

WEST KNOYLE PARISH COUNCIL

Parish Clerk – Mrs. L. C. Wood

Minutes of the Annual Parish Council meeting held on Tuesday, 17th May 2016 immediately after the Annual Parish Meeting, in West Knoyle Village Hall.

Present: Parish Councillors: Mrs. Jinny Brockway (Chairman), Ruth Dresman, Brian Wessely & Paul Yates.
Also Mrs. J. Howard, Mr. & Mrs. R. Hull, Mrs. Jill Randall

129. To elect Chairman of West Knoyle Parish Council for 2016/17

Cllr. Ruth Dresman nominated Cllr. Mrs. Jinny Brockway to the office of Chairman for the ensuing year. Proposal seconded by Cllr. Yates and carried with a unanimous vote.

130. To elect Vice-Chairman of West Knoyle Parish Council for 2016/17

Cllr. Mrs. Brockway nominated Cllr. Paul Yates to the office of Vice-Chairman for the ensuing year. Proposal seconded by Cllr. Ruth Dresman and carried with a unanimous vote.

131. To receive Declarations of Acceptance of Office from Chairman + Vice-Chairman and to receive any declarations of interests from Members and to consider requests for new DPI dispensations.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the West Knoyle Code of Conduct for Members and by the Localism Act 2011.

- None received

Public Session

The Chairman will re-convene the Parish Council meeting after the public session (please note that members of the public are no longer permitted to speak unless invited to do so by the Chairman).

- None

Apologies for absence received from Cllr. Andre Filleau & from Wiltshire Cllr. George Jeans.

132. Minutes – RESOLVED that the Minutes of the Parish Council meeting held on Tuesday, 1st March 2016 be approved as a correct record of proceedings on proposal made by Cllr. Ruth Dresman and seconded by Cllr. Yates.

133. The following organisation representatives were appointed/re-appointed:

Organisation	2015/16 Representative
Footpaths & Rights of Way	Cllr. Ruth Dresman
Neighbourhood Watch & Bobby Van	The Council
Transport	Cllr. A. Filleau
Village Hall	Cllr. Mrs. Jinny Brockway
Parish Steward	Clerk
Area Board	Chairman & Vice-Chairman

134. To consider bank accounts and signatory arrangements - - it was agreed that the existing bank accounts should remain but that signatories should be amended.

135. To appoint/reappoint internal auditor – RESOLVED that Mr. Derek Ward should be re-appointed as internal auditor if he is willing to continue. The Chairman said that she would ask Mr. Ward if he is prepared to continue in this role.

136. To fix the dates and times of ordinary meetings of the Council for the ensuing year - RESOLVED that the next meeting of the Parish Council would take place on Tuesday, 13th September 2016 at 7.30 p.m.

137. Matters Arising

a) Highway & parking issues at Willoughby Hedge – (see *Minute 122a*) – The Chairman felt that things had become a little better since the service station had put bollards out by the toilet block and blocked off the loading bay area. However, there were still problems with drivers coming out of the service station or Little Chef on the wrong side of the carriageway. The Clerk said that she had still not received any response from Julie Wharton regarding her request to set up a site meeting and it was agreed to write again to try and organise a meeting – preferably for a Friday afternoon.

b) Community Speedwatch Scheme (see *Minute 122b*) – Mrs. Janet Howard reported that the team were receiving new training on 6th June and should be up and running after that date depending on the availability of the camera which would be shared with Hindon Community Speedwatch Scheme.

c) Speed Indicator Device Scheme (see *Minute 122c*) – Cllr. Paul Yates reported that the Speed Indicator Device was still not working even though he had purchased new batteries for it. He said it was extremely frustrating. It was agreed to go back to Cllr. George Jeans to see what could be done about this situation.

138. Planning (All applications can be viewed on Wiltshire Council's website

<http://www.wiltshire.gov.uk/environmentandplanning/planninganddevelopment/planningapplicationssearchonline/planningsearch.htm> – and type in the relevant application number)

a) Applications to consider at the meeting:

Application Ref: 16/03197/FUL

Application for: Full Planning

Proposal: Proposed construction of two semi-detached houses, along with creation of new access and associated works (resubmission of 15/04529/FUL)

At: Land adjacent to 6 Oderne, The Street, West Knoyle BA12 6AE

The Chairman explained that the Parish Council had now received a second planning application for the site adjacent to 6 Oderne – this time the application was for two semi-detached houses. Members of the public were permitted to speak about the application and concerns were raised about: storm water and foul water drainage; soundness of Ecological Survey, ambiguity of access statement, width of highway, highway safety, adequacy of visibility splay, removal of mature hedge boundary & no clarification as to the system by which it would go into social housing market.

The Parish Council agreed to submit the following objections to the planning authority:

1. The proposal does not have clear support from the local community. The Parish Council feels that the village is not sustainable enough to support an application for two semi-detached 2 bedroom houses the occupants of which are likely to be young couples or young families. There is little or no employment within the village, no schools, no public transport and no facilities other than the village hall and play area. Paragraph 35 of the Supporting Statement states that 'Although the current application has been amended to 2 bed accommodation it is considered that one half of the semi-detached pair could be amended to provide two 1-bed units.' The Parish Council is concerned that this statement is ambiguous and leaves members with a level of uncertainty as to the applicant's intentions.
2. The Parish Council is not aware that there is an identified and genuine need for low cost affordable housing within the village. The village already has a high proportion of low cost affordable housing. As the application site is located outside any settlement boundary the Parish Council understands that housing development is restricted

unless an exception is granted and that exceptions are usually only granted where the development is for affordable housing to meet an identified need for affordable housing. This development is only for partial affordable housing and an identified need has not been established. The Parish Council is, however, in discussions with Wiltshire Council regarding the development of a Housing Needs Survey for the village but it is anticipated that this will take some time to produce, distribute & evaluate.

3. Although the proposed development adjoins existing properties, it is felt that this development will compromise the landscape. Whilst the application now involves the retention of the mature oak tree which is much welcomed, a mature boundary hedge will need to be removed on the roadside in order to accommodate the new access and visibility splay.

4. Sewerage & discharge – The applicant has stated that foul sewage will be disposed of via a septic tank and surface water will be disposed of via a sustainable drainage system, yet there appears to be little or no explanation of what this sustainable drainage system would be. The site field is extremely wet and is heavy clay which is extremely difficult to drain. There is no supporting evidence that the drainage will work.

5. Ecological Report – From the Ecological Report, it is understood that Phase 1 Habitat Survey was undertaken on one day last November. Local knowledge would suggest that there was no effort to lay down traps or matting. Local knowledge informs that there is a prevalence of glow worms and newts on the proposed development site but this would not have been evident in winter.

6. Highways – the proposed development and associated access will be on the narrowest part of the lane that runs through West Knoyle. The average width of the road is 5m but it is only 3.6m wide outside the proposed development site. There are one or two places where this lane is wide enough for two cars to pass but on the whole it is single track with passing places. The potential increase of 8 cars for this development would increase the number of cars within the village by about 10% and this would exacerbate the highway safety concerns of residents in the village. Residents have huge highway safety concerns as this lane is often and frequently used (not necessarily officially) as a diversion when there are traffic jams and hold ups on the A303 as a result of the large number of accidents that occur there. The problems associated with this are that drivers are often unfamiliar with narrow rural lanes, driving at speeds which are inappropriate and often in large vehicles which are inappropriate for narrow rural lanes.

7. The village is on the edge of the Cranborne Chase AONB and it is felt that the scale, design and type of development is inappropriate to the nature of the settlement and does not respect the character or setting of the settlement.

It was further agreed to ask Wiltshire Cllr. George Jeans to 'call in' the application to committee if it looks as though the officer is minded to approve the application and to ask him for the following conditions to be requested if the committee were minded to grant planning approval:

- that a covenant be entered into in order to transfer the ownership of the ground to the Parish Council so that it could stay as social housing in perpetuity.
- the application be requested to donate 2 metres of land in order to widen the road along the length of the development site.

b) Applications considered/determined since last meeting:

- None

c) Planning Enforcement Issues

- Screening with tree planting at Copsford
- Expansion of Service Station at Willoughby Hedge

The Clerk said that she had contacted Cllr. Jeans about the Enforcement issues relating to the tree screening at Copsford but had no update for members. Cllr. Yates said that the house was now being marketed and wondered if the Estate Agent was aware that it was subject to an enforcement order.

With regards to the expansion of the Service Station at Willoughby Hedge the Clerk said that she had contacted the enforcement officer but she did not think that this was an enforcement issue as it was probably covered under

permitted development rights. The Chairman explained that the area which was earmarked for loading and unloading was now used for housing their wheelie bins plus the fact that extractor fans were now on the wall adjacent to the footpath that goes out to the toilets.

139. Footpaths, Highways, Traffic & Transport

a) Highways & Footpath Issues for Parish Steward/MyWiltshire App

- None received

b Report on Annual Local Highway Services Meeting – the Clerk said that she was unable to attend the meeting but had received reports on the meeting which confirmed that Ringway had now been awarded the maintenance. It also confirmed that the Parish Steward scheme would be returning.

c) Community Area Transport Group meeting – Cllr. Wessely said that he would be attending the Community Area Transport Group meeting to be held tomorrow (18th May).

140. Play Area

a) Quotations for new equipment + grant application – the Clerk reported that quotations had now been received to provide benches and swings in the Play Area as follows:

Park Benches	1 X 1.8m bench (no installation)	399.99
Schoolscapes	1 X 1.5m bench (no installation)	210.00
Sustainable	1 X 1.8m bench (no installation)	249.00
Alvian	2 X 1.8m benches + installation	1098.00
Schoolscapes	1 timber swing + delivery (no safety surfacing & no installation)	1095.00
Playdale	1 X double flat swing + delivery (no safety surfacing & no installation)	1556.00
Playquest	1 X double flat swing (no delivery, no safety surfacing & no installation)	1190.00
Alvian	X1 double swing with flat seat and cradle seat with grasslok safer surface wear pad & mesh underlay (includes delivery & installation)	2545.00

The Clerk pointed out that the quotes were not like for like (for instance, the Alvian quotation includes installation of the benches, includes installation and safety surfacing and galvanised steel ground fixings for the swings. Members agreed that the Clerk should submit a grant application to the South West Wiltshire Area Board for the Alvian quotations so that the equipment could be installed with professional indemnity. The total cost would be £3643, the Parish Council would be prepared to contribute £1700 + the £325 fundraising that was made at the church fete, leaving a grant requirement of £1618.

The Chairman pointed out that Cllr. Andre Filleau was happy to continue carrying out the routine play area inspections.

141. Finance

a) Payments – The following payments were authorised and approved:

Community First Trading	Zurich Municipal Policy Renewal Premium (1.6.16 – 31.5.17)	254.15
WALC	Annual Subscription	56.08
Tower Mint	Queens 90 th Birthday Medals for distribution	128.40

Mere Matters	S. 137 Donation	75.00
Mere & District Linkscheme	S. 137 Donation	75.00
Citizens Advice Bureau	S. 137 Donation	50.00
H. M. Revenue & Customs	PAYE 2015/16 – Quarter 1	38.00 (dated 30.6.16)
L. C. Wood	Salary (April, May & June – Q1 2016/17)	152.00 (dated 22.6.17)
Mere Parish Council	Contribution towards office (2016-17)	72.00
Rob Pearce Ground Maintenance	Play Area – Grass Cutting	120.00

b) Assessment of risks facing the council and review of insurance provision & effectiveness of internal controls

– the Clerk presented members with an assessment of risks facing the council, a review of insurance provision and an assessment of internal controls. Members agreed with all assessments.

c) Internal Audit Report – the Clerk informed members that on 17th May, Mr. Derek Ward had carried out an independent examination of the Parish Council’s accounting records, its compliance with relevant procedures and its risk assessments and internal control procedures. Mr. Ward had agreed that, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council and had signed the Annual Internal Audit Report in the Annual Return accordingly.

d) Accounts & Audit - To approve accounts & supporting statements and to verify bank reconciliation for the year ended 31st March 2016 - members approved the accounts and supporting statements and the bank reconciliation was verified with the bank statements received.

e) Annual Return for the year ended 31st March 2016 – Annual Governance Statement 2015/16 – Points 1 – 9 of the Annual Governance statement 2015/16 (Section 1 of the Annual Return) were read out to members and members answered ‘yes’ to each of the statements (except Statement 9 which was answered N/A). The Annual Governance Statement was signed by the Clerk and by the Chairman in the presence of the Parish Council.

f) Annual Return for the year ended 31st March 2016 – Account Statements 2015/16 - From the information provided in Minute 141b) to 141d) above, the Accounting Statements 1-11 were completed and approved by the Parish Council. Confirmation of approval of the Account Statements was signed by the Clerk and by the Chairman in the presence of the Parish Council.

g) To note public rights to inspect accounts - The Clerk confirmed that, as required by The Accounts & Audit Regulations 2015 the Town Council must now publish the Annual Return, the Declaration that the Accounting Statements are unaudited and the Notice for the Commencement of the Period for the Exercise of Public Rights. Publication is on the parish website: www.westknoyle.co.uk

142. General Items

a) Queens 90th Birthday Celebrations – The Chairman said that she was not sure if the Social Club was organising any event but the Parish Council not aware of any need to arrange Risk Assessments or inform insurance company of any events.

Members are reminded that the Parish Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health & Safety and Human Rights.

