

WEST KNOYLE PARISH COUNCIL

Parish Clerk – Mrs. L. C. Wood

Minutes of a Parish Council meeting held on Tuesday, 12th March 2019 at 7.30 p.m. in West Knoyle Village Hall.

Present: Councillors Jinny Brockway (Chairman), Tony Davis, Cathleen Randall & Paul Yates.
Also Wiltshire Councillor George Jeans & Yvonne Beavan

Meeting convened at 7.30 p.m. with Public Session

This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. 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

87. To receive any declarations of interest 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 Parish Council Code of Conduct for Members and by the Localism Act 2011.)*

- None received

88. Minutes – RESOLVED to approve Minutes of the Parish Council meeting held on Tuesday, 4th December 2018 & Minutes of Parish Council meeting held on Tuesday, 22nd January 2019 on proposal made by Cllr. Yates, seconded by Cllr. Davis and carried with a unanimous vote of those present on 4.12.18 & 22.1.19

89. Matters Arising

a) Electoral Review of Wiltshire: Consultation on draft recommendations received from Boundary Commission – The Clerk informed members that following the Parish Council's response to the initial consultation (September 2018), the Electoral Boundary Commission had now made draft recommendations for the boundary review of Wiltshire. Fortunately, the draft recommendations for the Mere Ward were to keep the boundary as it currently stands with the one elected Unitary Authority member. RESOLVED to respond to the consultation to say that the Parish Council is happy with the Commission's draft recommendations for the Mere Ward electoral boundary etc.

b) Willoughby Hedge junction/B3089 issues – report on CATG meeting response – with reference to the Parish Council's representations to the Community Area Transport Group (CATG) committee, the comments, given at the meeting on 27.2.19 on the issue were: 'There have been no recorded collisions involving personal injury at this location on the B3089 in the last 3 years. The road has a number of arrows denoting that vehicles can travel in both directions. The group did not feel that additional markings would serve any purpose but agreed that the existing markings would benefit from renewal. The group agreed to close the issue.' Members noted these comments and agreed to request that the markings be renewed a.s.a.p.

c) Operation of telephone box for books & fruit & veg swap shop – the Clerk reported that Cllr. Filleau had indicated that he was happy to donate some shelving for the telephone box which could be removed easily for cleaning etc., although he would fix it to prevent theft. Members expressed their appreciation for this and said that they hoped the library/fruit and veg swap shop should be operational in the near future.

90. 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: 18/12013/FUL

Proposal: Demolish existing dwelling and construct replacement dwelling and garage, with associated parking and access

At: Greenfield, West Knoyle. BA12 6AE

Parish Council response: Support Planning Authority decision: Approve with conditions 1.3.19

Application Ref: 18/12039/PNCOU

Proposal: Notification for Prior Approval for a proposed change of use of agricultural building to a dwellinghouse (Class C3) and for associated operational development.

At: Barn 1, Oxleaze Farm, West Knoyle. BA12 6AE

Parish Council response: Support subject to concerns/conditions

Planning Authority decision: Approve with conditions 11.2.19

Application Ref: 18/12041/PNCOU

Proposal: Notification for prior approval for a proposed change of use of agricultural building to a dwelling house (Class 3) and for associated operational development.

At: Bar 2, Oxleaze Farm, West Knoyle. BA12 6AE

Parish Council response: Support subject to concerns/conditions

Planning Authority decision: Prior Approval Granted 12.2.19

91. Reports

a) Wiltshire Councillors report – Cllr. Jeans reported that with respect to the Speed Indicator Devices, he discovered today that there is a speed at which they need to be set in order to comply with regulations and the recommendations made by Wiltshire Council is that they should only be erected for a maximum period of 14 days at a time in order for them to be effective. Cllr. Jeans reported that there are phased road closures between 18th & 29th March and also night-time closures of the A303 Mere to Zeals Westbound between 20th February and 25th March to enable resurfacing works to take place.

b) Neighbourhood Police report – the Clerk had printed off a copy of the Mere Beat Report for February 2019 which was distributed to those present.

92. Footpaths, Highways, Traffic & Transport

a) Highway and footpath issues for parish steward – Cllr. Davis reported that the Parish Steward had finished painting the railings. He had also filled potholes outside the old bakery and Park Corner Farm and cleared out most of the gulleys through the village. When the weather is better, he may paint railings elsewhere in the village. Cllr. Davis reported that the hedge was obstructing the railings adjacent to the road at Sawpit Hill and requested that a letter be sent to the owner (believed to be Kathy Friday) to ask if she could cut the hedge back in order to avoid drivers inadvertently hitting railings and also so that the

Parish Steward can paint railings in future. (Reported that hedge had been cut back on 19.3.19). The Chairman reported that resurfacing the road outside Park Corner Farm had been included in the Parish Council's wish list of streetscene improvements and passed on to Cllr. Jeans

b) Report on Community Speedwatch Scheme – The Chairman reported that the Speedwatch team had been recently active and had caught someone driving over 40mph during that time.

93 Play Area

a) Report on Annual RoSPA Play Area Inspections and apply a schedule to carry out actions identified –

The Chairman confirmed that she had removed the mesh from the sleeper bridge to avoid the trip hazard. With regards to the issue relating to the posts and poles vs strimming – the Clerk reported that Cllr. Filleau had made some enquiries about laying astroturf around the poles and he would be happy to do this at no cost to the parish. Members were grateful for this offer but given that the play area can become very wet it was felt that weed spraying around the poles would be a better option. It was agreed to liaise with councillors to book a day when everyone could help with cleaning and carrying out minor maintenance tasks before the summer. Cllr. Yates said that he would assess the chains under the covers. The Clerk said that she had some sources for play equipment spares and parts and would send Cllr. Yates the links to these.

84. Finance, Policy & Resources

a) Payments – RESOLVED to approve the following payments:

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|----------------------|---|---------|
| L. C. Wood | Salary Q4 – 2018/19 | 160.00 |
| HMRC | PAYE Q4 – 2018/19 | 40.00 |
| T. J. Thornley | Website – domain name renewal (1 year) | 17.99 |
| T. J. Thornley | Quarterly update fee | 25.00 |
| SG Manufacturing Ltd | Speed Indicator Device | 1867.00 |

b) Report on Bank Reconciliation – the Clerk reported that the bank reconciliation balanced with the bank statements at 30.1.19 with a closing balance of £9479.63

c) To review Financial Regulations & Standing Orders (attached) – the Clerk pointed out that these would need to be revised in line with new legislation (GDPR etc) and as the new model documents had now been published by both NALC and SLCC she would attend to this over the next few months.

d) To review and assess the effectiveness of internal controls. – The Clerk said that this would be discussed in more detail during the Annual Parish Council meeting in May but in the meantime the Chairman said that she would find out if the Village Hall has insured the Public Access Defibrillator.

e) Request from Stoney Bridge Residents Group for support for parking scheme and support with Area Board Grant and seed funding – Mrs. Yvonne Beavan informed members of the Parish Council that she had submitted a grant application to the South West Wiltshire Area Board this week. Cllr. Jeans asked the Parish Council to confirm whether they were happy to apply some seed funding towards this scheme as he would be asked this question by the Area Board Committee members. He said that the amount of contribution required from the smaller parishes was around £50. RESOLVED that the Parish Council apply a seed funding amount of £50 to support this Area Board Grant funding application. Cllr. Jeans pointed out that it would be important for a member of the Parish Council to attend the relevant Area Board meeting when this application would be considered in order to speak in support of the application and he also said that it would be important for members of the residents group to attend the meeting also.

f) Grant application for solar powered Speed Indicator Device (SID) – the Clerk said that, as instructed during the December meeting, she had applied for an Area Board grant for the Speed Indicator Device and the application had been successful and indeed the funds had been received last week. She had also got confirmation from SG Manufacturers that they would supply the device at the same cost as that supplied

to Mere Town Council on the payment of a proforma invoice. However, the proforma invoice had not yet been received.

g) The Public Sector Bodies (Websites & Mobile Applications) (No. 2) Accessibility Regulations 2019 –

The Clerk said that these regulations came into force on 23rd September and apply to local councils but there is no need to panic as the requirement to meet accessibility standards do not apply for existing websites until 23 September 2020, to new websites published on or after 23 September 2018 until 23 September 2019, and for apps, 23 June 2021. The Clerk is aware that NALC is raising this with the government including a request for support so there may be more updates from them in the near future.

h) GDPR and consents for names being recorded in Parish Council Minutes – The Clerk reported that it has been brought to her attention that some people felt that names should be recorded in the Minutes as these are historic documents that people rely on. Cllr. Jeans has checked and double checked with senior officers of Wiltshire Council and even his own solicitor on the GDPR regulations. At Wiltshire Council, members of the public are not allowed to speak unless they give their name and address, the address is kept private but the name is recorded in the Minutes and members of the public are made aware that this will happen when they enter the meeting room. There are other regulations like the Local Government Transparency Code which are not meant to be superseded by GDPR. Mere Town Council had amended its Privacy Policy accordingly and inserted wording into their agendas to make the public aware that their names will be recorded in the Minutes if they speak during the Town Council meetings. The Clerk wondered if West Knoyle Parish Council wanted to do the same. RESOLVED that this was a policy that the Parish Council should adopt.

85. General Items

a) Community Litter Pick – The Chairman said that she would organise a community litter pick in the near future and suggested that Sunday 24th March may be a good day. She said that she would arrange to collect the litter picking equipment with the Clerk.

b) Date of next meeting (Annual Parish Meeting & Annual Parish Council meeting) – Tuesday, 21st May at 7.00 p.m.

86. Forthcoming Meetings/Events

- South West Wiltshire Area Board Meeting, Wednesday, 20th March 2019 at The Nadder Centre, Weaveland Road, Tisbury at 6.30 pm

Meeting closed at 9.11 p.m.

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.