffic through Atworth**

[Link to copy of report](#)

PT introduced her report, which had been compiled with information from MP.

EGS thanked Councillors for a useful summary and observed that once we have details of the Metrocount, hopefully in November, we will be able to move forward on this. Any funding may have to be applied for in the next budget.

Formation of a traffic sub-committee was approved, consisting of PT, MP, SW.

EGS said that a new SID could be included in our next precept and reminded councillors that we will need someone trained and willing to install the selected speed indicator devices. The traffic group could investigate the best type and the cost involved. (Wiltshire Council will have a list of recommended companies. Clerk to find out which are listed.)

There was a discussion regarding the cutting back of hedges where they overhang, resulting in the narrowing of available pavement space. Councillors to inform Clerk where this occurs. The Clerk will usually write to residents when issues are highlighted.

Clerk to forward copies of CATG minutes to the traffic sub-committee.

**11.3 Proposal from the Clerk to transfer to a new bank account**

Current account with Lloyds has EGS as the primary account holder. It would be advisable to move to a new account ahead of the elections in May as we know EGS will not be standing again.

The Clerk suggests joining Unity Trust which is specifically aimed at Parish Councils where there is a unique requirement to have multiple signatories where the main account holder (the Clerk) is in fact not a signatory himself.

The Clerk advised that there is a fixed cost of £6 a month plus 15p per transaction. We typically have less than 10 transactions a month.

Councillors agreed that the setting up of a new bank should be investigated.

**219/20 12. Correspondence**

12.1 Letter to the Parish Council from HM Lord Lieutenant of Wiltshire thanking them for their efforts during the Covid-19 crisis.

[Click on link to view letter](#)

12.2 Letter from resident expressing gratitude to the Parish Steward for work on clearing a drain. Thanks have been forwarded to the Steward.

1232 Letter from a resident observing that equestrian activity is taking place on agricultural land. The Clerk pointed out to councillors that this was a matter for the County Council planning enforcement officer, who had been informed.

**220/20 13. Chairman's Announcements**

EGS asked that idVerde be requested to clean the village gates and to clear back to the ditch on the eastern approach to the village (as it is further along the road)

AG mentioned that he would appreciate it if the footpath could be cleared all the way from Atworth to the Golden Fleece. The Clerk promised to raise the issue with the Parish Steward and with MWPC.

EGS asked that ownership of the sign saying "no bikes, no horses" at the entrance to Mount Pleasant is investigated by the Parish Clerk as it is badly in need of improvement.

**221/20 11. Date of the Next Meeting of Atworth Parish Council**

The next scheduled meeting will take place on 18<sup>th</sup> November 2020 at 7pm. This will primarily be a precept setting meeting. Dial-in details will be provided by the Clerk.

Signed.....

Date .....