

Minutes of the Meeting of Potterne Parish Council held on Wednesday 2 August 2017 in Potterne Village Hall at 7.30pm.

Present: Cllr Philip Abbatt (PA); Cllr Peter Balls (Chairman) (PB); Cllr Richard Clark (RC); Cllr Rob Edwards (RE); Cllr Andrew Huntley; Cllr Tony Molland (TM); Cllr Nesta Pudney (NP); Cllr Christopher Twiney (CT)

Also present: One member of the public

Apologies: Cllr John Chandler (JC); Cllr Carol Clifford (CC); Cllr Robert Hunt-Grubbe (RHG). Apologies also received from Wiltshire Cllr Anna Cuthbert (AC)

44/17/18	Welcome and Apologies: The Chair welcomed Councillors and received apologies.
45/17/18	Declaration of Members' Interests: PA declared an interest in Crookwood Farm.
46/17/18	<p>Minutes of meeting held on 5 July 2017: PB directed the meeting to 38/17/18, Item 2 in which the clerk had inserted a section of the minutes of the last Community Area Transport Group (CATG) meeting where it was reported that Issue 4596, the crossing at Ryeleaze steps had been completed. The Parish Council is not happy with this decision and do not consider it completed. We were expecting red tarmac, posts on the pavement and slow signs either side of the crossing. Clerk to write to Wiltshire Council concerning this. Regarding the Blounts Court crossing – this is being investigated.</p> <p>Following the above clarification, it was proposed by RC, seconded by TM, agreed by all that the minutes were an accurate record. The minutes were duly signed.</p>
	<p>Open Session PB 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.</p> <p>1. The question was raised about the speed of traffic on Whistley Road and the existence or otherwise of a village traffic plan. PB explained that previous Councils and individual villagers had looked this at in the past, but that the current situation was not acceptable. The village needs an overarching traffic plan, not just one for Whistley Road and this is something that the new Parish Council intended to address. In the meantime PB suggested that the parishioner might want to speak to those that drew up the Whistley Traffic Plan some 2 or 3 years ago and volunteer himself to help the Council take matters forward.</p> <p>There were no further comments from the public therefore PB closed the Open Session.</p>
47/17/18	<p>Wiltshire Councillor's Update: AC unable to attend but had requested that her thanks be given to members of the Parish Council who have taken the time to get involved with the community garden project. AH advised that Steve Dewar is on holiday this week but that he has a copy of the plans and has been talking to volunteers in Steve's absence. It was felt that the work needing to be done and the volunteers' support needs to be better coordinated. It was suggested that we contact Steve to request of copy of the plan so the Council know how best to help. Clerk to action.</p>

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	<p>AC also had asked if a response had been received from Jane Scott re RH-G's letter concerning residential planning (12 The Butts). A response has not still not been received.</p>
<p>48/17/18</p>	<p>Parish Council Action Table update: <u>Open Session, Item 1:</u> RH-G attended Wiltshire Council's open day at Devizes Town Hall on 24th July where planners were available to discuss proposed additional housing sites all over the county. The good news is that any community which has completed (or nearly completed) a Neighbourhood Plan is exempt. That means no more sites are proposed in this review beyond what has already been agreed in the Devizes and Potterne Neighbourhood Plans. <u>38/17/18, Item 4:</u> Community Infrastructure Levy – this is on the agenda and is reported under 49/17/18, Item 4b. <u>38/17/18, Item 5:</u> Potterne Community website – to be updated with minutes of meetings. Clerk has not completed this yet. <u>38/17/18, Item 6:</u> PB has refined and circulated the workstreams table. Now a standard agenda item – see 49/17/18. <u>39/17/18, Item 6:</u> PB has still to make contact with those involved with inconsiderate parking at the pump. It was felt that although double yellow lines were probably not the solution, if the parking issues are not resolved we will consider requesting them. To request Wiltshire Council install a "No Parking" sign. <u>42/17/18, Item 2:</u> Some of the councillors met at Ryeleaze field on 12 July. This is on the agenda and reported under 52/17/18. It was also noted that AC had offered to help write the overarching plan for parking and parking control and this should be included on the Action Table.</p>
<p>49/17/18</p>	<p>Reports from representatives:</p> <p>1. Devizes Area Board: TM reported from the meeting held Monday 17 July.</p> <ul style="list-style-type: none"> • Devizes MP will be speaking at a meeting on 29/9/17 in the Town Hall on the government's housing strategy. • Meeting was held in the new Needham House, Victoria Road (Devizes Extra Care Centre for the Elderly) which houses 47 dwellings (37 for rent and 10 units for sale), a public restaurant that is open to non-residents and is staffed 24/7 with carers. • A new Public Space Protection Order is being prepared for Devizes under new legislation to deal with vandalism and/or anti-social behaviour. Our County Councillor is researching whether one of these Orders might be suitable to deal with a particular problem in St Mary's Close. • The CATG announced that Issue 4596, the A360 crossing below the Ryeleaze Steps is now complete. TM advised he had disputed this. Simply lowering the kerbstones on one side of the road was a complete waste of money without any markings and did not constitute any form of pedestrian crossing. • The CATG had now added Issue 4843, the Devizes to Potterne footpath improvement project on to the agenda as a substantive scheme. The Parish Council is to be asked for its share of the £4,000 investment costs. Clerk was asked to write to Wiltshire Council to advise that Potterne had originally offered £750 to them and this still stands. • Lions club of Devizes were granted £1,000 towards public access defibrillator. • Wharf Theatre, Devizes granted £5,000 toward major renovation project. • Devizes Outside Community Arts organisation granted £6,000 from a councillor led initiative following the Arts Council funding shortfall. <p>Next meeting will be on 18 September 2017.</p>

Signed:

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2.	Community Area Transport Group (CATG) – including Road Safety, Vehicle Parking and Public Transport: Responsibility – whole Council Nothing to report that is not covered elsewhere on agenda.																									
3.	Leisure Facilities, Appearance and Environment: Responsibility – John Chandler (lead); Andrew Huntley Nothing to report that is not covered elsewhere on agenda.																									
4.	Residential Planning: Responsibility – Richard Clerk (lead); Robert Hunt-Grubbe a) Four planning applications have been received: <table border="1" data-bbox="408 633 1495 1451"> <tr> <td data-bbox="408 633 624 734">17/06547/TCA</td> <td data-bbox="624 633 1062 734">Church House, Rookes Lane, Potterne SN10 5NF</td> <td data-bbox="1062 633 1495 734">Work to trees in conservation area</td> </tr> <tr> <td colspan="3" data-bbox="408 734 1495 790">No objections</td> </tr> <tr> <td data-bbox="408 790 624 891">17/06601/TPO</td> <td data-bbox="624 790 1062 891">Tristenagh House, 23 Devizes Road, Potterne SN10 5LW</td> <td data-bbox="1062 790 1495 891">Ten Sorbus Trees - Trim all to match & Shape</td> </tr> <tr> <td colspan="3" data-bbox="408 891 1495 947">No objections</td> </tr> <tr> <td data-bbox="408 947 624 1122">17/06324/FUL</td> <td data-bbox="624 947 1062 1122">Land at Crookwood Wood, Potterne Wick SN10 5QS</td> <td data-bbox="1062 947 1495 1122">Erection of agricultural building and retention of area of hardstanding, parking area and surfacing works to existing access</td> </tr> <tr> <td colspan="3" data-bbox="408 1122 1495 1290"> This was discussed and there were concerns raised concerning the change of land use, purpose of the building, access and land drainage. A vote was taken with 4 members voting to object, 2 abstaining. PA did not take part in the discussions and vote due to his declared interest. RC will pull together a response that needs to be in by 24 August. </td> </tr> <tr> <td data-bbox="408 1290 624 1391">17/06715/FUL</td> <td data-bbox="624 1290 1062 1391">19 Whistley Road, Potterne SN10 5QY</td> <td data-bbox="1062 1290 1495 1391">To replace a flat roof with a hip roof in cut timbers with matching tiles.</td> </tr> <tr> <td colspan="3" data-bbox="408 1391 1495 1451">No objections</td> </tr> </table> <p data-bbox="416 1451 1487 2020"> b) Community Infrastructure Levy – Wiltshire Council have advised that there currently three developments in Potterne where a Liability Notice has been issued as detailed below: 1. Application No.: 15/03227/FUL Site Address: Elm Cottages, Rookes Lane, Potterne, SN10 5NF Parish Council share (25%): £1,700.00 2. Application No.: 16/03550/FUL Site Address: Former Mill School, Five Lanes, Potterne, SN10 5TE Parish Council share (25%): £7,372.18 3. Application No.: 17/00950/FUL Site Address: 12 The Butts, Potterne, Devizes, SN10 5LR Parish Council share (25%): £2,711.50 Development has started at 12 The Butts and payment is due on 13/09/2017. Once Wiltshire Council have received the they will arrange to send Potterne Parish Council their share by BACS. The Parish Council will need to consider carefully how this is spent. Since the last meeting, Clerk had resent email concerning a new town planning </p>		17/06547/TCA	Church House, Rookes Lane, Potterne SN10 5NF	Work to trees in conservation area	No objections			17/06601/TPO	Tristenagh House, 23 Devizes Road, Potterne SN10 5LW	Ten Sorbus Trees - Trim all to match & Shape	No objections			17/06324/FUL	Land at Crookwood Wood, Potterne Wick SN10 5QS	Erection of agricultural building and retention of area of hardstanding, parking area and surfacing works to existing access	This was discussed and there were concerns raised concerning the change of land use, purpose of the building, access and land drainage. A vote was taken with 4 members voting to object, 2 abstaining. PA did not take part in the discussions and vote due to his declared interest. RC will pull together a response that needs to be in by 24 August.			17/06715/FUL	19 Whistley Road, Potterne SN10 5QY	To replace a flat roof with a hip roof in cut timbers with matching tiles.	No objections		
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	<p>support service for Local Councils (subscription is £100 p.a.) - www.planninglocal.co.uk. It was proposed by TM, seconded by AH and agreed by all that we subscribe and trial this for a year</p> <p>Clerk had forwarded details of training courses to RC - Town Planning from the Parish and Town Council Perspective. RC unable to attend, to see if RH-G can attend instead.</p>																				
	<p>5. Community and Learning: Responsibility – Nesta Pudney (lead); Carol Clifford NP reported that the school had a successful quiz night raising fund for the greenspace/garden project.</p>																				
	<p>6. Commercial Development: Responsibility – Richard Clark (lead); Chris Twiney High Speed Broadband. PB has upgraded to BT Infinity, TM has upgraded with TalkTalk. Suggested that something is put into the magazine along the lines of: “We do have high speed broadband at the top of the village – contact your provider re upgrading”. TM advised he is away for the next magazine deadline – clerk to write instead. RC is working on a list of local businesses.</p>																				
	<p>7. Footpaths and Cycle Ways: Responsibility – Rob Edwards (lead); Philip Abbatt There is a need to find out the ownership of footpaths as those with footpaths crossing land should be complying with the law and the Council should write a polite letter to them if responsibilities are not met. PB asked RE and PA to explore in further detail what the law says, including responsibilities for signage and report back to the next Council.</p>																				
	<p>8. Communications: Responsibility – Clerk (lead); Tony Milland (Parish Magazine) John Mann was doing a ‘Welcome to Potterne’ booklet for newcomers to village. NP will find out what has happened with this.</p>																				
50/17/18	<p>Correspondence:</p> <p>1. Merchant Navy Day – 3rd September. Agreed no interest in commemorating this.</p> <p>2. Road Safety Week 20-26 November 2017. To register for information pack. Check to see what school are doing.</p> <p>3. Growing a Rural Community Survey for Wiltshire. Clerk has mostly completed this and councillors provided responses to remaining questions.</p>																				
51/17/18	<p>Finance:</p> <p>1. Accounts to be paid and transfer sufficient funds to pay accounts: It was agreed these accounts be paid and sufficient funds transferred to pay same</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>1724</td> <td>*Sharkykel Services – Grounds Maintenance June & July 2 x £455.83</td> <td>911.66</td> <td></td> <td>911.66</td> </tr> <tr> <td>1725</td> <td>Liz Starling – Salary Expenses</td> <td>385.60 87.50</td> <td></td> <td>385.60 87.50</td> </tr> <tr> <td>1726</td> <td>HMRC</td> <td>96.40</td> <td></td> <td>96.40</td> </tr> </tbody> </table>	Chq No.	Payable to	Net	VAT	Gross	1724	*Sharkykel Services – Grounds Maintenance June & July 2 x £455.83	911.66		911.66	1725	Liz Starling – Salary Expenses	385.60 87.50		385.60 87.50	1726	HMRC	96.40		96.40
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1727	Potterne Village Hall 5/7/17	18.00		18.00
1728	Get Mapping plc – Parish Online subscription	28.00	5.60	33.60
1729	Southern Electric – supply to bus shelter Blackberry Lane 28/3/17-28/6/17	13.40	0.67	14.07
	Total	1540.56	6.27	1546.83

* Invoices to Sharkykel Services were paid on 24/7/17.

RC proposed, RE seconded and all agreed that these accounts be paid and sufficient funds transferred to pay same

52/17/18	<p>Ryeleaze Field: A few of the councillors met on 12 July and walked around the field. Very disappointed at the amount of litter, uneven ground and uncut boundaries. There is a need to look at the grounds maintenance contract for the whole of the village. With regard to Ryeleaze field it was suggested that a fence and gate be erected to the entrance on council owned part of land. Extra bins to be provided but also need someone to empty the bins. There is an issue with dogs being allowed to fowl on the field. It was noted that the boundary hedge along the A360 belongs to Wiltshire Council. Need to have a long-term plan for this area, with JC to be asked to lead on this and obtain costings.</p>
53/17/18	<p>Burial & Property Maintenance:</p> <p>1. Blounts Court play area: Two quotes now received from Clyde Hoddinott and T.D.S Garden Services (Sharkykel Services had not responded to letter requesting quote). As this was a matter of urgency, it had already been agreed to go with Clyde Hoddinott who supplied the cheapest quote and he was to replace the fence as a matter of urgency followed by weeding the play area and replenishing the bark. RE had removed the damaged fence at the weekend and he was thanked for doing this. There is also a need to replace the rubbish bin beside the play park (this had been burnt down and not replaced). Clerk will obtain quotes for bins for both Blounts Court play areas and Ryeleaze Field.</p>
54/17/18	<p>Clerks Contract: PB advised the meeting that there was a need to sign the contract of employment for the Clerk. This had been delayed as clarification was needed on the clause re Pension. All employers are now required by law to provide a workplace pension scheme for certain staff and pay money into it. The Clerk does not currently meet the criteria for automatic enrolment. A clause has also been added re annual appraisal which will be conducted with the Chairman of the Council. The draft contract was agreed, with copies to be printed off and signed by the Chairman and the Clerk.</p>
55/17/18	<p>Clyde and Sally Hoddinott's Presentation: PB advised that the painting for Clyde and Sally Hoddinott was ready and framed. The presentation will now take place at the George and Dragon at 7.30 pm on Thursday 28 September 17. The whole village is welcome.</p> <p>Date of next meeting: Wednesday 6 September 7.30pm in Potterne Village Hall</p>

Signed:

Date: