**North Newnton Parish Council**

**Monday 19th November 2018**

**Minutes**

**Present: - Mac McLean (MM), Chairperson, Kate Boulter (KB) Joint Vice Chair, Malcolm Baker (MB), Carolyn Whistler (CW) David Brisker (DB) Joint Vice Chair, Tom Ellen (TE)**

**In attendance: Tracey Pullen (TP), Clerk, Paul Oatway, Wilts CC, Fenella Rouse (FR), 3 members of the public attended the meeting.**

Prior to the meeting MB notified the Councillors that he will be retiring from the Parish Council with effect from tonight but would still like to be involved in a supportive capacity. Thanks were given by all councillors for his tremendous help and involvement in the community.

**The meeting started at 7.30pm**

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| 18/056 | Absence apologies and Declaration ofinterests. No apologies were received. CW declared an interest in agenda item 8a |  |
| 18/057 | **Minutes of Parish council meeting 17th September 2018**. The minutes were agreed as a true record and signed by the Chair. |  |
| 18/058 | **Adjournment**.  The Chair welcomed the public and invited them to speak. Welcome to the public, invitation for members of the public to put themselves forward for co-option prior to January meeting   * DBn – notified the Council that 4 Salt bins in the village and have ample supplies of salt - 3 of the 4 had little or no salt used last year. There was therefore a need for the PC to seek volunteers to spread the salt when needed. **Post meeting note** it should be noted that the salt is provided for any member of the public to use. * DBn – has contact with Parish Steward who visits every 4 weeks, to drive around the parish and agree what needs doing. Only one person has input and so agreed to concentrate on drainage. Rapport with steward is good. Now need the parish to engage to inform his activities. The chair thanked DB for taking on. FR suggested using the parish noticeboards to seek input from Parishioners * FR - Suggestion the noticeboards are used for parishioners to make suggestions on projects for budget spend. * MW - Landowner is still being approached re planting trees. * Chair invited members of the public to express interest in becoming co-opted Parish Councillors for January 2019 meeting |  |
| 18/059 | **Parish Finances**   1. **Bank reconciliation Sept 2018.** Agreed by all 2. **Half yearly position** Agreed by all 3. **Proposal for groundwork for tree planting (£36) –** KB reported that the actual cost was £10. All agreed the expenditure and a cheque was made out to cover the cost   **KB to provide a receipt**  KB also requested a facility to spend small amounts of money without prior approval of the full PC. TP reminded councillors that all decisions regarding spending must be made in council meetings to which the public have been invited. **Post meeting note** it is possible for the Clerk to be delegated the power to spend small sums of money. To be discussed as part of the review of financial regulations | KB |
| 18/060 | **Neighbourhood Plan**   1. **Adoption of Housing needs report – paper provided.**   Paper was circulated at last meeting and sent round electronically. FR requested that the report is uploaded onto the website, which was agreed by all. **DB to action**  4th Summary of Activities to go out this month, along with the Messenger. Draft Neighbourhood Plan should be ready for March PC meeting and then will go out to consultation with the public immediately afterwards. Parish Design Statement will also be circulated for consultation at the same time. Description of 5 sites also to be uploaded onto the website once technical issues are resolved – **DB to action.**  Local Green Sites – 2 proposed, no official response from Aster Housing, although FR knows it will be opposed. Pond site also being objected to. FR requested that the PC respond to AF on the subject. **Post meeting note – CW will circulate letter from AF and suggested response was circulated by FR at the meeting**  The Chair thanked the steering group for their hard work on the Neighbourhood Plan. KB suggested nominating individuals for parish awards | DB  DB  CW |
| 18/061 | **Updates**   1. **Tree Planting** KB thanked DB and MB for their hard work and to TE and CW who also attended the ceremony. 7 trees were planted, with photos sent to Gazette and WC and for the website 2. **Website** Now launched as first iteration, DB would like feedback. Information is being uploaded. Analytics package not yet purchased – cost of £40 plus £10 per year proposed and agreed by all to come from current year’s budget. 3. **Parish Steward/additional salt bin –** WC will not be issuing additional bins but PC could provide at a cost of around £80. As the PC previously purchased 2 bins, this was not supported. PO continues to advocate for the road to be gritted by WCC. 4. **Litter Bins** WCc has agreed to empty a litter bin at the bus stop as part of their normal rounds, but the PC would need to purchase the bin – the cost is £444.88 plus vat to include fitting. Proposed and agreed (from current budget). **KB to action**. Mention was also made of the glass at the bus stop needing to be replaced, and DBn offered to approach the Parish Steward to take forward. **DBn to action** 5. **Councillor email addresses –** DB not up and running yet – CW to support. **DB to action** 6. **Internet Banking –** now up and running, but 24 hours authorisation not viable – all agreed to revert to cheques unless specific invoices agreed in advance 7. **Verges** – MM proposed that verges not be cut until after wild flowers have appeared. Agreed. **MM to approach Malcolm Beaven at WCC to schedule July onwards. CW to supply map of the boundaries.** 8. **Re-siting of Bottlesford notice board –** Undertaken with thanks to MB and DB 9. **Section 106** PO has not pursued recently but will pick up again 10. **North Newnton footpath update** – substantive funding agreed. MM to respond to Highways email. MM to brief CW for next CATG. £6m allocated to WC for Parish Steward and footpath maintenance. **Post meeting note – MM to confirm budget figures for current budget and 2019/2020 spend to TP and CW prior to budget meeting (10/12/2018)** 11. **Footpath Park Road - BT Raised ironwork**– PO to follow up (temp repaired by parish steward) 12. **Councillor Training**   - enjoyed by all who found it useful, and follow up papers circulated | KB  DBn  DB  MM/CW  PO  MM  PO |
| 18/062 | **Area Meetings: Report, Future Attendance**   1. **Area Board moved to 3/12 –** CW to attend 2. **PCAP -18/10 – minutes circulated. Next meeting 24/1 W/bro** Boundary review outcome as a result of input from PCs – recommended that numbers of Councillors remain. PO to represent Pewsey West (to increase by 2 to 14). Providing he is selected and elected, PO proposes (in light of this increase) to attend every other PC meeting plus where requested.   KB to attend next meeting   1. **CATG 26/9 – next 12/12** CW to attend | CW  KB  CW |
| 18/063 | **New Items**   1. **Village Hall project – papers circulated –** CW (in her capacity as Village Hall Trustee) talked through the paper, requesting a £2000 contribution to the £9000 cost of replacing the floor. Agreed in principle. DB suggested that a survey would be beneficial – to be put to the village hall committee prior to the work taking place to replace the floor. NNPC to consider covering the cost of a survey 2. **Standing Orders for adoption – attached – c/f to January meeting** 3. **Financial Regulations – c/f to January 2019** 4. **Emergency Plan** TE took over from LB who has been doing this since 2004. Redrafted 2015 – proposed to accept what we have for now and update next year. TE asked councillors to contact him with any suggestions for updated contacts. Letter of thanks to be sent to LB by MM. KB suggested using the Annual Parish Meeting to take further forward 5. **Future of SID – paper attached –** meeting of all 7 parishes proposal that all 7 share the cost of new SID one off payment of £560 plus £260 annual cost so one off payment of £820. Agreed by all (to be included in 2019/2020 budget) 6. **Parish email/newsletter/GDPR** – list of parish emails available to chair email address (30). DB suggests that the parish email was very valuable. Question is how to increase the number of emails on the database suggested flier, website. **DB to put something on the website**. Bring forward to next meeting 7. **Trees – upkeep of commemorative trees and Martins Close.** KB proposed that maintenance of the area should be budgeted for on an ongoing basis. CW to request a quote. KB to contact Aster to discuss trees in Martins Close which need attention 8. **WALC employment support consultation – papers circulated**   Agreed – TP to feed back to WALC | DB  CW/KB |
| 18/064 | **Future agenda items**  Requests for donations   * CAB 50/100/200 * PCAP 200 * PCAP (SWAST Raiser Chair) * Pewsey Vale Tourism Partnership (£50)   Flier for GDPR email addresses/Emergency Plan contacts  Ongoing maintenance of commemorative tree area  Standing Orders - adoption  Financial Regulations – adoption  Proposed budget and Precept 2019/2020 |  |

**Next chair Tom Ellen**

**The meeting closed at 9.44pm**

**Future Parish Council meetings 2018**

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 July 7.30pm (tbc)

Tracey Pullen Clerk to NNPC /11/2018

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