



Atworth Parish Council

Minutes of a Meeting of Atworth Parish Council held on 17th March 2021 at 7pm via Zoom

www.atworth.org

Attended:

Cllrs. Effie Gale-Sides (EGS) (Chairman), Penny Telling (PT), Maddy Palmer (MP), Stephen Walkden (SW), Heather Chaplin (HC), David Winnie (DW), Andrew Gooding and Richard Clark (RC) (vice-chairman)

Clerk: Philip McMullen

Guests:

Cllr. Trevor Carbin (Wiltshire Council, Holt and Staverton)
Plus three members of the public

Ref. Agenda items

031/21 1. Introduction

EGS welcomed those present to the meeting, in particular the guests and members of the public.

032/21 2. Apologies for Absence

The Clerk reported that apologies for absence had been received from Cllr. Kathleen Hartley (KH)

033/21 3. Declarations of Interest

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

Noted that RC is chairman of the AVH charity.

034/21 4. The meeting was closed.

Questions to the Chair of the Council by Members of the Public

Public speaking time is restricted to 15 minutes in total

A member of the public joined the meeting and mentioned that he would like to address the subject of the double yellow lines installed by Wiltshire Council in Mead Park, Atworth.

A second member of the public wished to address the planning application being discussed at agenda item 6.

Reconvene meeting

035/21 5. To Receive Reports from our partner organisations

036/21 5.1 Wiltshire Council

No report received this evening.

037/21 5.2 Village Hall committee

RC gave the meeting an update on the changing room refurbishments. Good progress has been made. Work is ongoing and it should be completed by this time next month.

038/21 5.3 CATG report

RC reported that CTG had met on 4th March and circulated a report for councillors to consider.

5.4 Atworth Youth Club

No report had been received this evening. EGS and MP had requested a meeting with the AYC trustees which had to date not taken place.

5.5 Police report

No report had been received this evening.

039/21 **6. Planning Applications**

6.1 Application Ref: 20/11386/FUL
Application for Full Planning

Proposal:- Installation of a metal storage container to provide storage space for Atworth Village Hall. Container to be sited under a tree canopy in the recreation ground.

At: Atworth Recreation Ground, Bath Road, Atworth, Melksham, SN12 8JY

Plans are available to view on [Wiltshire Council's website](#)

EGS explained on behalf of the VH trustees that the changing rooms had fallen out of use some time ago and had been used as storage for spare chairs, tables etc. Storage space was now at a premium as the area inside the village hall is being converted into a committee room, so the only alternative seemed to be to obtain a storage container for occasional use.

AG stated that he would prefer for the container to be in the open, in order to deter potential vandalism, and that it would be preferable to place it well away from any housing. MP pointed out that a container would ideally need a concrete pad to place it on if it's to be there for any length of time. Her recommendation therefore would be for a short-term licence of up to 3 years.

Councillors considered and agreed by a majority to make the following response:

Support with conditions that the container should be subject to a 3 year licence and situated well away from any housing.

04021 **7. Minutes of Previous Meeting**

7.1 To consider, approve and sign the minutes of the Parish Council Meeting held in February 2021 [Link to file](#)

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

041/21 8. Clerk's Report

8.1 Ditches update

The Clerk reported that idVerde have now cut back all the vegetation on the verges leading into Atworth.

8.2 Parish Steward report

The Clerk reported that the Parish Steward visited Atworth for two days earlier this month. He had cleared the main roads and footways of weeds, also had the sweeper machine run through the kerb lines. He started siding out a small section of the footpath near the white gates but the equipment available wasn't powerful enough for what's needed to clear the path, so he will attend to that next visit with a larger machine.

8.3 Yellow Lines (Mead Park)

The Clerk advised that a Highways engineer had met with a resident of Mead Park who stated he was experiencing difficulties because of the new yellow lines. Highways have accepted responsibility for a mistake made in designing the new layout, They have notified the Parish Council that two parking spaces will be lost making remedial action. The rectification would be funded centrally by the local authority. The scheme will be monitored.

8.4 Benches update

The broken Mead Park bench has now been demolished and removed. The Clerk observed that the new 'Southgate' benches purchased last year cost £531 each plus VAT, delivery and installation.

8.5 Clock repairs

The Clerk reported that the clock repairer had attended on 15th March to investigate the stopped Atworth Clocktower clock. He had identified an issue with a spindle which had taken away to repair. He also recommended that the clock is serviced annually to ensure the clock is kept working.

The quote for attending and removing the wheel restoring, returning to the tower, refitting and setting up was £345.00. This will also include the full service of the movement and motion work. There was also an unsubmitted bill for £280 for fitting new cables last year. As the final amount quoted was above £500 the Clerk asked the Parish Council to approve the works.

MP proposed and AG seconded and all were in favour. Action on Clerk to arrange works, billing and payment, and to set up a calendar reminder to arrange for an annual service.

042/21 9. Finance

9.1 Approval of Payment Schedule and authorisation of cheques

Approvals for the meeting taking place in Mar-21

Date	Payee Name	DD/Chq No	Net £	VAT £	Gross £	Payment Details	Approved By
	P. McM / Zoom	DD	£14.39	-	£14.39	Zoom inv. 68686101	
	P McM /Amazon	DD	£34.79	-	£34.79	Ink Cartridges	
	Idverde	DD	£310.28	62.05	£372.33	Groundworks Inv. GM796056	
	Idverde	DD	£310.28	62.05	£372.33	Groundworks Inv. GM800462 1/2 year Caretaking (litter picking)	
	Atworth WI	DD	£288.00	-	£288.00		
	P McM /Amazon	DD	£15.98	-	£15.98	Paper supplies	
	AES Services Ltd	DD	£2,555.00	511.00	£3,066.00	Benches, groundworks	
	Westcotec	DD	£3,254.95	650.99	£3,905.94	SID device for the village	
	Philip McMullen	DD	£472.92	-	£472.93	Salary and Office Allowance	
	HMRC	DD	£118.23	-	£118.23	HMRC income tax for wages	

DW proposed, RC seconded and all were in favour of the Approvals list being signed off.

9.2 Approval to accept Budget Monitoring Statement for March (i.e. to end of February 2021)

Atworth Parish Budget Monitoring 2020/21			
February 2021	Annual Budget	Spend to date	Balance Remaining
Expenditure	£	£	£
CLERKS SALARY	5,600	6,213	(613)
CLERK'S OFFICE EXPENSES	560	621	(61)
WI VILLAGE CLEAN & TIDY	580	288	292
GENERAL ADMIN	500	569	(69)
INSURANCE	4,300	3,257	1,043
WALC	500	408	92
SLCC	50	44	6
BENCHES	3,800	1,062	2,738
SID DEPLOYMENT	400	-	400
VILLAGE MAINTENANCE	1,700	82	1,618
AUDIT FEES	300	275	25
VILLAGE HALL RATES	135	174	309
REC RATES	170	174	(4)
VILLAGE HALL	6,000	6,000	0
WATER RATES	145	146	(1)
GRASS CUTTING	4,500	2,793	1,707
ARMISTICE WREATH (S.137*)	20	17	3
YOUTH CLUB RENT	30	25	5
PRESENTATIONS	100	50	50
HIGHWAYS WORK	5,000	-	5,000
COMMUNITY RESILIENCE EQUIPMENT	450	-	450
INFORMATION BOARDS	3,000	81	2,919
TREE PLANTING AND WILDINGS	2,000	170	1,830
NOTICE BOARDS	0	-	0
VILLAGE ENHANCEMENTS	1,250	1,716	(466)
CLOCK TOWER	0	-	0
VAT on payments	0	326	(326)
TAX deductions on payments		60	
Total Expenditure	41,090	24,203	16,947
Income	£	£	£
PRECEPT	28,328	28,328	-
B/F from existing balances	12,762		12,762
HMRC			
VAT			
Total Income	41,090	28,328	12,762
Net Expenditure	-	(4,125)	4,185
Balance Brought Forward	24,378		
Current Balance (Cashbook)	28,503		
Current Balance (Deposit A/c)	-		
-Current Balance (Bank)	28,505		
=Unpresented cheques	£2		
ring-fenced funds			
Defibrillator	554		
QUEENS LONGEST REIGN PLAQUE	1,000		
VILLAGE ENHANCEMENTS	500		
Funeral Bier	50		
	2,104		

[Link to file](#)

DW proposed RC seconded and all were in favour that the budget monitor was adopted as a true record.

10.1 Interpretation Boards – update and approval to purchase.

EGS explained that of the two Interpretation Boards, one shows field names and public footpaths, with the second detailing buildings of interest. Nearly all the information is now complete. Two quotes have been received. Both were around £3,000. EGS is now requesting permission to book someone to complete and install them. The location is next to the noticeboard by the clock tower (the grit bin is to be moved)

PT proposed, MP seconded, and all were in favour.

10.2 Annual Parish Assembly (scheduled: April 21st, 2021)

Although we cannot hold the Parish Assembly, EGS is proposing that we offer a thank you to Richard Clark for all his hard work, leadership, and achievement in updating the village hall to a high standard. In addition, improvements had been made to the recreation ground with new play equipment. There was a unanimous vote in favour that Richard should be presented with a certificate of outstanding achievement.

SW will mention in his online bulletin that we unfortunately cannot hold the Annual Parish Assembly this year.

10.3 Dropped Kerbs – approval to agree 1/3rd contribution of costs.

Request drop kerbs at Bath Road junction to Purlpit. Highways estimate for dropped kerbs was £1,500 of which CATG agreed Atworth Parish Council would pay 1/3. The preliminary design work was carried out which identified that the Give Way sign would have to be moved with additional electric work required to illuminate the sign. Additional work was also identified to widen part of the pavement to install the dropped kerbs. The new estimate for this work was given as £7,500. Because of Local Government changes in May 21 this item would be transferred to Bradford-on-Avon CATG for discussion at their next meeting. £2,000 was in the precept for this so another £500 would be required for 1/3

PT proposed that we supported in principle up to £2500, MP seconded, all were in favour.

10.4 Metrocount – Councillors to decide whether to proceed with planned Metrocount(s)

It was agreed that we do not proceed with the Metrocount outside of the Bath Road and do not want one at another location in the village at this time.

Clerk to write and cancel current planned Metrocount [pmn: action complete 18/3]

10.5 Speed Indicator Device – Councillors to agree whether to purchase the recommended Solgen SIS device as selected by the Traffic Sub Group

On behalf of the Clerk, SW had obtained a quote from Westcotec which had previously been sent to councillors. It was informed that a discount was available if the order took place before 31/03/21. This was for a SID and associated equipment, however not all the items listed were required. SW would inform the Clerk of the exact requirement for the order. A PT proposed DW seconded all were in favour that the order be placed.

10.6 Traffic Signage on Bradford Road

Enquiry reference 00018497 relating to Damaged Sign on BRADFORD ROAD which was reported on Feb 22 2021 11:39AM.

Wiltshire Council Comment: The site has been inspected and the speed / narrows signage will be replaced once the new financial years budgets are agreed.

10.7 Traffic Update.

It was noted that the traffic through Atworth has been particularly heavy this week.

043/21 11. Correspondence

11.1 Request for trees

The Clerk reported that a resident had proposed that we plant mature blossoming trees.

PT suggested that as we are going to be instigating a village plan, the planting of trees would be a useful item to survey people about. Clerk to respond suggesting this approach [pmn: action complete 18/03]

11.2 Request for works to be undertaken on a tree in Bradford Road

The Clerk reported that a resident had pointed out that a tree at the clocktower end of Bradford Road is starting to damage the footpath and drains and that the branches are touching the telephone wires. As the tree is on Wiltshire Council Highways property, the Clerk is to raise an issue with Wiltshire Council requesting that they attend to it [PMN: action completed 18/03]

044/21 12. Councillor's Announcements

12.1 EGS pointed out that a section of stone at the bottom of the clock tower has come out again. She has retained the stone for safe keeping.

12.2 EGS stated that a letter of resignation had been received from the Clerk, who had accepted a full-time post elsewhere. His last day of service would be 15th April 2021 however he still had 3 weeks (32 hours) Annual Leave due of the full annual entitlement of 62 hours. His resignation was accepted, and he was thanked profusely for his work to date. The Clerk agreed to the closing down the year end accounts would be a priority and be most useful.

Discussions would need to be held in order to agree the criteria for the new post, so an additional council meeting would need to be arranged ahead of the next scheduled meeting on 21st April.

045/21 13. Date of the Next Meeting of Atworth Parish Council

13.1 The next scheduled meeting will take place on **21st April 2021**. This will be the final meeting of the present Parish Council. Dial-in details will be provided by the Clerk.

Signed.....

Date