**North Newnton Parish Council**

**Minutes of Parish council meeting held at Hilcott village hall on Monday 14th May 2018 at 7.40 pm**

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

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

 **The meeting started at 7.10pm**

|  |  |  |
| --- | --- | --- |
|  |  | **Action** |
| 18/001 | **Absence apologies and Declaration of interests**. Councillors had no conflicts of interest with agenda items. |  |
| 18/002 | **Minutes of Parish council meeting 16th April** **2018** The minutes were agreed as a true record and signed by the Chair. FR also welcomed to members of the public and clarified the of role of vice chair |  |
| 18/003 | **Neighbourhood Plan – Progress update** FR provided an update – submissions of sites have been assessed against the objective criteria resulting in 7 proposals (for 6 sites) 5 of which have been approved. The next step is to write the NP, which is being tackled by CW and FR. This will be going out to consultation (in around 6 months). MM commented that the plan is incredible and will do tremendous service to the community. There was a lot of interest at the APM. KB offered help with editing.  |  |
| 18/004 | **Annual Parish Meeting – review** All agreed that the meeting was successful - people liked the venue and the awards went down well. Nice message from Sam received by KB. Photos will be available to put on the website. Will need more space next time, or consider the Woodbridge Inn as the venue |  |
| 18/005 | Parish Finances1. **AGAR section 1 Annual Governance Statement 2017/2018** was agreed and signed by the Chair
2. **AGAR section 2 Accounting Statements 2017/2018** was agreed and signed by the Chair
3. **Confirmation of dates for Exercise of Public Rights** Dates agreed
4. **External Audit contact details** completed by the Chair (TP to send to external auditor)

**Action: TP to send docs to DB to be published on the website**1. **Current Position Bank Reconciliation –** brought forward to next meeting
2. **2018/2019 Budget –** brought forward to next meeting
3. **Cheques to sign** Cheques were signed for
	1. CW APM expenses
	2. Community Heartbeat Defib pads
	3. Community First Insurance
	4. Hilcott Village Hall contribution
 | TPTPTP |
| 18/006 | **Planning –** Paper to be submitted for discussion at next meeting | TP |
| 18/007 | **Highways*** 1. **Street lighting in Woodbridge Close** A letter was sent to WCC Highways reference street lighting being omitted. Response has been received. It is not known whether consultation had taken place with NNPC up to 10 years ago and as the project is nearing completion there is no intention of taking further action. MM has checked and there has been no presentation made by the developer. However, MM has been contacted by a resident who has consulted with other residents and streetlighting is not wanted. The matter is therefore closed.
	2. **Footpath Park Road (BT manhole cover)** The matter is with Richard Dobson who has taken up with BT - still awaiting a response. PO will continue to pursue
 | PO |
| 18/008 | **Ongoing Issues****North Newnton pavement** 1. **Update on section 106 monies** MM recapped on the background to the issue. Work in progress
2. **General update** Revised estimate and drawing for one section of £62,900 (inc £14,000 by BT). MM will take up with CATG and PO to take forward with WCC. Breakdowns have been requested.

**Martin’s Close pavement - update** PO has arranged for WCC to visit and is in discussion with the contractor. Awaiting a response. To follow up at next meeting | MM/PO |
| 18/009 | **Updates from other meetings plus future dates and attendance**1. **Area Board**

H&W centre at Pewsey on track to open in Autumn. Skate park will now be outside (planning process underway). Clerk will be contacted for review of Standing Orders and Codes of Conduct. Everleigh – lots of discussion with consensus that it should remain open. However, this is the most underused recycling centre and savings need to be made by WCC there is little doubt that WCC intend to close Everleigh. PO has challenged. Debate will continue. County wide consultation about household recycling centres. KB suggested a facebook campaign to increase use. Boundary Review looking at number of wards in Wiltshire (98 currently) if reduced this ward will go. Outcome will be known by end of May. Area Board open to PCs and public and others (eg police, fire) links to other meetings. MM asked if we can do anything to support PO will forward W’bro’s response. Next meetings – 21/5, Burbage poss MM to attend, 9/7 W’bro KB to attend and report back to the PC meeting anything of interest**Action TP to send dates of future meetingd**1. **PCAP** CW attends as she has an environment role and represents NNPC**,** MM has also attended
2. **CATG** Community Area Transport Group – CW is designated member and MM attends out of interest – 6th June CW and MM to attend
 |  |
| 18/0010 | **Update on GDPR*** 1. **Councillor email addresses** (initials@nnpc.org.uk) CW to pass Chair email to FW. TP to investigate other councillor email addresses
	2. **ICO registration** – not yet completed
	3. **Spreadsheets of contacts** not yet completed
	4. **Consents** not yet completed. FR has identified a supplier who can set us up using Mailchimp. This will provide us with the forms we need at no charge. The set up cost of £300 was agreed by all. TP to create budget line
 | CWTPTPTPTPTP |
| 18/0011 | **Update on Website & wider involvement** How we and parishioners would like to see the website development. DB would like support on the look and content of the website and will take forward with the website developer.  | DB |
| 18/0012 | **Update on Bottlesford Notice board.** This has now erected by MB and DB and is in use. Thanks from all to MB and DB  |  |
| 18/0013 | **Defibrillators**1. **Replacement equipment** Adult pads have been ordered by CW, and enquired about paediatric pads. Advised that these should not be stored in the cabinets in case of misuse. We had discussed having them available for the camp site. After discussion it was agreed that we would purchase paediatric pads to place in a separate storage in the phone box. MB offered to fit a lockable box which we can get for about £10 with a sticker. Agreed by all.

**Action DB to purchase and fit a separate box for paediatric pads****CW to produce a sticker****II. Collection Boxes at the pubs** CW took one box to the Woodbridge Inn, KB to take to the other to the 7 Stars  | DW/CW |
| 18/0014 | **Dog Waste and Litter bins** Follow up from member of the public comment at last meeting - KB suggested a litter bin at the bus stop. PO confirmed that dog litter should be placed in general litter bin. **Action KB to contact Richard Dobson to see if WCC would include in existing collection** |  |
| 18/0015 | **Welcome Packs** CW checked stocks of welcome packs – there are some changes required before re-printing but agreed, also to include timetable of Salisbury Red buses (from library) – also for noticeboards and website (note from PO bus routes are gritted). All agreed necessary expenditure**Action CW to arrange for 25 copies to be printed** |  |
| 18/0016 | **Future agenda items** 1. Bank reconciliation
2. Budget 2018/2019
3. Planning discussion – paper to be submitted prior to next meeting
4. Woodbridge close postcode is not accurate (St James church)
 | TPTPTP/AllMM |
| 18/0016 | **Confirm dates for future meetings -**  all agreed |  |
| 18/0017 | **Questions from the public** (max 15 mins)Offer of help from a Bottlesford resident to David with the websiteConfirmed number is 7 councillors – but can encourage additional supportAsked how the PC liaises with others – through PCAPHow/when are we able to bury pylons – there was a proposal which is coming forward for discussion again in 2020 (our area was previously turned down in favour of Burbage) |  |

**The meeting closed at 8.50**

**Future council meetings**

Monday 18th June – Parish Council Meeting

Monday 10th September Parish Council Meeting

Monday 19th November Parisch Council Meeting

Tracey Pullen

Clerk to NNPC 18/5/2018