

North Newnton Parish Council Meeting  
Monday 25 Jul 22 at 7pm at The Parish Room, Woodborough

Minutes

**Present:** Cllr Tom Ellen (TE) (Chairman), Cllr Andy Gray (AG), Cllr Sean Devine (SD), Cllr Tony Mulliken (TM), Cllr Rich Cook (RC) and Wiltshire Councillor for Pewsey Vale West Cllr Paul Oatway QPM (PO). In attendance: Parish Clerk Rosie Charnock (RC). 1 Parishioner: Carolyn Whistler (CW).

**22/ Matters of the Council**

**15 Absence, apologies and declaration of interests**

Apologies from Councillors: David Brisker

No declarations of interest made.

**22/ Minutes of the Parish Council Meeting 13 Jun 22 were approved and signed by Chairman.**

**16 Review of Matters arising:**

Completion	Action Required	Person
25 Jul 22	Find out costs/options of new Defib batteries. TE raised motion to purchase new batteries, all in agreement. <b>ACTION:</b> RC to purchase of two new Defib batteries.	RC
25 Jul 22	Purchase and present gift to Rupert Chandler. Complete	RC
25 Jul 22	Enquire about new councillor courses, enroll RC onto ILCA course Cheque sent off for ILCA, awaiting start date.	RC
1 Sep 22	Find out more details about DWFRS Local Scrutiny. PO informed the council and parishioners as to how DWFRS operates and some of its achievements as an extremely successful fire service. The local scrutiny meetings are a chance for local councils to review non-operational parts of the service.	RC
21 Jul 22	TE attended PCAP Meeting on 21 Jul 22 on behalf of the NNPC	TE
Next PC Mtg	Apply for speed survey on Rushall Rd. Council agreed to review SID data before pursuing this further.	TE
Next PC Mtg	Check changing speed setting on shared SID. TM has re-set the SID that is owned by the NNPC so that it operates at 40mph. <b>ACTION</b> TM to investigate if this can also be done with the shared SID for when it is in North Newnton.	TM
Late August	Assist with collating 'Messenger' (awaiting date in late Aug). TE will draft note for the next Messenger (due by 15 Aug) and email to Jennifer.	TE
ASAP	Coord cheque and mandate signing (local individual). Mandate forms signed and approved by Lloyds. Completed.	TE

**22/ Adjournment: Welcome to the public**

**17** CW asked when the SID will be moved to Hilcott. TM assured her that this matter will be discussed in detail later on the in the agenda.

**22/ Update from Pewsey Vale West Wiltshire Councillor Paul Oatway QPM**

**18** The positive conduct webinar was successful and the agreed points are now out with a small focus group for discussion at the moment. This will then go back to Wiltshire Council for approval. The idea is that there will be an agreed code of conduct that all 252 parish councils in Wiltshire will use, this will then help with consistency and understanding of complaints procedures. The LH&FIG meeting was successful and there is positive news regarding Phase 2 and 3 of the North Newnton footway project.

**22/ Clerk's Report and Updates**

**19** The Chairman recommended as good practice that updates from external meetings, councillors, the Clerk and parish organisations such as the Hilcott Village Hall Trustees and Church Parochial Council occur early in the meeting as a standing agenda item. There was general agreement. The Chairman then invited CW to update the council on behalf of the Hilcott Village Hall Trustees. CW referred councillors to the new website and thanked NNPC for including the link on their website. Updates from the committee will be made regularly onto the new website. There will be a quiz night on 29 Oct 22 at Rushall Village Hall to raise funds for the project.

RC reported on clerk activities since taking on the role in March 2022. Finance: there are now five signatories available to sign parish council cheques, increasing flexibility. The council is now registered for internet banking, RC will investigate how this could work for NNPC reducing the need

for cheques and replacing these with BACS payments. The internal audit has been completed, the information is available on the website and the external auditors have received the forms, and an exemption form will be signed in this meeting and returned to them before the agreed deadline of 29th July 2022. Meetings: agendas and minutes have been kept up to date and displayed on the website and four noticeboards. The format has slightly changed with actions being listed clearly and addressed in each meeting, and agenda items running in sequence starting afresh at the beginning of each year. Technology: The new parish laptop is now completely set up, with one final task of being able to download the anti-virus software onto it. Website: the website has been kept up to date with parish council information and local information. Training: RC has attended two new clerk training mornings and has registered to complete the ILCA qualification. (The Chairman has also attended two training mornings, delivered by the same organisation on behalf of Wiltshire Council) The previous clerk Gill Tatum is going to meet with RC on Tue 26 Jul to complete their handover including budgeting, this will be at a rate of £15 per hour plus travel expenses. All council members agreed to this cost.

## **22/ Update from external meetings.**

- 1. LH&FIG 20 Jul 22:** TE attended on behalf of NNPC. Prior to this, on 13 Jul he met with Paul Oatway, Jerry Kunkler (LH & FIG Chairman) and Mark Stansby (Wilts Council Highways) on site to discuss the plan for Phase 3. The next stage is to cost this proposal and have it entered onto the LH & FIG register, allocated an Issue Number and make it a Priority Scheme in due course. Phase 2 of the North Newnton Footpath will be completed as planned in Jan 23. At the Park Road junction in North Newnton the road markings have been repainted, the 'SLOW' signs are going to be repainted next (at no cost to North Newnton Parish). TE presented a visual image of the footpath with colour coded phases. **ACTION:** The council asked TE to produce a similar image to this that could be shared on the website and noticeboards.
- 2. PCAP:** TE attended on behalf of NNPC. The NNPC contributes £200 per year to help fund the Pewsey Community Area Partnership. PCAP can represent parish concerns to the Area Board and can be a useful forum for parish councils to discuss common issues.

## **22/ Projects:**

- 1: SIDS Update:** TM: the SID is up and running, batteries and solar panels are working. There are two sites so far and the device can be moved between the two. TM addressed CW's previous question and explained that in Hilcott it is more difficult to decide where it would be best positioned. **ACTION:** RiC is going to ask the farmer who owns the land if a new post can be put in on the way into Hilcott from North Newnton, the SID could then be attached to this. RiC: from the Bottlesford end there is also a chosen spot, just past the cemetery, there is a telegraph pole that can be used. TM suggested that the NNPC purchase more SIDs, and two to be placed permanently in Hilcott. RiC agreed and added that the NNPC should aim to have permanent devices in all three hamlets. AG: suggested half gates on the way into Hilcott. RiC was concerned that half gates may cause difficulties for agricultural vehicles. TE: half gates need to be placed where the speed limit changes. There is £4k in the budget for traffic calming measures, so there is money available to purchase another SID or take other calming measures. SD voiced a concern that permanent devices may not have a long-term effect on speed as people get used to the device being there. AG suggested that the council monitor the data from the existing SID and see whether this is the case. RiC said that there needs to be plan to help solve the problem of speeding across all three hamlets. TE referred to the research that states that the impact of SIDs starts to decrease after two weeks and that devices should be moved between two and eight weeks and then not put back in that location for at least four weeks. TE also suggested that a cost-benefit analysis should be carried on to determine how many households would potentially benefit from SIDs at various locations. AG suggested that the council look at the data from the current SID, find eight sites, have three to four SIDs and then move them around every time the data suggests that the effect has worn off. If the data is showing that the SID impact is not decreasing over time then this would suggest that this could become a permanent location. AG also wondered if there was anything more that Wiltshire Council could do to help with traffic calming measures in the area, could the speed limit in Hilcott be reduced from 40mph to 30mph? TE invited CW to speak from her experience as previous chairman of the parish council and longstanding resident of Hilcott. CW: In Hilcott the percentile on previous speed surveys was not high enough to get anything more done. To change a speed limit there are also certain criteria to meet, such as numbers of streetlights and houses. After the meeting TE circulated the findings from a previous road traffic survey for Hilcott. AG: What about some new signs saying 'hidden entrance'? **ACTION:** TE to contact Mark Stansby to

investigate new signs in the area. SD: Before we purchase a new SID, we should analyse the data from the one that we have. **ACTION:** TM to form focus group to investigate possibilities for SIDs moving forward and report back at the parish council meeting.

**2: North Newnton Footpath Update:** TE addressed this earlier on in the meeting with the update from the LH&FIG meeting.

**22/ Finance**

**22 1: Bank reconciliation** up to Jun 22. Big expenditure: Clerk Salary.

**2: Cheques to be ratified:**

07/04/2022	882	£42.00		Westwood Associates Anti Virus protection
10/06/2022	894	£40.00		Lifesaver Technology
20/06/2022	896	£144	£28	SLCC for ILCA course
20/06/2022	897	£29.90	£4.98	ESET UK Anti-Virus software
22/06/2022	898	£189.36	£31.56	WALC Subscription
22/06/2022	899	£80.34		Clerk Expenses
22/06/2022	900	£222.40		HMRC
29/06/2022	901	£55		Pewsey Vale Toursim Partnership Subscription
29/06/2022	902	£75.45		Clerk Salary - pay award owed to Gill Tatum

**3: AGAR Exemption Form:** Signed by the chairman. **ACTION:** Clerk to scan in document and email to PK Littlejohn before the deadline of 29 Jul 22.

**4: Finance Sub-Committee:** TE suggested that a finance subcommittee be formed to prepare a draft budget and to carry out internal controls. TM questioned whether this was necessary or whether the budget was something that could be discussed in a general parish council meeting. TE advised that under the previous Chairman there was a finance sub-committee so that budget setting didn't take up all the time in a parish council meeting. After some debate all councillors agreed to discuss budget and finance items as a whole council rather than forming a finance sub-committee. **ACTION:** RC to find out more from Gill Tatum (previous clerk) as to how internal controls have been carried out previously and report back to the council at the next meeting.

**22/ Future Agenda Items**

**23** To include Updates section as a standing agenda item early in future meetings.  
Traffic calming focus group report to Council.  
Finance, prepare budget 2022/2023.

**22/ Meetings:**

**24** **Pewsey Area Board**, 19 Sep 22, 7pm, location TBC  
**PCAP**, 20 Oct 22, 7pm, location TBC  
**LH & FIG**, 26 Oct, 2pm, MS Teams

**Parish Council Meetings 2022:**

Monday 5 Sep 22, 7pm, location TBC  
Monday 17 Oct 22, 7pm, location TBC  
Monday 28 Nov 22, 7pm, location TBC

Completion	Action Required	Person
5 Sep 22	Order two new Defib batteries	RC
5 Sep 22	Produce an image detailing the different phases for the North Newnton footpath project to share on website and noticeboards	TE
5 Sep 22	New post to be installed in Hilcott ready for SID	RiC
5 Sep 22	Contact Mark Stansby to enquire about new road signs or markings available for the area (e.g: hidden entrance)	TE
5 Sep 22	Form Focus group to discuss options for traffic calming measures to then present and discuss ideas at the next parish council meeting.	TM
29 Jul 22	Scan in AGAR exemption form and email to PK Littlejohn (external auditors)	RC
5 Sep 22	To find out how internal controls have been carried out in the past and decide how best to continue with these.	RC/TE