**North Newnton Parish Council**

**Minutes of Parish council meeting held at Hilcott village hall on Monday 16th April 2018 at 7.00pm**

**Present: Carolyn Whistler (CW) – Chairperson, Kate Boulter (KB) Joint Vice Chair, Malcolm Baker (MB), Mac McLean (MM), Fenella Rouse (FR)**

**In attendance: Tracey Pullen (TP) – Clerk, Paul Oatway, Wilts CC. 2 members of the public attended the meeting.**

 **The meeting started at 7.00pm**

1. **Absence apologies and Declaration of interests**. Apologies were received from David Brisker. Councillors had no conflicts of interest with agenda items.
2. **Minutes of Parish council meeting 15th January 2018**. The minutes were agreed as a true record and signed by the Chair.
3. **Neighbourhood Plan – Progress update –** Work is now being undertaken on the wording of the Plan, with support from the consultants. Suitability Assessments (to be included in the NP as suitable for consideration for development) are currently taking place, with 6 site assessments put forward and others to be completed by end April. The sites may then need a strategic environmental assessment. Unspent grant about to be repaid and a new grant applied for. There will be a public display at the Annual Parish Meeting.
4. **Annual Parish Meeting – proposed agenda, preparation, leadership** CW and TP will put together the agenda to include CW Chairman’s Report to be read out and distributed at the meeting. KB and FR to contact Seven Stars re timing, set up NP display boards prior to the meeting and lead this aspect of the meeting. MM and CW to lend boards
	* 1. **Annual Parish Awards – discussion and agreement** 9 nominations received to date. FR/KB to design, cost and order scrolls. CW to write to all nominees informing them of their nominations and requesting their attendance at the APM to accept the awards. TP to forward all nominations to CW.
		2. **Community Event BBQ 14th July advance notice** MB to host again, with support from PB. Community funds available.
5. **Parish Finances**
	* 1. **Current Position Bank Reconciliation** The March bank reconciliation was reviewed and approved by the Councillors. End of year budget and confirmation of 2018/2019 budget to be produced for the next meeting
		2. **Cheques to sign**
			1. Donation to Prospect Hospice (SJ) propose £50. Agreed by all
			2. NP Grant repayment
			3. Internal Audit
		3. **Annual Return/Exemption Cert**. The exemption certificate was signed by the Chair, TP to forward to External Auditors. The Internal Audit has been undertaken and form signed. The Annual Return will be prepared for Chair’s signature at the next meeting.
6. **Planning – 18/02640/FUL infill extension at Downland Cottage, Bottlesford.** There were no objections. Form to be completed by TP and returned to WCC Planning Dept
	* 1. **Bottlesford Road HGV incidents – Signs.** These are now in place, and seem to be working.
		2. **Speedwatch – metro count at Wild’s Farm** This should have been deployed at Fairground Barns, but contractors put it further down. The resulting average speed was 42.3 mph, but as the criteria for action for CSW is over 46mph there will be no action taken at this time. CW tried to have it repositioned, but no success. Will try again next year. Speedwatch on Rushall Road starting up this week. There is a petition at the Woodbridge Inn to provide better signage for the roundabout.
		3. **Street lighting in Woodbridge Close** MM has noticed there is no street lighting – PO states that it would have been expected but not sure if it was on the original plan. The Parish Council to send an email to Mike Wilmott (Planning) at WC and Richard Dobson at Highways asking for this to be addressed. MM to draft and TP to send
		4. **Footpath Park Road** MM distributed a photo of footpath collapsing around a BT manhole. PO to take forward
7. **Ongoing Issues**
	* 1. **North Newnton payment**
			1. **Update on section 106 monie**s **–** No update from PO – still awaiting a response from Officers. PO and MM to meet to discuss.
			2. **General update -** The request for funding to CATG was turned down. There is now agreement to split into 2 phases, with the Initial phase of 100m from Woodbridge to first entrance to caravan field (which takes into account the most dangerous part of the road). This will be costed and substantive funding applied for (in addition to PC funds set aside). The Councillors thanked MM for his perseverance on the issue.
		2. **Martin’s Close pavement - update** PO reported that part of job is not satisfactory and he is still pursuing the matter
8. **Updates from other meetings plus future dates and attendance**
	* 1. **Area Board** PO - nothing to report
		2. **PCAP** CW reported on the Great West Way initiative to encourage tourists to Pewsey Vale. A committee has been set up from the parishes to look further into the issues of keeping Everleigh open. It was reported that the new requirement for users to prove Wiltshire residence will not be helpful to the cause.

PCAP meeting this week in Pewsey, CW will attend as committee member

* + 1. **CATG** As discussed above

Future meeting dates – suggestion to set up a rota for attendance at the meetings – **consider at next PC meeting**. MM and CW usually attend CATG

1. **Update on GDPR** Councillors agreed that they would like parish email addresses (initials @ nnpc), TP to register the council with ICO, nominate a DPO (if required). Spreadsheet of contacts to be put together and consents to be gained. **These actions to be reviewed at the next PC meeting and taken forward thereafter.**
2. **Update on Website/Transparency Fund -** Confirmed that Town & Parish Council proposal would be taken forward by DB using transparency fund income – passed by all Councillors. To discuss other involvement of Councillors **at next PC meeting**
3. **Update from Defib service report and proposed spend (see attached paper)** - CW to research and order required replacement equipment. Lighting has been resolved by MB with spare bulb in the box. Paediatric pads – MM proposed that we have a set at the Woodbridge because of the campsite. Agreed by the Councillors MM also suggested that we have the collection boxes back the 2 pubs. TP to place copies of certificates at the Village Hall and the phone box
4. **Future agenda items**
	1. Attendance at other meetings
	2. GDPR actions
	3. Involvement in website development
	4. Dog waste/litter bins
5. **Dates for future meetings** Proposed future dates of 10th Sep, 19th Nov
6. **Questions from the public (max 15 mins)**
	1. Why are roads 40mph not 30 mph – do not meet criteria – have previously tried to lower speed limits.
	2. Dog waste and litter bins to be discussed at next PC meeting

**Meeting was closed at 8.45pm**

**Future council meetings currently planned**

Saturday 12th May Annual Parish Meeting 2-3pm, Seven Stars

Monday 14th May 2018 – AGM, Parish Council Meeting

Parish Council Meeting, Monday 18th June

Tracey Pullen

Clerk to NNPC 17/4/2018