

**Minutes of the Meeting of Potterne Parish Council held on Wednesday 1 November 2017 in Potterne Village Hall at 7.30pm.**

**Present:** Cllr Philip Abbatt (PA); Cllr John Chandler (Vice-Chairman) (JC); Cllr Richard Clark (RC); Cllr Rob Edwards (RE); Cllr Robert Hunt-Grubbe (RHG); Cllr Andrew Huntley; Cllr Tony Molland (TM); Cllr Nesta Pudney (NP) **Also present:** Liz Starling (Clerk)

**Apologies:** Cllr Peter Balls (Chairman) (PB); Cllr Carol Clifford (CC); Cllr Chris Twiney (CT)  
Cllr Anna Cuthbert (Unitary/Wiltshire Council);

78/17/18	<b>Welcome and Apologies:</b> The Vice-Chairman welcomed Councillors and received apologies.
79/17/18	<b>Declaration of Members' Interests:</b> There were no declarations of interest registered.
80/17/18	<b>Minutes of meeting held on 4 October 2017:</b> Proposed by NP, seconded by RE and agreed by all that the minutes were an accurate record. The minutes were duly signed.
	<p><b>Open Session</b>  <b>JC declared that the meeting was temporarily suspended to allow for an open session for 10 minutes so that the public could place questions to the Council to be discussed at the next meeting if confirmed in writing.</b></p> <p>1. TM advised that he has ordered a wreath for the Parish Council to lay at the war memorial on Remembrance Sunday. Suggested donation was £17.00 and TM proposed that this be increased to £25.00. Agreed by all.</p> <p>2. There is a tree down blocking the footpath next to 11 Potterne Wick. Clerk will report to WC.</p> <p>3 Report of anti-social behaviour: groups of youths gathering at the top of Ryeleaze steps leading in to the playing field, possibly smoking drugs and being abusive to residents. This need to be reported to the police on 101 at the time it is happening or can be reported to Wilshire Council Community Safety team via their ASB log sheets:  <a href="http://www.wiltshire.gov.uk/community-safety-anti-social-behaviour">http://www.wiltshire.gov.uk/community-safety-anti-social-behaviour</a></p> <p>4 Concerns had been expressed concerning the culling of deer on the deer farm, Brownleaze Lane, however the Parish Council have ascertained that this is done in a professional manner in accordance with best practice guidelines.</p> <p><b>There were no further comments from the public therefore JC closed the Open Session.</b></p>
81/17/18	<p>Parish Council Action Table update:  <u>48/17/18 (39/17/18, Item 6):</u> To make contact with those involved with inconsiderate parking at the pump once the building work going at properties in the vicinity is complete. Still to do.  <u>49/17/18, Item 7:</u> Research into ownership of footpaths – ongoing.  <u>Open session 6 Sept, Item 6:</u> Clerk has contacted Gabrielle Crump in the Commercial Estates department at Wiltshire Council but has had no response as yet. Clerk to chase.</p>

Signed: .....

Date: .....

	<p><u>62/17/18, item 1</u>: Sign to Youth Centre – this has gone through to DAB/CATG for consideration.</p> <p><u>62/17/18, item 1</u>: Sign for Court Hill - WC Highways do not have the budget in 2017/18 for a street name plate for Court Hill which is classed as a discretionary sign. When WC Highways get their new budget, priority would be given to statutory signage so still unlikely to get it. To purchase a sign would be approx. £64 plus VAT. It was thought that a street name plate had been obtained some time ago. Clerk to check with Sally Hoddinott.</p> <p><u>Open session (4 Oct), Item 4</u>: Clerk to contact Urchfont, Easterton and Stert Parish Councils re joint letter concerning Crookwood. This has not been done yet.</p> <p><u>76/17/18</u>: Investigate replacement goal posts for Ryeleaze – JC has not done this yet. Not urgent at this point in time.</p> <p><u>76/17/18</u>: Cost out items on action plan for Ryeleaze. Also need to know cost of upkeep each year. Unlikely to be included in the budget for 2018/2019.</p>												
<b>82/17/18</b>	<p><b>Wiltshire Councillor's Update:</b> Apologies received as unable to be present.</p>												
<b>83/17/18</b>	<p><b>Reports from representatives:</b></p> <p><b>1. Devizes Area Board:</b> Next meeting is on 20 November. TM said he usually attended both this meeting and CATG. Clerk to advise members of dates and times of meetings.</p> <p><b>2. Community Area Transport Group (CATG) – including Road Safety, Vehicle Parking and Public Transport:</b> TM reported there had been no meeting recently.</p> <p><b>3. Leisure Facilities, Appearance and Environment:</b></p> <p>a) Commemorative tree planting – CC has spoken to both the cricket club and to Carey's but neither are keen to have commemorative trees planted around or by the cricket pitch. Other suggestions have been made:</p> <ul style="list-style-type: none"> <li>• At the highest point on the Blount's Court Hill (between Coxhill Lane and Potterne Wick)</li> <li>• a line of trees a couple of yards inside the stone wall (In George Day's field) that runs down Court Hill below Court Hill House</li> </ul> <p>As the site identification form needs to be in by 30 November, an extraordinary meeting would need to be held before then to discuss and make a decision of these options. If the Parish Council miss the deadline for the Wiltshire Council initiative, it was suggested that they could consider an initiative themselves.</p> <p>b) NP advise that there is a community litter pick around the war memorial in conjunction with the British Legion this Saturday 4 November.</p> <p><b>4. Residential Planning:</b></p> <p>a) Two planning applications have been received:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">17/10204/TCA</td> <td style="width: 50%;">11 High Street, Potterne SN10 5PY</td> <td style="width: 25%;">Work to Trees in a Cons Area: Fell 2 Silver Birch Trees</td> </tr> <tr> <td colspan="3">No objections</td> </tr> <tr> <td>17/10197/TPO</td> <td>Tristenagh House, 23 Devizes Road, Potterne SN10 5LW</td> <td>Work to TPO Trees: Alder tree - fell Ash tree - fell</td> </tr> <tr> <td colspan="3">No objections</td> </tr> </table> <p><b>5. Community and Learning:</b></p>	17/10204/TCA	11 High Street, Potterne SN10 5PY	Work to Trees in a Cons Area: Fell 2 Silver Birch Trees	No objections			17/10197/TPO	Tristenagh House, 23 Devizes Road, Potterne SN10 5LW	Work to TPO Trees: Alder tree - fell Ash tree - fell	No objections		
17/10204/TCA	11 High Street, Potterne SN10 5PY	Work to Trees in a Cons Area: Fell 2 Silver Birch Trees											
No objections													
17/10197/TPO	Tristenagh House, 23 Devizes Road, Potterne SN10 5LW	Work to TPO Trees: Alder tree - fell Ash tree - fell											
No objections													

Signed: .....

Date: .....

		Clerk attended the Society of Local Council Clerks Regional Training Seminar and will prepare a report which she will circulate to members.
	<b>6.</b>	<b>Commercial Development:</b> Broadband Update - RC had previously circulated a paper on the Broad surgery meeting held with a panel of representatives from HM Government, Wiltshire Council and providers of the 4 main broadband technologies. He recommended that the Parish Council look more closely into Fixed Wireless Broadband. Funding from government only available until the end of this year. Looking at other options: company called TrueSpeed delivers full fibre broadband to rural homes and businesses; offers fixed line minimum speed. RH-G to help with research.
	<b>7.</b>	<b>Footpaths and Cycle Ways:</b> Parish steward visiting tomorrow 2 November. JC will meet with him Report of Japanese Knotweed in Pump Lane – JC will speak to parish steward. A question was asked as to the scope of the Parish Steward work – The Parish Steward scheme provides a special highway trained operative to deliver small scale discretionary local highway priority works to town and parishes. If the work requested can be completed by one man and a van it is within scope. Clerk will send out guidelines again.
	<b>8.</b>	<b>Communications:</b> The General Data Protection Regulation (GDPR) will apply in the UK from 25 May 2018. The Parish Council needs to be aware of this and ensure that they are prepared to meet its requirement. It will sit alongside the Data Protection Act (DPA). Wiltshire Association of Local Councils will be providing briefing session and it is hoped that all councillors will attend.
<b>84/17/18</b>		<b>Neighbourhood Plan:</b> The Neighbourhood Plan was created some time ago and is about housing and housing sites. Along with this was a list of aspirations for the village. Not many of these have been accomplished so far and there is a possibility that the steering group may be reconvened to see if more can be achieved. Funding will be needed and CC has volunteered to head this up. Need to consider what revisions can be accepted for the Neighbourhood Plan. Normally a plan would last for 10 years but it is more likely to be 5 years. There are possibly areas of the village that could be designated as “areas of minimum change”. It was suggested that the steering group meets in the new year. The Community Right to Bid – Assets of Community Value could also be looked at by this group.
<b>85/17/18</b>		<b>Correspondence:</b>
	<b>1.</b>	Email received from Potterne Charities requesting a nomination for a council representative to the charity following retirement of Clyde Hoddinott. JC said that he had spoken to AH and he was happy to be nominated (AH had left the meeting before this point). Agreed by all.
	<b>2.</b>	There is to be a consultation on the Wiltshire Local Plan Review. Parish and town councils have been invited to a briefing about the consultation. Clerk will circulate information via email.
	<b>3.</b>	Society of Local Council Clerks/Wiltshire Council training and networking day Friday 17 October. Information about this has been circulated but no-one has signed up yet. Can send two delegates from each Parish; Clerk will be attending

Signed: .....

Date: .....

	as one of them.																																			
<b>86/17/18</b>	<p><b>Finance:</b></p> <p><b>1. Accounts to be paid and transfer sufficient funds to pay accounts:</b> RC proposed, RH-G seconded and all agreed that these accounts be paid:</p> <table border="1"> <thead> <tr> <th>Chq No.</th> <th>Payable to</th> <th>Net</th> <th>VAT</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>1744/ 1745</td> <td>E M Starling and HMRC</td> <td>569.50</td> <td>0.00</td> <td>569.50</td> </tr> <tr> <td>1746</td> <td>Wiltshire Association of Local Councils</td> <td>17.99</td> <td>0.60</td> <td>18.59</td> </tr> <tr> <td>1747</td> <td>Potterne Village Hall</td> <td>18.00</td> <td>0.00</td> <td>18.00</td> </tr> <tr> <td>1748</td> <td>Kingfisher Direct Limited</td> <td>469.92</td> <td>93.98</td> <td>563.90</td> </tr> <tr> <td>1749</td> <td>Sharkykel Services</td> <td>455.83</td> <td>0.00</td> <td>455.83</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td><b>1531.24</b></td> <td><b>94.58</b></td> <td><b>1625.82</b></td> </tr> </tbody> </table> <p><b>2.</b> A copy of the budget for 2017/18 had been circulated along with a copy of the income and expenditure to date. Members to think about spending that is needed next year and to get together to produce a budget for 2018/2019. Suggested dates Monday 20<sup>th</sup> or Tuesday 21<sup>st</sup> November. The proposed budget will then go to the next full council meeting for approval.</p>	Chq No.	Payable to	Net	VAT	Gross	1744/ 1745	E M Starling and HMRC	569.50	0.00	569.50	1746	Wiltshire Association of Local Councils	17.99	0.60	18.59	1747	Potterne Village Hall	18.00	0.00	18.00	1748	Kingfisher Direct Limited	469.92	93.98	563.90	1749	Sharkykel Services	455.83	0.00	455.83		<b>Total</b>	<b>1531.24</b>	<b>94.58</b>	<b>1625.82</b>
Chq No.	Payable to	Net	VAT	Gross																																
1744/ 1745	E M Starling and HMRC	569.50	0.00	569.50																																
1746	Wiltshire Association of Local Councils	17.99	0.60	18.59																																
1747	Potterne Village Hall	18.00	0.00	18.00																																
1748	Kingfisher Direct Limited	469.92	93.98	563.90																																
1749	Sharkykel Services	455.83	0.00	455.83																																
	<b>Total</b>	<b>1531.24</b>	<b>94.58</b>	<b>1625.82</b>																																
<b>87/17/18</b>	<p><b>Ryeleaze Field:</b> New bins have been delivered and one is already in place in Ryeleaze field. The Youth Centre Management have met with Playforce as the start point of a project to put in a small play area. At the moment it is just tentative enquiries but will provide price guidelines and plans of what could be possible. Whoever is leading the project will need to look at funding and look at other companies for quotes. JC has spoken with an operative from Aster and they may put up a fence and gate at the entrance to the field.</p>																																			
<b>88/17/18</b>	<p><b>Burial &amp; Property Maintenance:</b></p> <p>a) The clerk has received four quotes for the grounds maintenance contract for 2018/2019 based on the specification that was agreed at the September meeting. The current contractor has advised that he will not be submitting a quote. The quotes received vary considerably: Quote 1. £15,072.00 plus VAT Quote 2. £14,000 including VAT Quote 3. £4,257.62 plus VAT Quote 4, £4,230.00 including VAT The Parish Council felt that the first two quotes were too high to be considered and asked for more information on the other two quotes. Quote 3 are the contractors used by Wiltshire Council for their grounds maintenance; Quote 4 is Mark Goddard and sons Landscaping, a local company who is contracted by various Parish Councils in the area. This company will also empty Parish Council owned litter bins if we decided to put that into the contract at a current cost of £3 a bin. It was proposed by NP, seconded by RC and agreed by all that the grounds maintenance contract for 2018/2019 be awarded to Mark Goddard.</p> <p>b) Current contractor be asked to weed the bark area at Blounts Court play area between now and the end of March – this had not been included in his contract as a resident of Blounts Court was doing this up until May this year. Various grounds maintenance issues at the cemetery – this will be dealt with by the Clerk.</p>																																			
	<b>Date of next meeting:</b> Wednesday 6 December 7.30pm in Potterne Village Hall																																			

Signed: .....

Date: .....