

WEST KNOYLE PARISH COUNCIL

Parish Clerk – Mrs. L. C. Wood

Minutes of a Parish Council meeting held on Tuesday, 10th March 2020 at 7.30 p.m. in West Knoyle Village Hall.

Present: Councillors Mrs. J. Brockway (Chairman), P. Yates (Vice-Chairman), Tony Davis, A. Filleau (from 7.45 pm), M. Randall. Also Wiltshire Cllr. George Jeans.

Public Session

No members of the public wishes to speak about agenda items.

Apologies for absence – None received.

122. 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

123. Minutes – **RESOLVED** to approve the Minutes of the Parish Council meetings held on Tuesday, 10th December 2019 and Tuesday, 14th January 2020.

124. Matters Arising

a) Stoney Bridge Residents Group Parking Scheme (Minute No. 113a) – Wiltshire Cllr. Jeans said that he was aware of two cases that certain parts of highways in Mere had been ‘stopped up’ via planning applications and that if it is ‘stopped up’ it becomes unadopted. If it is unadopted then it means that someone else, other than the Highway Authority, is looking after it and has responsibility for it. Although the housing services department had given permission, in principle, to go either side of the bungalows, Cllr. Jeans said that the Highways Engineer, Julie Watts, had said that it would be difficult to achieve what the residents want to achieve here and she advised that they seek planning advice. Cllr. Jeans said that the residents would need to put in a surface that would satisfy the housing department and that would be a significant expense. He mentioned £40k as a ball-park figure if the work was to be done to an adopted standard but this didn’t take into account what the Highways Engineer said needed doing. He said that Abbots had been very accommodating and provide a price but there would be other expenses to consider such as signage, drawing fees, service search and engineers’ fees. Cllr. Jeans said that the plans which had been produced were good enough for preliminary discussions but were not adequate for a planning application. The Chairman said that it is not possible for the Parish Council to make a financial contribution towards the planning application because the property is not our asset and is not on our asset register. It may be possible for the Parish Council to give a small grant under S.137 but this would need to be on the basis that the scheme would be of benefit to the whole of the parish. Cllr. Jeans said that someone, probably one of the residents, needed to take the lead on this and they would need to submit a planning application with technical specification and then, if it is passed, they would need to apply to have it stopped up.

1. Got estimate for their consideration
2. Advise they would need to submit a planning application with full technical spec.
3. If application approved they would then need to apply to have highway stopped up.

members with their agenda papers. RESOLVED to adopt the policy without amendment on proposal made by Cllr. Davis, seconded by Cllr. Yates and carried with a unanimous vote.

***d) Wiltshire Council's Spatial Planning – Green Infrastructure and Open Space collaboration & Household Survey** – the Clerk informed members that Wiltshire Council had sent a Green Infrastructure and Open Space Survey along with bespoke PDF maps. This was an important survey as the data collected will be used to understand the current provision of existing open space within the county and will form the evidence base necessary to underpin a new Green Infrastructure Strategy and Open Space Strategy which will, in turn, help with the future provision of formal and informal recreational space and green corridors for walking, cycling and could be used as a catalyst for a wider discussion around Green Infrastructure. The survey needs to be completed and maps annotated and returned to Wiltshire Council by 31st March. It was agreed that delegation be passed to the Clerk & Chairman to complete the work requested by Wiltshire Council. The Clerk also confirmed that Wiltshire Council was seeking assistance from Parish & Town Councils to publicise a household survey to residents so that they can comment on the spaces that they care about. The Chairman said that she would collect copies of the survey from the Clerk and distribute them to parishioners.

126. Reports

a) Wiltshire Councillors report – Cllr. Jeans said that the concerns about coronavirus were causing lots of work for Wiltshire Council because they were responsible for public health.

b) Neighbourhood Police report - None

127. Footpaths, Highways, Traffic & Transport

a) Highway and footpath issues for parish steward – Cllr. Davis said that he had spoken to the Parish Steward about signage, road markings at top of Willoughby Hedge, whole road is breaking up at Park Corner, blocked gully at West Hill Farm and footpath from Stoney Bridge to Village Hall. Also fly tipping at Willoughby Hedge.

b) Report on Community Speedwatch Scheme – The Chairman reported that the Community Speedwatch team were working hard and have issued notices to the police relating to offenders.

c) CATG issues & various highway issues raised with Wiltshire Council – The Clerk read out a response from the Area Highway Engineer to various queries that she had raised relating to Keep Clear markings at Willoughby Hedge, Safety Fence/Barrier at Willoughby Hedge, Possible 'well' beneath footway outside West Knoyle Village Hall and carriageway and traffic issues at Park Corner to The Bakery. RESOLVED to send a letter to Highways England regarding crash barrier travelling East-West on left hand side of A303 and to submit a CATG issue request relating to chevron type signs on the carriageway from Park Corner to The Bakery.

128. Play Area

a) Report on Annual RoSPA Play Area Inspections and apply a schedule to carry out actions identified – Cllr. Randall provided the Clerk with completed inspection reports. It was confirmed that an attempt had been made to repair the climbing net but that the wrong wooden pole had been sent out.

129. Finance, Policy & Resources

a) Payments - To approve the following payments:

L. C. Wood	Salary Q4 – 2019/20	168.00
HMRC	PAYE Q4 – 2019/20	42.00
T. J. Thornley	Website – domain name renewal (1 year)	15.82
T. J. Thornley	Quarterly update fee	25.00

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b) Report on Bank Reconciliation – the Clerk provided members with a bank reconciliation (as attached)

***c) To review and assess the effectiveness of internal controls including:**

- Health & Safety Policy Review (Draft document attached)
- Risk Management Policy Statement & Assessment Review (Draft document attached)
- Financial Regulations Review (Draft document attached)

The Clerk also went through the asset register and confirmed to councillors that the speed indicator device and defibrillator were both insured but the play equipment was not insured for fire, damage, vandalism or theft.

RESOLVED on proposal made by Cllr. Yates, seconded by Cllr. Davis and agreed by all councillors to approve the above documents without amendment and that councillors were satisfied that they had reviewed and assessed the effectiveness of the Parish Council's internal controls.

d) Website Accessibility requirements – quotations for creation of website to meet statutory requirements

– The Clerk reminded members that new regulations come into force on 22nd September when every public sector website and app will need to meet certain accessibility standards. They also need to have an accessibility statement. It is not clear what penalties will be levied on Town & Parish Councils if their websites are not compliant by that time. Government has helped by providing a model accessibility statement but there doesn't appear to be much help with funding to enable Town & Parish Councils to meet the new requirements. Mr. Tim Thornley says that West Knoyle's website is already in good shape and will just require some minor tweaks which he estimates would cost £100. Members were happy with this and confirmed that Mr. Thornley should proceed with the work on this basis.

e) To submit application for fingerpost sign grant – various locations to choose from – The Clerk said that one or two fingerpost signs had been identified as requiring refurbishment. Cllr. Davis said that he would refurbish the signs that he did before. It was agreed not to submit an application for grant funding on this occasion.

130. General Items

***a) The Great British Spring Clean 2020** – The Chairman said that she was intending to co-ordinate an event and would confirm a date with the Clerk.

b) VE Day celebrations – The Chairman said that the Social Club were organising something.

c) Date of next meeting (Annual Parish Meeting & Annual Parish Council meeting) – 19th May at 7.00 pm

d) Coronavirus – Advice & Information, Risk Assessments & Emergency Planning? – the Clerk said that she was aware that some councils were launching into risk assessments and business continuity response plans to Covid-19 threats. At today's date the UK Chief Medical Officer had classified the risk to the UK as moderate although the government had published a response plan to the virus which consists of 4 phases.

131. Forthcoming Meetings/Events

- a) Employment & Careers Event – Wednesday, 18th March 2020 between 2.30 pm to 5.30 pm at The Nadder Centre, Weaveland Road, Tisbury SP3 6HJ
- b) South West Wiltshire Area Board Meeting – Wednesday, 18th March 2020 at 5.30 p.m. at The Nadder Centre, Weaveland Road, Tisbury SP3 6HJ
- c) Highways Meeting – Monday, 18th May 2020 between 1900 hrs to 2100 hrs (venue to be advised)
- d) Wiltshire Council Flood Plan Workshop – Wednesday, 25th March 2020 at 7.00 pm. In the Andy Young Pavilion, Springfield Road, Mere.

132. Consultation Documents/Newsletters

- *a) Highways Newsletters – January, February & March
- *b) WALC Newsletter – February 2020

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.

MEETING CLOSED AT 9.38 pm

*Further information on these items distributed with agenda papers.