**Minutes of Parish council meeting held at Hilcott village hall on**

**Monday 10th September at 7.30 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. 6 members of the public attended the meeting.**

**The meeting started at 7.30pm**

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| No |  | Action |
| 18/041 | **Absence apologies and Declaration of interests.** No apologies received. Councillors had no conflicts of interest with agenda items. |  |
| 18/042 | **Minutes of Parish council meeting 18th June 2018 and Planning Meeting 13th August 2018.** The minutes were agreed as a true record and signed by the Chair. |  |
| 18/043 | **Pace of meeting** The Chair noted that as it is a long agenda she will encourage a brisk pace, but would be guided by others |  |
| 18/044 | **Co-option of Parish Councillor.** TE was proposed by CW, seconded by MM and agreed by all**.** TE signed the acceptance of office and accepted the Code of Conduct and joined the meeting. TP to forward instructions on completing register of interests on WCC website.  TP noted that the Code of Conduct was the Wilts CC version and needs to be amended to refer to North Newnton Parish Council – TP to amend and send to all councillors | TP  TP |
| 18/045 | **Adjournment. Welcome, remarks and questions from the public** – There were no comments or questions from the public. |  |
| 18/046 | **Parish Finances**   1. **Current Position Bank Reconciliation** Agreed by all 2. **2018/2019 budget** Agreed by all |  |
| 18/047 | **Clerk sufficiency of time** TP confirmed she has sufficient time to carry out duties |  |
| 18/048 | **Neighbourhood Plan**   1. **Handout – maps of possible development sites, for information**.  CW handed out the development options as sent to WCC mid Aug and awaiting response. All 7 proposed sites have been assessed by the Steering Group and the Adviser 2. **Update** Sent 3rd Sept to Councillors and CW distributed amongst the public 3. **North Newnton Community Design Statement – presented for discussion and adoption, subject to final changes.** Draft(with gaps for photos) previously sent to Councillors. FR explained that if approved then this can go out to the Parish for consultation in Oct/Nov but will not be formally adopted by WCC until next year. KB fully supports the document and proposed it is adopted, seconded by MM and agreed by all. Thanks were expressed to those who have drafted the document. PO congratulated on the Parish Council such a great achievement. Sketches will be accepted into the document 4. **Local Green Spaces – explanation and request to PC to authorise letter to landowners.  Handout -sample letter to landowners and maps of proposed Local Green Spaces.** CW explained that Local Green Spaces were considered, with 2 proposed(mapsdistributed). These will be included in the NP. Approval requested from Councillors for letters to be sent to landowners, who then have 6 weeks to reply in time for inclusion in the NP. Letter proposed by KB, seconded by MM and agreed by the all 5. **Handout for discussion and adoption at November meeting – Wiltshire Council’s North Newnton Parish Housing Needs Report** FR handed out the survey. This will be discussed at the next meeting in November |  |
| 18/049 | **Planning applications**   1. **18/07034/FUL** – Councillors have visited. The first phase was last year and work was carried out at a different location. This application is for another stretch by another landowner and is supported by all agencies involved. The contractors who carried out the first phase did not clear up and damaged verges. CW suggested condition that contractors should ensure the area is cleared and any damaged verges repaired, although contractual obligations are in place. Agreed by all 2. **18/08342/TCA –** removal of 6 poplar trees. CW supported as she has picked up branches previously. MM gave background. KB suggested the PC write to request replacement natives trees - KB to take forward   TP to respond formally to WCC | KB  TP |
| 18/050 | **Updates (30 mins max)**  **a. Tree Planting** - KB applied for 10-12 trees for WW1 commemoration in Bottlesford, which was approved. The application was lost and is now being taken forward KB who is liaising with WCC  **b. Website** – SL had offered to support the development although has not been able to take forward. SL and DB have now met and agreed the way forward. DB and TP to share password with TP to add documents (pdf) and DB to act as editor- suggest we pay 50% of the invoice and the rest to pay when completed. Current supplier to be notified when the new website is up and running. Continuing with old website in the meantime  **c. Woodbridge Close postcode** MM informed the councillors that not all sat navs recognise the new postcode and this was confirmed by residents in attendance. Technology needs catch up and no further action required by the PC. This issue is now closed  **d. Litter Bins** KB has determined that we can have a litter bin at the bus stop and it will be emptied. However, the PC needs to purchase the bid and KB to put proposal to next PC meeting  **e. Dog Fouling** Posters have been put on noticeboard, MM still to distribute fliers, still a problem in Bottlesford. Also notice put in the Messenger by CW**.** Leaflets to be put up alongside paths by DB  **f. Bridle/footpaths, salt/Parish Steward** David Benson has put together a chart of bridle and footpaths. Salt has been checked and recommends another yellow bit at the Woodbridge. DB requested a green bid. FR to take forward. Parish Steward attended and took forward suggestions made by parishioners  **g. Councillor email addresses - @nnpc.org.uk** All email addresses now in place – except for TE (tomellen) – to be used with immediate effect. FR to liaise with email provider for TE | KB  DB/TP  KB  DB/MM  FR  FR |
| 18/051 | **Highways and pavements**   1. **Footpath Park Road (BT raised ironwork)** PO visited after last meeting and photo’d. WCC wrote to BT who have now put barrier around and so resolution expected 2. **North Newnton pavement CATG substantive funding application** application has been submitted and PO supports and will follow up. Thanks was given to PO for his continued efforts on this issue 3. **Section 106 monies** PO has discussed with MW at WCC and expects a decision by next meeting | PO  PO |
| 18/052 | **Area meetings: Reports, Future Attendance**   1. **Area Board – 9/7, 3/9 (next meeting 12/11 at Woodborough)** PO did not attend. Boundary review is important for the Parish and Pewsey area and he strongly urges that the Parish responds to the consultation (cc’d to Richard Clewer at WCC0. The Councillors agreed an extraordinary meeting to discuss and agree a response Monday 17th Sept at 7.00. KB to draft a letter TP will forward consultation document to TE. Thanks to PO who then left the meeting. KB attended 9/7 – recycling for County is below the national average. TE to attend the next meeting 2. **PCAP – 19/7/2018 (next meeting 18/10)** CW and TE attended. Dep to Crime Commissioner appointment was discussed – strong feeling that the salary could be better spent and this was minuted. The Crime Commissioner will attend the next meeting. Everleigh survey discussed. Pewsey Rail Group meeting in Sept. Encouragement to look at housing consultation. Historic maps now sited. Encouragement to respond to boundary commission consultation. CW will attend as she is on the committee and requested accompaniment 3. **CATG – next meeting 26/9/2018.** CW attends as she is a member, MM not likely to be able to attend the next meeting**.** PO will attend and will be trying to keep footpath at NN in top five on the agenda |  |
| 18/053 | **New Items**   1. **Councillor Training 1/10** - MM, CW, TE, DB will attend. KB and MB to confirm asap so final arrangements can be made with the trainer 2. **Verges** Had the vergers done twice (once paid for by the PC and one paid for by WCC) this year. Suggestion for another cut in the autumn. The feeling of the meeting was that the growing time is slowing and that it is not necessary. Bring forward prior to april. MM suggested that we should not be cutting earlier than July 3. **Defib Pads -** Replacement pads required for the village hall. Agreed from the budget (£50 - £60). 4. **Re-siting Parish Noticeboards** Parishioner suggested the Bottlesford notice board be resited. NN noticeboard on KL’s land and just been re-sited to an improved position. DB and MB to take forward and report to next meeting 5. **Response to planning applications –** FR proposed the following – TP to forward notification to all councillors with subject line including village and date of response and date of proposed meeting (Monday prior to deadline). All councillors respond so say whether in or out and copy all. Those taking responsibility would then undertake a joint site visit (where appropriate) and decide response and communicate to TP. If no objection this will be communicated to parishioners and this response communicated with WCC under delegated authority. Otherwise a meeting will be called, with relevant notice to the public. The proposal was agreed by all Councillors | KB/MB  DB/MB  All to note new process |
| 18/054 | **Agree dates for PC Meetings:** March 11th, May 11th (APM) May 13th (AGM and First PC Meeting), July 1st (tbc) 2019 |  |
| 18/055 | **Future Agenda items**   1. **November - Housing Needs Report, Communication from Steering Group, WC vision, objectives and development sites – for discussion** 2. **November - Standing Orders – discussion and adoption** 3. **November – Financial Regulations – discussion and adoption** 4. **January – request from CAB for donation** 5. **November – village hall project – CW to put paper** |  |
| 18/056 | **The chair stepped down from the roles of chair and from the councillor**  TE proposed vote of thanks to FR and agreed by all. All regret this very much. No-one was willing to put themselves forward for election at this time and it was agreed that PC meetings would be chaired on a rolling basis until the AGM in May 2019.  Actions   * Chair email address - TP to access Chair email and respond accordingly * Finance – DB and KB to apply for internet banking. TP to signpost internet application * Minutes of this council meeting – to be sent to all councillors * Chair of next meeting – KB. MM for November meeting | TP  KB/DB/TP  All  KB |

**the meeting closed at 9.28pm**

**Future Parish Council meetings 2018**

Monday 19th November 7.30pm

Monday 14th January 2019 7.30pm

Monday 11th March 7.30pm

Saturday 11th May (APM) – venue to be decided

Monday 13th May (AGM and 1st PC Meeting of the year)

Monday 1st June 7.0 pm (tbc)

Tracey Pullen Clerk to NNPC 11/9/2018