

WEST KNOYLE PARISH COUNCIL

Parish Clerk – Mrs. L. C. Wood

Minutes of a Parish Council meeting held on Tuesday, 14th November 2017 at 7.30 p.m. in West Knoyle Village Hall.

Present: Councillors Jinny Brockway (Chairman), Tony Davis, Andre Filleau (from 7.35 pm), Cathleen Hoskins (from 7.40 pm) & Paul Yates.

Also Wiltshire Cllr. George Jeans.

Meeting convened at 7.31 with **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 – None received, although Cllr. Hoskins did send her apologies for late arrival.

27. Minutes – **RESOLVED** to approve Minutes of the Parish Council meeting held on Tuesday, 12th September 2017 on proposal made by Cllr. Yates, seconded by Cllr. Davis and carried with a unanimous vote.

28. Matters Arising

a) Telephone Kiosk (Minute No. 25d) – Cllr. Davis said that he had investigated the flooded telephone kiosk and had dug a ditch around it and washed it out. Someone else had oiled the door and now it shuts properly. Cllr. Davis said that he was taking all the layers of chipping paint off the telephone box and would try and pressure wash it. The Chairman said that she was hoping some other volunteers would help. The Clerk said that the new paint had been ordered and received and Cllr. Filleau said that he would be happy to supply a painter free of charge.

b) Public Access Defibrillator (Minute No. 25 c) – The Chairman reported that the Community Public Access Defibrillator (CPAD) had now been installed but was not yet working and needed to be linked in to the ambulance service. Once this was done, then the Parish Council would organise an awareness session with the Community Heartbeat Trust. The Chairman reported that there had been much positive feedback from the community on this.

c) Area Board Grant request from West Knoyle Social Club (Minute No. 25f) – The Chairman reported that she had attended the South West Wiltshire Area Board and spoken in favour of the grant application by the Social Club for the kitchen refurbishment. The grant money requested was approved and the Parish Council agreed to donate a sum of £50 towards the project.

29 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:

None

b) Applications considered/determined since last meeting:

Application Ref: 17/07074/FUL

Application for: Full Planning

Proposal: External alterations including painted brickwork, outside seating area with pergola and replacement windows to refurbish Little Chef building as a Starbucks

At: Little Chef, A303 Willoughby Hedge East to Furze Hedge, West Knoyle. BA12 6AQ
Parish Council response: Approve with concerns Wiltshire Council response: Approve with conditions

c) Wiltshire Core Strategy Review Briefings – Cllr. Jeans pointed out that one of the proposals is to amalgamate & reduce the planning areas with Swindon which will result in 3 planning areas rather than 4. The Chairman agreed to read the consultation documents on the website and Cllr. Yates said that he would see if he was able to attend the briefing meetings. Cllr. Jeans said he would encourage the Parish Council to respond to the consultation if there is a requirement for more housing in the village as the present Core Strategy defines the village as unsustainable and you have no housing boundary. In order to meet the consultation deadline, it was agreed that the Chairman and Clerk be delegated to submit a response.

30. Reports

a) Wiltshire Councillors report – Cllr. Jeans pointed out that as a result of the Speed Indicator Device in Shaftesbury Road, Mere clocking one or two excessive speeds (one at 60mph and one at 70mph), he had managed to get the police to come along and do a speed check. Cllr. Davis said that he did take a photograph of a speeding vehicle belonging to a trader. He telephoned the trader and they said that they would ask their driver to go more slowly through the village. The Chairman reported that the Community Speedwatch group were out recently but was not aware whether or not they issued any tickets.

b) Neighbourhood Police report – the Clerk distributed copies of the police newsletter.

31. Footpaths, Highways, Traffic & Transport

a) Highway and footpath issues for parish steward – The Chairman said that the Parish Steward had carried out good work recently, cleaning up the sides of the road and pavement from The Old School House to Stoney Bridge. The adjoining hedge had also now been cut. There was a discussion about cars being parked outside Stoney Bridge and Cllr. Jeans said that he was aware of the parking problems at Stoney Bridge and he had been along to see the residents with officers from Wiltshire Council. Cllr. Jeans said that he would be sending out a letter to residents advising them that it may be possible for some of them to provide parking at the rear of their properties. Cllr. Jeans confirmed that Wiltshire Council would pay for the legal work but the residents themselves would have to pay for the physical work.

b) Highway & Transport Newsletters (attached) + CATG meeting reports – Cllr. Davis said that the work carried out on the C297 New Close (West Knoyle to B3089) was a complete bodge job. The road surface has been cut with a disc cutter and it was assumed by all that they were coming back to fill it in. The Clerk was asked to send an email to the Area Highways Manager to ask if the road works had been completed to the specification requested and to the Highway Authorities satisfaction. Members confirmed that Hopkins lorries were repeatedly coming through the village to access the C. G., Fry & Son development at the Old Hill Brush Factory and were causing damage to the highway & verges. Cllr. Jeans said that he would speak to C. G. Fry & Son about this as it contravened their construction traffic plan.

c) Fingerpost Sign grants – the Clerk informed members that the fingerpost signs for which the Parish Council had received a grant had now been refurbished and reinstated and it was agreed that they looked extremely smart. Mere Town Council's grounds staff had carried out all the work and purchased all the wood, paint and lettering (carrying out this work when they refurbished another fingerpost sign within the parish of Mere) and members agreed that the grant funding should be paid to Mere Town Council in order to help cover the costs involved.

32. Play Area

a) Annual RoSPA Play Area Inspection Report – Swings in Village Hall Play Area – The Clerk reported that the RoSPA Play Area Safety Inspections had been carried out on 17th September 2017. There were no 'High' risk issues or urgent actions required although there were 'Medium' risk issues relating to supports and posts for various pieces of equipment that needed replacing. The Clerk had sought a quotation to replace some of the posts in the Playing Field but three of the four legs of the swings in the Village Hall play area had now rotted. The Chairman said that she would seek permission from the Social Club to have the

swings removed. Cllr. Hoskins said that she would remove the brambles from the entrance to the playing field.

b) Quotation from Alvian to replace rotten posts on play equipment in playing field– The Clerk said that she had received a quotation from Alvian to replace 7 posts and that the cost to include delivery, bolts, concrete and metal collars to go around the posts was £1099.50 + VAT. RESOLVED to accept the quotation and ask Alvian to carry out the work at their earliest convenience.

33. Finance

a) Payments – To approve payments as shown in payment schedule – all happy

Playsafety Ltd	Annual RoSPA Play Area Inspection	176.40	Pd. 30.9.17
Community Heartbeat Trust	Community Public Access Defibrillator	2424.00	Pd. 10.10.17
Cash	Petty Cash reimbursement	25.70	Pd. 10.10.17
Rob Pearce Ground Maintenance	Play Area – Grass Cutting	90.00	
L. C. Wood	Salary Q3	154.95	
HMRC	PAYE Q3	38.80	
X2connect	Paint for telephone kiosk	99.52	
Mere Town Council	Labour & materials for fingerpost signs	800.00	
T. J. Thornley	Website updates	25.00	
West Knoyle Social Club	Grant – contribution towards new kitchen	50.00	

b) Conclusion of Audit for accounts year ended 31 March 2017 - the Clerk reported that the Annual Return had been received back from the External Auditors, Grant Thornton UK LLP, and that the auditor’s report stated: ‘On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. Other matters not affecting our opinion which we draw to the attention of the council are: Internal Auditor’s Report, Box F – The internal auditor answered “yes” to test F regarding petty cash payments. The correct response is “not covered” as West Knoyle Parish Authority does not hold any petty cash system. The Authority should ensure that the internal auditor’s report is reviewed before sending the documents to the external auditors. The Authority should minute this process. If there are any errors in the report it should either be amended by the Internal Auditor or the Authority should provide an explanation for the error.’ The Clerk confirmed that the issue regarding the internal auditors response on the petty cash payments was one that had been picked up for all her parish councils and one that she was investigating further.

c) Annual Budget – to consider annual budget figures for 2018/19 – RESOLVED to approve the draft figures prepared by the Clerk and distributed to members prior to the meeting without amendment. The Clerk informed members that there had been requests for grant funding from The Wiltshire Bobby Van Trust and from Headway Salisbury & South Wiltshire. Although these charities were considered worthy, members felt that they wanted to retain the local charity donation support at the current level.

d To approve Precept on Wiltshire Council for 2018/19 – RESOLVED to approve the precept of £4274.92 for 2018/19.

34. General Items

a) WW1 Commemoration Tree Planting – Members noted the information from the South West Wiltshire Area Board Manager but agreed that no trees would be required for West Knoyle. members agreed that they did not require any trees.

b) Date of next meeting – it was agreed that the next meeting would be held on Tuesday, 13th March 2018

11. Forthcoming meetings/events

- Community Safety Partnership Meeting – Wednesday, 22nd November 2017, 6pm at Nadder Centre, Tisbury
- SWW Area Board Meeting – Wednesday, 6th December at Nadder Centre, Tisbury

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.