

North Newnton Parish Council (Virtual) Meeting

Monday 6th July 2020 at 8 p.m.

Minutes

Due to COVID-19 this was a virtual meeting. In accordance with the Local Government Act (LGA) 1972, Sch 12 paras 10 (2) (b) as amended by The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

Present: Chair of the meeting - Cllr Marcus Stoneham (MS), Cllr Olivia Campbell Slight (OCS), Cllr David Brisker (DB) (Vice -Chair), Cllr Mac McLean (MM) (Vice-Chair) and Cllr Tom Ellen (TE). In attendance: Gillian Tatum Clerk, Wiltshire Councillor Paul Oatway and 3 Parishioners.

The virtual meeting started at 8pm

- 1 **Absence apologies and Declaration of interests.** No Apologies. Members are bound by the provisions of the Code of Conduct and are required to declare either personal or prejudicial interests; Cllr MM item 4.1 Application 20/04515/VAR (friend of applicant), Cllr OCS item 4.2 Application 20/04432/FUL & 20/04982/LBC (neighbour). Cllr MM requested item 6 be brought forward as he may have to leave the meeting early, Chair said items 6 and 5 could be discussed together as related.
- 2 **Minutes of Parish Council Meeting 19th May 2020.** The minutes were passed by all Councillors and signed by the Clerk on behalf of the Chair as a true record.
- 3 **Adjournment. Welcome to the Public.**
 1. The Clerk read out a question on behalf of a Parishioner (who could not attend due to connectivity issues); I am speaking as a Trustee of the Village Hall and a member of the PCC. There is an idea that the church could be used as a community centre as an alternative to rebuilding the Village hall. It would be good to have a meeting of the Parish Council, Village hall Committee, the PCC and open to everyone to discuss it. There would be room for the meeting, in the church, allowing for enough social distancing. I hope the Parish Council will agree to set up this meeting.
Summary Discussion that followed; All happy to meet, One Cllr thought maybe we need the PCC to speak to the diocese beforehand to gauge their views and another thought we ought to meet beforehand anyway to see if it is a viable option and get the views of parishioners as an initial scoping meeting. A discussion was made on where the meeting ought to be held (as maybe the church is not big enough and maybe better on neutral ground, however mixed views, others thought it would be better to meet at the church so everyone could see if appropriate or not as an alternative meeting venue). It was then proposed that an extraordinary meeting be set up to answer the Parishioners question so parishioners had prior notice about the potential meeting. A parishioner attending virtually as a member of the Village Hall Trustees confirmed they would prefer a neutral meeting place. **Action: Clerk to schedule an extraordinary meeting to debate this proposal.**

No further questions from Parishioners.

4 **Planning Applications**

Planning; To obtain the statutory view of the Parish Council

1. **20/04515/VAR Application for Variation of Condition**
Proposal: - Variation of condition 7 (approved plans) on 17/09284/REM to allow for design changes At: Former North Newnton Garage, Rushall Road, North Newnton, Wiltshire, SN9 6JX. One Cllr abstained from the discussion, one had declared an interest. After discussion from 3 remaining Cllrs Resolved; no objections to the proposal, however the comment was made about the intensity of the number and size of the dwelling and to make sure it would be in more keeping with the adjacent housing development.

Action: Clerk to inform Wiltshire Council

Clerk

2. **Application Ref: 20/04432/FUL & 20/04982/LBC (Application for Listed Building Consent) Proposal: - Single storey rear extension and associated works At: Queen Anne Cottage, Hilcott, Pewsey, Wiltshire, SN9 6LE.** Cllr MM reported he had studied the plans and spoken to the neighbours who had no objections. **Resolved; No objection but it was noted as within a conservation area and listed then the materials should be line with the listed building requirements and in keeping with the existing building.**

Action: Clerk to inform Wiltshire Council

Clerk

- 5 Items 5 & 6 were discussed together at the suggestion of the Chair as related but minuted separately to ensure clarity.

Village Hall (Summary of extensive discussion)

Cllr DB fed back from the meeting of the Village Hall he attended as Parish Council representative; 2 meetings had taken place since the last parish meeting, a revised plan had been presented to the Village Hall Committee and a number of questions/issues had been raised to the architect to address. These included the appearance, toilets layout, lack of access, entrance, end elevation (the latest layout has the porch enlarged across the whole frontage). Cllr MM confirmed he was not representing the Parish Council at the meeting and was on the Project Team.

Cllr OCS confirmed she had seen some of the plans but was very surprised on the time taken to get to this stage; in her opinion the plans are not aesthetically or functionally appropriate for the site. She questioned that if the concept was ready for public consultation as no 3-D proposals, no details on materials and was disappointed on the plans produced. Cllr TE also stated he was underwhelmed; he was conscious that the original hall dated back to the 1900's but felt the plan was just to replicate what was previously there with no innovation. He too would like to see 3-D sketches. He felt that the opportunity for a modern day hall fit for purpose was constrained by the nature of the site (small constrained area and no parking facilities). He reiterated that he would like to see other options explored and wanted to discuss a motion for the Parish Council to withdraw financial support from the Hall. Chair; similar views, he referred to the statement of need asked for at the last PC meeting but not forthcoming, he would have liked to see different options presented to the PC. He also was underwhelmed. He wanted to know how many parishioners had seen the plan and what feedback had been received. With the question of the second invoice presented to the PC for payment he reiterated that no advance approval had been made before costs occurred in line with the decision at the last meeting.

Cllr MM replied to these comments; RIBA format led, they are at the concept design stage. A questionnaire is currently out with parishioners and 45 responses to date deadline 15th July 2020. He hoped the Architect working on the design would produce a 3-D image and permission had been sought to put this on the parish website for all to see. (It was agreed that the PC would see this and agree before it was put on). He said more detailed design

would be worked up to obtain planning permission. He said a considerable amount of time had been taken on working up the concept design including advice from an Energy Consultant and Structural Engineer and that this was necessary to achieve meaningful tenders for the build and that the Village Hall were going for advanced standards to anticipate future requirements covering energy performance and so that they could rent out the building and use it as a public facility. He thought that the costs associated with the architect were not unreasonable and consistent with the development of a building to be used for a public occupancy. He reiterated that back in January £5k had been ring-fenced for the Village Hall in his opinion to be used for upfront costs and that the PC budget stated Village Hall and that indeed the Chair and all Councillors had voted for the £5k increase in the precept to cover the Village Hall.

Cllr TE stated that 3 quotes should have been carried out to appoint the architect /project manager and it had been stressed that the PC were looking for innovation, green credentials and at that time hoping the adjacent piece of land could be acquired for parking. He now had more of an informed view now and realised that parking was a key issue for the future use of the hall which the current site did not provide. In his opinion the Village Hall committee were just going to replicate what was already there.

Cllr MM confirmed that the site is constrained but held in trust for the village hall and is located in the centre of the parish. In the past insubstantial use had been made of the Hall but a modern building would be fit for purpose and attract more people with a projection of occupation 12hrs per week (target) and that a larger Hall would just compete with Rushall and Woodborough Halls.

Cllr DB commented that parking was a big issue that he thought would constrain use of the Hall (even if modern) and a major deterrent in attracting income from use of the Hall. Cllr MM; wait to see the results of the survey interesting to see what parishioners say and acknowledged that the villagers of Hilcott had complained about the traffic speed (40mph) and the PC had indeed sanctioned many traffic surveys but Wiltshire CC could not change speed restrictions.

Cllr OCS stated that the survey did not have a specific question to see if an alternative site were supported for the Village Hall

Cllr MM mentioned that parking in Pewsey acted as a traffic calming measure and maybe this would be the same for Hilcott.

Cllr TE commented that Pewsey was very different to cars parked on a narrow, fast, country road and that parking with the Hall would be on an occasional event and was very concerned about mixing users, children with fast cars.

On the motion about paying the second bill for the architect; Cllr MM supported, Cllr DB against (thought VH might have funds to pay for it themselves), other Cllrs against.

Cllr TE raised an alternative motion in the spirit of goodwill to pay this invoice and no further until a detailed meeting had been had with the Village Hall Committee asking for more collaboration and convincing that all options had been evaluated and that this was the best design for the site taking in to account its constraints. To pause and reflect and re-visit the decision to allocated £5k to the village hall to ensure all Councillors were happy to support the project on behalf of parishioners; Seconded Cllr OCS. Chair wanted it to be minuted that he was very uncomfortable about releasing these monies as the PC had had no say on the spend but in the interest of the situation we were in, to agree. Cllr MM against and requesting that in the event that further financial support was withdrawn from the Village Hall; any remaining surplus from the £5,000 allocated be returned to Wiltshire Council (this was not discussed nor agreed). Motion carried 4:1; “ To pay this invoice and no further until a detailed meeting had been had”. It was also

Clerk

resolved that the Clerk should arrange an Extraordinary Meeting to cover the village hall. This meeting to cover; the Village Hall, other options, alternatives and “in conjunction projects” and the budget line.

Action; Clerk to arrange an Extraordinary Parish Council Meeting

6 Future Parish Council Meetings Interim Venue at North Newnton Parish Church

St. James church had been suggested as an interim alternative meeting venue before COVID-19 lockdown and the Chair and the Clerk had been to visit it with a member of the PCC. The Chair commented that parking is fantastic and could help the existing church be used more if available for community meetings and activities. He believed it could support a Village room/space and co-use with the church. This related to the question a member of the PCC had raised in section 1. It had been agreed that a meeting would be considered as requested at an Extraordinary Meeting.

Action; Clerk to arrange extraordinary Meeting of the Parish Council (see section3)

Clerk

7 Neighbourhood Plan

Cllr MM suggested that a meeting be arranged with Sophie Davies (SD) from Wiltshire Council to see if they would accept a Design Statement only (this is 99% ready), he also suggested meeting with North Wessex Downs (NWD) (Hungerford office) to discuss the North Newnton identified sites (“triangle area”) about the ability to be built on (as designated an Area of Outstanding Natural Beauty) and also look at Green Spaces designations. All Cllrs accepted this proposed course of action.

Action; Cllrs MM, MS and OCS to progress the setting up of face to face meetings with SD and NWD when able, Clerk to assist as required.

Cllr
MM
Clerk

8 COVID -19

- 1) **COVID-19 Volunteer Update;** Clerk confirmed support still being undertaken to those still shielding and neighbours also continuing to give vital help.
- 2) **Exit Strategy – Our Volunteer group had been contacted by Wiltshire Council to ask about our exit strategy.** Some of our volunteers are now back working/busy but support requests had reduced. We had used the Pewsey CCA group recently to help with the collection of a prescription and Clerk suggested an exit strategy maybe to ask this group who are currently looking to achieve charity status and continue for the future to take over any volunteer effort required in the longer term for us. **Action; Clerk to consult with our own volunteers to gauge on-going support and liaise with PCCA if required.**

Clerk

9 Correspondence

- (i) **Complaint received from neighbouring Parishioner at Woodborough regarding bonfires taking place at Bottlesford;** Chair reported he had been contacted directly about a Woodborough resident located the other side of the railway from Bottlesford (nr. the Seven Stars) about smoke nuisance. He had replied deferring them to Wiltshire Environmental Health and guidance on line about bonfires during COVID-19. **Action; Link to Wiltshire to be added to website with information to remind residents not to undertake bonfires during COVID-19 and to respect neighbours.**
- (ii) **Cemetery Works;** The PC had received a request from the PCC to help further maintenance works at the burial ground (follow up work re fallen branches, old roots, waste, rotovate and re-seeding works). Request for 50% cost £300. **Motion; to support with £300 proposed by Chair, seconded Cllr OCS, all agreed (£400 in the budget for expected maintenance contribution). Action; Clerk to notify PCC and raise cheque when required.**

Clerk

Clerk

- (iii) **Relaunch: Great British September Clean: 11th-27th September 2020;** Proposed to organise our cancelled clean up now for Saturday 12th September, Cllr DB to lead on the event. **Action; Clerk to liaise with Cllr DB nearer the event to organise posters, meeting point, equipment, risk assessment etc.** Cllr DB/ Clerk

1 Governance and Procedures

- 0 (1) **Councillor Vacancies;** clerk reported that the formalities had been carried out and we can co-opt a Councillor. 2 vacancies exist. To be progressed especially when final lockdown finishes.
- (2) **CiLCA;** training confirmed for Clerk but due to unforeseen personal circumstances the training will now be delayed.
- (3) **Facebook for social media presence;** Cllrs MS and OCS are willing to support the development of a Facebook presence (maybe in conjunction with another appropriate body such as Village Hall, PCC etc.). **Action; Cllrs MS & OCS to look at potential to create a Facebook presence and report back at our next meeting.** Cllrs MS & OCS

1 Finance

- 1 (1) **Bank Reconciliation (April – June 2021);** Clerk reported balance of £6,192.81 with unrepresented cheques.
- (2) **20/21 Budget review & changes ; changes made to budget lines covering defibulator increase for electricity costs , adjustment to Clerk Salary (to take account of the increase in home working payment from £4 to £6 per week) and other projects/election yr. budget reduced (as no contest for councillor vacancies) and surplus result updated as a result of the adjustments .** Financial group had met in between full PC meetings to review budget and propose these changes. **All Agreed.**
- (3) **Cllr OCS is now full bank signatory; noted.**
- (4) **Cheques to be signed/ratified;** Ch. No. 671 Community First (Insurance) £226.70, 674 £90.29 Clerk Expenses, 675 £35.44 Clerk Expenses, 676 £37.38 Cllr KB leaving flowers (Clerk), 677 £653.35 Village Hall Insurance, 678 £48.19 electricity cost for defib, £17.34 Clerk additional homeworking allowance (April and May), Ch.No.680 £748.90 Hilcott Village Hall (Architects fees), Ch. No. 681 £8.67 Clerk homeworking . **Cllr MM proposed motion that he thought the leaving present for Cllr KB should be paid for by Councillors; Agreed, whip round to be undertaken at next physical meeting, Action; Clerk to then pay into bank.** Clerk
- (5) **S106;** Cllr PO reported on his circulated email with the feedback from Wiltshire Legal team. Prior to the Deed of Variation (D of V) we need to confirm land ownership (Wiltshire Council) for the NN footpath land so they can be in agreement to enter into a D of V. Once parties established for the D of V needs to be submitted to the Planning Department for consideration. **Action; Cllr PO to confirm Wiltshire ownership (done) D of V to be drafted.** Clerk /Cllr MM

Apologies were made to Cllr PO who had waited patiently in the zoom meeting to participate in this item on the agenda. **Action; Clerk to ensure early schedule for Cllr PO matters for future meetings.** Clerk

1 Projects and Activities

- 1 1) **Defibulator location (from village hall after demolition);** Cllr MM flagged up when demolition takes place of the village hall (possibly Dec 2020) PC need to move the Defibulator, post box and notice board. **Action; All to note and consider nearer time of demolition alternative locations,** ALL
- 2) **Bench for Bottlesford;** apologies Cllr MS still to follow up for St. Martins close and will contact ex Cllr KB for contact at Astor. Cllr MS

- 3) **Next Phase NN footpath;** Cllr MM reported next CATG meetings Sept. Awaiting result on the S106 monies which may help influence substantive bidding, he will continue to push but maybe realistically next phase 2021/22. **Cllr MM**
- 4) **Parish Steward (PS) Update;** Cllr DB reported back; visit taking place 7th July (half day) David Benson still supporting activities who again emphasised no requests being received from parishioners. PS concentrating as ever on drains, patching roads. Chair asked about area outside our parish nr. Honeystreet (continual flooding) and Cllr DB will ask PS/ Woodborough PC if he knows what works were carried out. **Action; Highlight PS requests in Messenger, Cllr DB to follow up about Woodborough flooding near Honeystreet.** **Cllr DB**
- 5) **Existing Bench Bottlesford Triangle (nr Woodborough garden centre);** Cllr MM had requested Clerk to find out about the bench which had been removed for refurbishment. It was purchased in 2007 and we paid a third £310 ex VAT and had put on our Asset Register (as Woodborough/Manningford did not have one at the time). The bench is not in our Parish and with boundary proposed changes will be all in the parish of Woodborough. **Action; Clerk to remove from asset register, checking it will go on Woodborough instead and requesting if we can be refunded.** **Cllr MM**
- 6 **Next Meetings** **Clerk**
It was sincerely hoped that any future meeting could be physical rather than virtual.
Clerk to arrange the required Extraordinary Meeting (s).

The virtual meeting closed at 10.20 pm

Gillian Tatum Clerk to NNPC

Clerk@nnpc.org.uk

Tel 07979866387

09/07/2020