

North Newnton Parish Council Meeting

Wednesday 19th May 2021 at 7 p.m.

Minutes

Present: Chair of the meeting - Marcus Stoneham (MS), (Chair of the PC), Cllr Mac McLean (MM), Cllr David Brisker (DB) (Vice -Chair) via telephone first section only, Cllr Olivia Campbell Slight (OCS), Cllr Tom Ellen (TE) and Cllr Tony Mulliken (TM). In attendance: Gillian Tatum Clerk.

The meeting started at 7pm

1 Elections of the New Council

There were two nominations for the position of Chairman however Cllr DB proposed by Cllr MM did not want to stand, Cllr MS proposed by Cllr TE, seconded by Cllr OCS, supported by 4 Councillors.

The Clerk congratulated Marcus and he signed the Declaration of Acceptance of Office for the post of Chairman.

There were two nominations for the position of Vice-Chairman; Cllrs David Brisker (proposed by Cllr TE seconded Cllr MS) and Cllr Tom Ellen, (proposed by Cllr MS, seconded by Cllr DB), unanimous support for both. The Clerk congratulated David and Tom. Tom signed the Declaration of Acceptance of office for the post of Vice-Chairman. (David will complete his at the next meeting) but accepted the post verbally.

2 Matters of the new Council

Absence apologies and Declaration of interests. Apologies: Cllr Paul Oatway and Cllr DB. Members are bound by the provisions of the Code of Conduct and are required to declare either personal or prejudicial interests; None declared.

3 Minutes of Parish Council Meeting 8th March 2021

The amended minutes (one additional line added) were approved by all Councillors and signed by the Chair as a true record.

4 Adjournment. Welcome to the Public.

Although no parishioners in attendance; questions and a report update by the Village Hall Trustees had been provided to the Clerk.

Q1 A Parishioner had raised the concern about visibility from leaving Junction of Park Road with Rushall Road in North Newnton; Concerns of insufficient sight lines especially if turning left out of Park Road. It was agreed during discussion that the visibility is a bit restricted but Cllr MM commented the erection of a mirror would not be supported by Wiltshire Council Highways (drivers could misinterpret views) but that there had been accidents in the past along this stretch and consideration had been made for a mini roundabout in this vicinity. The comment about the proposed fencing associated with the housing development was thought compliant with the planning permission and would be for Wiltshire Council to inspect. It was agreed that an agenda item would be sought for the next CATG meeting (Community Area Transport Group) on 16th June to ask them to visit by Highways and to follow up with suggestions on how this junction could be made safer. **Action: Cllr MM to supply details to Clerk and then Clerk to request items to be added to the CATG Agenda.**

Cllr
MM/
Clerk

Q2 A Parishioner asked as it had been 6 months since discussion about a public waste bin for North Newnton could Councillors review this please; not just about dog waste but providing a service to the Parishioners which was pointed out is available at Bottlesford (there is a bin associated with the bus shelter at Cuttenham Cross roads.) NN has the X5 bus stop, the Woodbridge Inn and in particular the camp site these are all potential sites of producing general

litter. Cllrs discussed the request, Cllr TE noting that a lot of litter had been collected around the roundabout during the litter clean up, Cllr MM commented that there had been a bin in the distant past (when Kennet District Council). **Proposal: to contact Wiltshire Council to see cost to put at bin at the X5 bus stop Cllr MS, seconded Cllr MM, all supported. Action; Clerk to ascertain contact at Wiltshire Council to pursue likely costs and requirements.**

Clerk

3. The Clerk read out; The Hilcott Village Hall project has been on the Agenda and Minutes of the Parish Council for the last 18 months, so the Trustees are naturally disappointed that the ongoing project does not appear on the agenda for Wednesday's meeting but accept your apologies. Please cover the update in correspondence - Item 5 although it would be good if it had been on as under Item 9 as an ongoing project as is the Neighbourhood Plan.

Hilcott Village Hall Project Update - The Trustees are awaiting confirmation from Building Control at Wiltshire Council for a date for demolition, but should be by the end of May. The hard work starts now for the project as we have embarked on Stages 4 and 5 of the RIBA standards and we are actively pursuing grants for the replacement building on the site but this will take time. We hope that the Parish Council will support us for the continuation of this project along with other partners. The Trustees would like to submit a more comprehensive update at your next PC meeting on 5th July and hope that you can accommodate that on the agenda. Is there an Annual Parish Meeting (APM) planned on or before that date?

Cllrs thanked the Trustees for the update. It was agreed that a APM will be held (it had had to be postponed last year due to COVID-19 and restrictions in place until June required it to be delayed this year). It was decided that it would be held after 21st June 2021 (when all restrictions are hopefully finished) so that parishioners could meet more comfortably and more than 30 inside and the date to be decided at the next meeting in June (to be held to debate planning items). **Action: Clerk to diary.**

Clerk

4. Clerk has been contacted by Sean Devine who is interested in becoming a Parish Councillor and will attend the next meeting to find out more about our work and responsibilities.

5

Correspondence

1. **Questions received concerning North Newnton Footpath from a Parishioner;** Cllr MM had been answering questions on this with a Parishioner who was asking detailed questions on the footpath use, costs and decisions for next phase. Cllr MM commented that you could not view the cost as £6.4k per metre as this contained many costs not directly related to the actual laid footpath as there were so many factors to take into account however the methodology for construction by Wiltshire's chosen contractors is always the same for footpath construction and to Wiltshire's standards. Cllr OCS commented that she had also received queries over the NN footpath and could answers on the costs, phases etc. be put on the website so accessible to all Parishioners. Cllr MM reiterated that Wiltshire Councillor Paul Oatway is still fully behind the footpath and that it will when complete cover not only Rushall Road but Upavon road as well until the parish boundary. **Action; Cllr MM to write a summary (using recent questions and answers) about the NN footpath for Clerk to put on the website.**

Cllr
MM/
Clerk

2. **Footpath letter and photographs Hilcott Area;** Cllr DB has been following up the letter and photographs received from a parishioner complaining about way marking (solved) and condition of the rights of way in the Hilcott area. It was discussed that rights of way are the responsibility of Wiltshire Council and the best way to try to action any requirements is via the MyWiltshire App <https://www.wiltshire.gov.uk/mywilts-online-reporting>. This is available for all residents to use and once registered will get updates on progress that Wiltshire are undertaking.

3. **PCAP (Pewsey Community Acton Partnership) Walkers are Welcome project request;** this is an initiative to gain accreditation by Pewsey Vale Tourism Partnership as part of a COVID-19

recovery plan to gain the national accreditation and aid publicity for an excellent walking holiday venue. Resolved; Cllrs unanimously supported this initiative. **Action: Clerk to pass on the resolution.**

Clerk

6 **Governance & Procedure**

1. **A warm welcome was extended to new Cllr Tony Mulliken** for participating in the election process and standing as a Parish Councillor for NN. He thanked all and looked forward to taking on more responsibilities once he was inducted into the Parish Council.

2. **Register of Interest Completion** requirement; the Clerk reminded all existing Councillors of the duty to review their Rofl following the election process and was supporting Cllr TM to complete the register. **Action: All Cllrs to review and update the Rofl as required, supported by the Clerk.**

ALL

3. **Specialist Areas for Councillors**; the Clerk ran through the specialist areas Councillors were covering and will update the list accordingly adding Cllr TM and redistribute the list for Councillors and on the website/Notice Boards once agreed. **Action; Clerk to distribute to Cllrs.**

ALL

7 **Planning Applications for Statutory Consideration**

1. **PL/2021/04093 2 Hilcott Farm Cottages Rear Extension and Internal alterations;**

At its Parish Council meeting on the 19th May 2021 North Newnton Parish Council resolved “no objections, but Councillors made the observation that the apparent proximity of the proposed extension to the neighbour impacted accessibility for maintenance works”

2. **PL/2021/04403 2 Hilcott Farm Cottages removal of leylandii Removal of tree to replant a different type of tree more in keeping with the area**

At its Parish Council meeting on the 19th May 2021 North Newnton Parish Council resolved “No objection subject to planning another native tree in its place”.

3. **PL/2021/03259 Land to the Rear of Meadowside, Bottlesford, SN9 6LW Erection of Detached Tractor Shed**

At its Parish Council meeting on the 19th May 2021 North Newnton Parish Council resolved “No objection subject to the building being restricted for agricultural use”.

4. **PL/2021/03200 Bay Cottage, Broad Street (Bottlesford) SN9 6HW Single Storey**

Extension At its Parish Council meeting on the 19th May 2021 North Newnton Parish Council resolved “No objection”

5. **PL/2021/04464 Embrook House, , Hilcott, SN9 6LE Eucalyptus – Fell** At its Parish Council meeting on the 19th May 2021 North Newnton Parish Council resolved “No objection, subject to the planting of another tree to offset the loss”.

Action; Clerk to upload comments onto the Planning Portal through Wiltshire Council

Clerk

Cllr MM asked the Clerk to try to notify all agents or applicants of a planning permission made and under consideration by the Parish Council of the likely date it would be considered at a Parish Council meeting. It was noted that there was no statutory requirement to do this, but would be a courtesy undertaking. **Action: Clerk to add to her duties.**

8 **Finance update**

(i) **AGAR 20/21 - approval of Section 1 and Section 2 Annual Governance Statement. Report of informal Financial Sub Committee on 20/21 budget and end of year position**; the FO and the Finance informal group had reviewed the figures prepared and sent to the Internal Auditor; details had been sent to all Cllrs prior to the meeting. The Chair duly signed Section 1, countersigned by the Clerk; the Chair duly signed Section 2 Accounting Statement for

2020/21, countersigned by the Clerk. The balance going forward for 21/22 is £21,428. The Clerk will (following a meeting with the Internal Auditor on the 24/05/2021) publish the dates for the period for exercise of public rights (around 14/06/2021) on the website and submit all the forms to the external Auditor. Action; Clerk to complete AGAR process.

(i) **Bank Reconciliation April 2021 & new financial year budget update;** details had previously been distributed to Cllrs, the Clerk ran through the figures opening balance of £4,996.28 Treasurers Account, with income of £7,500 first instalment of precept and expenditure £776.22. The Clerk updated that an invoice had been received for the Parish Annual Insurance and the need to purchase a thermal bag for the re-positioning of the defibulator (£55). She confirmed that the Asset Register had been updated to take out the bench that is now confirmed not in our ownership. She presented the updated budget following April expenditure.

ii) **The following cheques were ratified by the Council; Cheques to be signed/ratified; Ch. No 714 HMRC PAYE £51.58, Ch. No. 715 Scrapped, Ch. No. 716 NALC/WALC £190.38, Ch. No. 717 Fishlock & Dyer (electrician to dismantle Defibrillator) £64.80, Ch. No. 718 SSE (Carolyn Whistler) for Defib, final bill £66.12, Ch. No. 719 £27.60 Clerk Expenses, Ch. No. 720 Clerk Salary add on £49.96.**

9 Neighbourhood Plan Update

It was discussed now that COVID-19 rules were relaxing that Cllrs MM, MS & OCS will meet to discuss next steps for the Plan. Cllr TM expressed an interest and will join the meeting. **Action: Cllrs MM, MS, OCT & TM to meet in June to take forward.**

Cllrs
MM,
MS,O
CS &
TM

10 Projects

1. **Litter Clean-up – report back;** Clerk reported on Cllr DB behalf good response from Parishioners despite wet weather to undertake the litter pick. Thanks were expressed to Cllr DB for organising, to all taking part and a special thanks to Easterton Parish Council for loan of the litter pickers and tabards.

2. **Defibulator Actions for Hilcott relocation;** all Cllrs present were content with the Stitching's Lane proposed new location for the defibulator. Cllr DB has identified land owner and user of the adjacent land. It was agreed to put a marker in the proposed location for the defibulator, Clerk to order the thermal bag ready to cover it. It was hoped that Cllr DB could continue to help with the erection of a new pole assisted by other parishioners/Parish Steward if possible so that the new location can be up and running next month. Cllr TE continues to carry out the Admin checks on the 2 defibulators. **Action: Clerk to brief Cllr DB**

Cllr
DB/
Clerk

3. **Traffic Calming: White Entrance Gates & greening verges;** following a discussion through which it was acknowledged that traffic is a major issue for all parishioners and for each of our settlement areas the proposal is to commence with looking at Hilcott speed issues and what traffic calming is possible. It was highlighted that a budget of £3,500 has been allocated this year (to include a SID speed Indicator Device). It was agreed to put on the agenda for the June CATG meeting for analysis of White Gates and/or other suggestions to reduce traffic speed through Hilcott and to request a visit by Highways to assess the situation. **Action: Clerk to request to CATG. Green Verges;** Cllr OCS reported back from her research with Plant Life and the next steps is to carry out a verge survey to identify species within our hedgerows and which areas can be improved. Potential improvements can be by plant plugs or sowing seeds. It was agreed that we must remind Wiltshire Council of our green verge policy (only to cut once per year) and to email them to remind them not to cut until post July. Signs could be erected to remind of the "no Cutting /Mowing Policy". **Action: Clerk to write to Wiltshire Council, Cllr OCS to instigate survey process and follow up.**

Clerk/
Cllr
OCS

4. **Footpath at Rushall Road to Park Road update;** Cllr MM has liaised with Wiltshire Councillor

PO as Wiltshire Council still not carried out next steps to draw up the legal document to amend the S106 agreement. Cllr MM will attend the next CATG where costs hopefully will be presented for the next stage of the footpath. **Action: Cllr MM to continue to follow up re the S106 amendment**

**Cllr
MM**

- 11 **Future Parish Council Meetings:** An extraordinary meeting will be required in June for Planning Application Barn south side of Village Road opposite Tawsmead, Pewsey, Wilts, SN9 6LW : Consultation - PL/2021/03680 **date to agreed, APM meeting date to be agreed and next full Parish Council meeting 5th July 2021**

The meeting closed at 8.49 pm Gillian Tatum Clerk to NNPC Clerk@nnpc.org.uk
Tel 07979866387 24/05/2021

DRAFT