

Minutes of Cheverell Parva Parish Council Meeting
Held on Wednesday the 12th July 2017 at 19.00 hrs.
In the Village Hall

Present: Parish Councillors Wes Parfitt – Chairman, Linda Deane – taking the minutes, Bill Mowatt, Sue Ivey, Anne Venus – Responsible Financial Officer.

1. **Approval of minutes of Parish Council meeting held on 10 May 2017**
The minutes of the last meeting were approved and signed off by the Chairman.
2. **Apologies**
None.
3. **Declarations of Interest**
Cllr. Deane advised she had completed and submitted the Declaration of Pecuniary Interest to County Council in compliance with the requirement to do so as a new Councillor.
4. **Welcome to the public and Public Forum**
Two members of the public attended the meeting. They advised they had no matters to raise that were not already on the agenda other than the question of fire precautions in the village hall except that the Chair of the Village Hall Committee raised the question of fire precautions in the hall and said that the fire doors in the kitchen and storeroom must be kept unlocked when the hall is in use.
5. **Financial Matters**
Responsible Financial Officer Cllr. Venus advised the expenditure and requests for expenditure since the last meeting were as follows:
 - 5.1. **Payment of £34.10 for new Councilor training** – approved.
 - 5.2. **Request for £250 for grass cutting at the village hall** – approved.
 - 5.3. **Request for £500 toward insurance of village hall:** it was advised by the Chair of the Village Hall Committee that the current year's insurance premium of £431.31, due in Feb/March, has been paid. A £50 reduction had been achieved this year but may not be awarded next year. The village hall committee requested the cost be met by the parish council. The request was debated without final resolution. It was advised the village hall committee would be facing a shortfall of £348 should it have to meet the cost next year and could only do so by using their reserves. The Accounts were handed to the Chairman. The current position is:

Bank and petty cash	£ 530.95
The Affirmative Fund (Reserves)	£3170.27
Due out up to end of March 2018	£ 888.00
Due in (inc. the £250 grant for grass cutting)	£ 340.00

All items had been approved by the village hall committee.

5.3.1. It was explained the affirmative fund was a reserve for carrying out major works to the hall.

5.4. **Request for £150 for maintenance of millennium green**

Cllr. Mowatt confirmed he was happy to continue cutting the grass. There was no objection to the suggestion the flowerbed could be strimmed. Since the two above requests had been agreed on, the Chair of the Village Hall committee withdrew this request.

5.5. **Audit and Finance Report**

Cllr. Venus outlined spending and expected outlay this financial year. It was pointed out the parish council only had a capital reserve because the Chairman had assumed the role of Clerk on a voluntary basis thus freeing monies the Clerk would normally have been paid in salary and Cllr. Venus had assumed the role of RFO preparing accounts, statutory returns and dealing with all financial matters. This action was taken in order to accumulate funds that could instead be used to the benefit of the village.

5.5.1. Discussion took place on the budget reserves. The parish council's bank account held a total of a little over £5000. Cllr. Venus advised £2000 was reserved for the upgrade of Broadband in Low Road. A further £1000 was held in reserve for expenses that were forecast to accumulate in the current financial year. Therefore, in real terms, the budget held £2000 so far free of commitment.

5.5.2. Cllr. Venus advised the statutory work had been completed and the Audit Report was finished and in order. It is posted on the website we temporarily share with Great Cheverell. Cllr. Venus was thanked for her work on the parish council's finances.

5.5.3. In compliance with the statutory requirement for the parish council to publish its Accounts on the web Cllr. Venus has obtained a quote for the design and build of a website for little Cheverell. Circulated under separate cover. This was further discussed at agenda item 11.

6. **Responses re. village projects**

6.1. **Cutting hazel tree opposite 'Noseworthy bench':** the Chairman pointed out the hazel tree and hedge it formed part of was on private property. In which case the parish council did not have the authority to carry out such works simply to improve the view for people using the bench. The parish council could only intervene with the permission of the land owner. The Chairman volunteered he would try to find out who the hedge belonged to.

6.2. **Maintenance of the 3 'dipping wells'**

For clarification, the dipping wells were once a source of fresh water for the villagers. There are 3 still in existence in Low Road and so come within the remit of the parish council to maintain in an acceptable condition. One of the three is in need of major repair. The Chairman advised the parish council did not have the resources to do the necessary remedial work and it should be done by County Council. Cllr. Ivey suggested a request be posted to the MyWiltshire website. Cllr. Mowatt agreed to make an assessment of the dipping well near to Rose Cottage. The Chairman agreed to report the matter to County Council.

6.3. General horticultural tidy up

Covered for the most part by the Parish Steward. Phil to be asked to trim the verge back opposite the village hall. It was agreed that many of the verges in Low Road needed cutting back but most of them are private property and so the onus to keep them tidy was on the owners.

6.3.1. Discussion took place on how best to tackle the issues of overgrown verges and bushes and overhanging branches. Polite letters to the responsible residents in the past had not received a positive response and it was considered doubtful they would do so now. Cllrs. Parfitt and Ivey to carry out a survey and report back to the next meeting.

6.4. Pay someone to cut the Millennium Green

Covered under item 5.4.

6.5. Support a summer BBQ

Mr. and Mrs. Rawlins have kindly volunteered to organise a summer BBQ. Scheduled for Sunday 13th August at 12.30 p.m. in the village hall. The event makes a significant contribution to raising funds to support the care and maintenance of the hall. Marlis was sincerely thanked for her support. It is hoped volunteers will come forward to help with the practicalities of seating etc. and with offers of food.

6.6. Pay someone to empty rubbish bin on Village Hall green

It was advised the bin was emptied by members of the village hall committee. A request for small sums of expenditure to be reimbursed was made on behalf of the Trustees' to cover their administration costs. Approved.

6.7. Turn the Millennium Green into a car park

6.7.1 It was emphasized this item had been raised at previous meetings and the position had not changed. However the Chairman directed it be discussed again. The Chair of the village hall committee which administrated the Green, reiterated the plot had been sold by the late Mrs. Noseworthy to the Trustees on the condition it would not be developed but remained a garden for the local residents to enjoy. The Trustee, present at the meeting, advised the condition was clearly stated in the Deeds which he held in safe keeping.

6.7.2. The position has been explained to Mr. Michael Phillips who requested the item be put on the agenda. The difficulties of an application and the process for change of use have also been explained to Mr. Phillips. The Chairman asked individual councilors for their personal view. None supported the millennium green being turned into a car park.

6.7.3. The wider issue of parking in the village was discussed and Cllr. Ivey wondered if there was anywhere in the village that could be rented from a local landowner. She asked that this be put on the agenda for the next meeting.

7. Parish Steward

Cllr. Ivey advised Phil was still in place and progressing enthusiastically with his list of priorities.

8. **Low Road 20 mph speed limit**

Cllr. Mowatt advised he had attended the last meeting of the CATG (Community Area Transport Group). He reported the application would be reviewed but there was a strong possibility it would go ahead. The indications are the signs would be installed within this financial year's budget. Hopefully this means the new limit should be implemented within the next few months. The signs may have to be repositioned.

9. **Defibrillator**

An awareness training session is scheduled for the 26th July at 19.00 hrs. in the village hall. All members of the public are welcome to attend. Cllr. Ivey offered to design the poster to publicise the training. Circulars have been distributed throughout the village with names and contact numbers. It was agreed the East Knowles newsletter be included in the training session. The session is scheduled to last 2 hours.

10. **Planning Applications**

Three planning applications have been received since the last meeting, two were for tree felling and one for a full planning application for extensions at Edith's Marsh. The Council returned 'no objections' in each case but with two Cllrs abstaining on two applications due to personal interests.

11. **Parish Council Website**

11.1. It is now a legal requirement for parish councils to have a website on which the meeting agendas and minutes must be posted. Great Cheverell kindly allow us a page on their website so that we conform to the legal requirements. Cllr. Venus outlined the costs of sharing a website. The deadline to have a site in place is the 14th August 2017. Cllr. Venus read out a proposal from Mr. Jeremy Davies to prepare a 'hosted' website. In brief, the costs would be £250 for the site build and £25 per domain name. There would be an ongoing annual cost of £10 per month. The necessity of having our own website was acknowledged. Cllr. Venus will be the link for financial matters and the Chairman volunteered to be the link for general matters and minutes. Cllrs. Parfitt and Venus to meet with Mr. Davies to discuss. Cllr. Venus to arrange the appointment.

11.2. A grant towards the annual cost would be minimal if actually obtainable. The parish council may be able to get a financial contribution towards a computer and ancillary equipment.

11.3. Cllr. Venus said that there were at present only two bank account signatories and questioned whether we needed a third. The initial signatories to be Cllrs. Parfitt and Venus. A proposal was put forward to have one other in case of need. The decision as to whom the back-up signatory would be was held in abeyance. Item to be given further consideration. The parish council has a legal obligation to inform the account holding bank (Lloyds) of the foregoing. All statutory forms must be completed and presented. Cllr. Venus was actioned to take a copy of the minutes to the bank and check all the procedures.

12. **MyWiltshire website**

Cllr Ivey said she wanted to publicise the use of the MyWiltshire website whereby villagers can report issues, eg. potholes, directly themselves rather than reporting it

to a Parish Councillor.

13. **AOB**

- 13.1. Cllr. Ivey's request for a 'pedestrian' sign in School Lane to make motorists aware there were possibly pedestrians in the lane was declined.
 - 13.2. Cllr. Mowatt asked how some of the reserve budget could be spent to the benefit of the parishioners. Cllrs. Deane, Ivey and Parfitt will take a walk along Low Road on the 26th July to identify places where some money could be spent effectively.
 - 13.3. Cllr. Mowatt advised his application to cut down 3 Cypress trees in his garden had been approved by the County Council. This information surprised the parish councillors as no notification had been received by the Parish Council from County Council.
 - 13.4. The Chair of the village hall committee advised we have been given a rebate on the rates for the village hall. The rates presently stand at £694 p.a. It was stated that we should keep the precept at its present level as in future any Parish Council requesting a major project would be expected to make a considerable financial contribution.
14. **Date of next meeting**
13th September 2017 at 19.00 hrs. in the village hall.

The meeting closed at 21.00 hrs.