**North Newnton Parish Council Meeting**

**Monday 15th July 2019 at 7.30 p.m.**

**Minutes**

Present: Cllr Tom Ellen Chairman (TE), Cllr David Brisker (DB) - Joint Vice Chair, Cllr Kate Boulter (KB) - Joint Vice Chair, Cllr Robert Chilcott (RC) and Cllr Marcus Stoneham (MS)

In attendance: Gillian Tatum (GT) Clerk, 3 members of the public attended the meeting.

**The meeting started at 7.30pm**

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| 1 | **Absence apologies and Declaration of interests** Apologies were received from Wiltshire Cllr Paul Oatway. Cllr RC declared a non-pecuniary interest in agenda item 9 (f) litter bin. |  |
| 2 | **Minutes of Parish Council Extraordinary Meeting 3rd June 2019**. The minutes were signed by the chair as a true record. |  |
| 3 | **Adjournment. Welcome to the Public.**  **Q1** requested to be raised about the Neighbourhood Plan. As this was the next agenda item the chair suggested the question be given during the discussion of item 4 Neighbourhood Plan.  **Q2** An update was given about the work of the Parish Steward (Dan Stockdale) who works half a day a month accompanied by our community volunteer David Benson (DB). Currently Cllr DB & Volunteer DB drive around our parish to check gullies, drains, signs, pot holes, long grass for cutting. The system works, however it could benefit from input from our wider community on priorities for action or identifying areas that need attention. DB was requesting the PC to help publicise the steward’s work to seek engagement from our community to help identify areas that require attention.  **Action: Resolved for Clerk to email councillors prior to the scheduled visit to remind them to help identify areas. To publicise on our 4 notice boards and also to put an article in the Messenger.** | Clerk/ Cllr DB |
| 4 | Neighbourhood Plan (NP): A written update report from the chair of the NP Steering Group was summarised by the Chair:  The Steering Group have produced a Draft Neighbourhood Plan but are waiting to hear back from Wiltshire Council on whether a Strategic Environmental Assessment (SEA) is required. An SEA is required when new building is supported by the Plan, to assess the effect it will have on the surrounding environment. Environment is used in its traditional sense, to mean the natural habitat that could be affected by building. As the triangle formed by the Rushall and Upavon roads is being proposed as suitable for new housing, it is almost certain that an SEA will be required. An SEA is carried out by a consultant and is paid for by a grant from Locality. It usually takes about three months to complete. We have already received two grants from Locality, to support our work. We are eligible for a third to cover the costs of consultants for an SEA and two other reports but, naturally, can’t apply for such a grant until we’ve had written confirmation from WC that an SEA is required.  The housing allocation report will indicate where new housing should be situated. It’s unlikely that our parish will be asked to have more. Of the three settlements in the parish only one, Hilcott, is designated a “small village”. Small villages aren’t usually required to have more housing. Bottlesford and North Newnton aren’t even on the WC list of villages and towns.  In addition, if the parish community supports the Steering Group’s recommendation that “up to 35” units of housing could be sited on the triangle formed by the Rushall and Upavon roads, and that number were to be built, three would have to be “social housing.” Our parish need is for one unit of social housing in the next three years, so we are well in credit. (The parish need was determined by the survey administered by WC in December 2017).  In addition to the SEA, two other reports could be commissioned by the Steering Group on behalf of the Parish Council. They are a Landscape Assessment and a Heritage Assessment. Both would be required if planning approval is sought to build on the triangle.  Q1 from the public (with the permission of the Chair to take at this point) “I am worried about the figure of 35 houses in this triangle area at North Newnton which seems an extraordinary number considering the local environment”.  **Action: To advise the member of public to direct their question to the Chair of the NP Steering Group (contact details were given). But it was emphasised that the draft wording is “up to 35” housing.**  Proposal NP steering group to cease all activity until they have met with the Parish Council. Proposed by Cllr MS, seconded by Cllr RC and agreed unanimously.  **Action: PC to request an extraordinary meeting with the NP Steering Group to obtain some clarity on apparent conflicts within the plan, one area could be our proposed new footpath and to address concerns over the housing designations and housing needs. Neighbourhood Plan work to be put on hold at present (not to go ahead with the two other reports) so that some of these issues can be discussed whilst awaiting the news back from Wiltshire Council on the need for an SEA.**  **Action: To invite a NP steering group member onto the Parish Council as a non - voting consultant to help with communication between both groups and aid the production of the NP.** |  |
| 5 | **Planning Applications**  19/06153/FUL & 19/06294/LBC – No objection, subject to the advice that Natural materials in sympathy to the local environment of the village to be used to the satisfaction of the Wiltshire Conservation Officer.  **Action: Clerk to complete Statutory Consultee Form** | Clerk |
| 6 | **Governance**   1. Standing Orders – discussed and approved in part to Section 10.   **Action: To continue next meeting to enable final approval and adoption**   1. Proposal to increase the Clerks hours from 4 per week to 6 per week starting 1st July 2019 proposed by Cllr RC, seconded by Cllr MS, passed unanimously. **Action: To amend Clerks contract and review overtime to date. Clerk to continue to provide monthly timesheets.** 2. Vacant Position of Chairman – Cllr MS interested in the role, proposed by Cllr RC. Cllr MS stated that he would require the support of his fellow councillors to take on the role. As it was only the second meeting of Cllr MS and Cllr KB had not been at the last meeting it was felt this should be postponed until the next meeting.   **Action: To vote at next meeting to secure a chairman for the PC.**   1. Councillor Vacancy – no election required, can co-opt however received no nominations. Discussion on engagement – Skype – so that physical presence not required (although would only be consultant non-voting representative). Desire to attract younger person and a representative from Hilcott village.   **Action: Proposal to be able to have consultants on the Parish Council nominated by Cllr TE, Cllr KB seconded, 3 voted. Proposal amended by Cllr MS to add that these would be non-voting representatives, Cllr RC seconded, agreed unanimously. This was in principle but in particular in relation to having a representative from the NP.**   1. Register of Interests – all up to date 2. Information Commissions Office – decision postponed as awaiting further clarification information. 3. Councillor List agreed. **Action: Clerk to distribute finalised list** 4. Future Training – **Action: To review available training for new councillors and for clerk** | Clerk/ALL  Clerk/RC  ALL  Clerk  MS  Clerk  Clerk |
| 7 | **Correspondence**  **(i)** Wiltshire Bridleways Association – Suspect encroachment onto, and enclosure of part of bridleway into private garden – North Newnton Bridleway 12. **Action: Cllr KB to follow up as required** | KB/Clerk |
| 8 | **Parish Finances**   1. Proposal by Cllr KB for a Finance Sub-Group, seconded Cllr TE, motion unanimously agreed. **Action: Finance Sub-Committee to meet periodically with Clerk to review budget/financial activities/cash flow. Terms of reference to be drawn up** 2. Proposal by Cllr RC for changing to higher interest account for investment account, seconded Cllr TE passed unanimously. **Action: To further review to seek greater than 0.5% interest (currently only 0.01%) must satisfy security, liquidity and yield criteria.** 3. Bank reconciliation April- June 19, & first quarter income & expenditure 2019/20 presented. Ist Qtr spend £4,056.60. 4. Bank Mandate Cllr RC now a confirmed signatory 5. VAT 1st Quarter Claim submitted for £253.03 6. AGAR (Annual Governance & Accountability Return 2018) submitted and acknowledged by consultants | RC/Clerk  MS/RC |
| 9 | **Projects and Activities**   1. (i) Section 106 /North Newnton footpath update; Cllr RC has been advised by a former councillor that the Section 106 agreement may be time bounded and is investigating The initial 100 meters of pavement is currently scheduled to commence 4th Nov 2019. This section of pavement will total cost £67,000 of which £5000 comes from CATG and a further £15,000 from North Newnton Parish Council. The 2nd phase (1b) has now been costed at £82,000 (it was noted costs keep rising). At the last CATG meeting they agreed to contribute £5,000 and asked us for £5,000. The footpath is currently a high priority at the Community Area Transport Group (CATG) (as risk to danger to life . Total of phase 1 cost is currently costed at £149,000. 2. Bench update – moved to next meeting 3. Speedwatch update – moved to next meeting 4. New gully service – Cllr DB created map showing which drains to be cleaned and pumped and sent to WC. 5. Additional Litter bins update- moved to next meeting 6. Village Hall – Following a vesting order by the Charity Commission the Land on which the Village Hall stands is now in the hands of Custodian of Charities. Solicitors will be asked to create a new Trust Deed for the Village Hall Charity, following which a public meeting will be held. Insurance cost high but locked in until 2020. 7. Community BBQ **-** £205 profit towards the Village hall floor. All involved thanked, especially Paula & Malcom Baker & Carolyn Whistler for the tombola. 8. Historical Recordings of Parish Life – recorded. 9. Verges - plant life – next meeting 10. Grass cutting - Bottlesford commemorative tree area – Tim Gent cutting 1 cut per month (maximum 10 cuts per year). He has suggested PC might consider in the longer term wildflower planting to reduce cutting arrangements and to improve amenity. **Action: Agreed to continue as arranged for the present time.** |  |
| 10 | **Area Meetings Representation**:  Pewsey Area Board – 08/07 grants for £2000 or less potential area for Village Hall to investigate. Cllr TE can advise application process. Paul Oatway is vice-chair. Next meeting 02/09 – TE to attend  PCAP – 18/07, RC to attend. No incidents of fly tipping to report. Next meeting Cllr RC (rota basis with Cllrs KB & MS)  CATG – Whilst Wiltshire highways app is down queries may come direct to PC - would need to consult with them in any case on how to proceed. Next meeting 16/10/19 Cllr RC to attend |  |
| 11 | Future agenda Items identified   1. a) Standing Orders review (Continued) 2. b) Neighbourhood Plan Update from Steering Group – potential extraordinary meeting 3. c) Governance – Chair, Cllr vacancies , information commissions office registration, training 4. d) Projects – NN footpath, bench, litter bin, verges 5. e) Activities – speedwatch update |  |

**The meeting closed at 9.30 pm**

**Future Parish Council meetings 2019**

Monday 9th September 7.30pm (Chair RC)

Monday 4th November 7.30pm (Chair MS?)

Monday 6th January 2020 7.30pm (Chair KB?)

Gillian Tatum Clerk to NNPC 17/07/2019

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