

**Minutes of the Meeting of Potterne Parish Council held on Wednesday 5 July 2017 in Potterne Village Hall at 7.30pm.**

**Present:** Cllr Peter Balls (Chairman) (PB); Cllr John Chandler (JC); Cllr Richard Clark (RC); Cllr Carol Clifford (CC); Cllr Rob Edwards (RE); Cllr Robert Hunt-Grubbe (RHG); Cllr Tony Molland (TM); Cllr Nesta Pudney (NP); Cllr Christopher Twiney (CT)

**Also present:** Cllr Anna Cuthbert (AC); Ian Wheeler and Graham Gaiger (Potterne Cricket Club); Andrew Huntley (AH)

**Apologies:** Cllr Philip Abbatt (PA);

34/17/18	<b>Welcome and Apologies:</b> The Chair welcomed Councillors and received apologies.
35/17/18	<b>Declaration of Members' Interests:</b> There were no declarations of interest registered.
36/17/18	<b>Minutes of meeting held on 7 June 2017:</b> CT advised he was not at the last meeting despite his attendance being recorded in the minutes; he said he had not given apologies. CT's name was deleted from the list of those attended and it was then proposed by RH-G, seconded by JC, and agreed by all that the minutes of 7 June 2017 be signed as an accurate record. The minutes were duly signed.
37/17/18	<p><b>Matters Arising:</b></p> <p>1. <b>Traffic issues on Coxhill Lane:</b>  GG briefed the meeting on the traffic issues along Coxhill Lane leading to the cricket club which has caused some angst among residents. Not all issues down to cricket club traffic as some locals use the lane as a cut through. As far as traffic to and from the club is concerned, there are small windows of busyness, for example on a Wednesday evening. There is concern that dog walkers do not put their dogs on a lead when cars approach.  GG advised that the club have done to following to try to ease the situation:</p> <ul style="list-style-type: none"> <li>• signs saying 'Drive slowly'</li> <li>• create a one-way system by using Silver Street for large events such as Beer Festival</li> <li>• letter sent to residents acknowledging the club's contribution to traffic problems and offering free tickets for Beer Festival and inviting them to visit club to see what they do</li> </ul> <p>PB commended the Cricket Club for what they have done so far and stressed that the Parish Council considered the Cricket Club to be something of a jewel for the village and that it would do everything it could to help it, balanced by taking the concerns of affected residents into consideration, but that maintaining the relationship with residents on Coxhill Lane was down to the club. The proposal to build a passing place on the lane was briefly discussed with an agreement that the club should clearly articulate its proposal to Wiltshire Council for discussion and a possible site meeting that the Parish Council would support. AC agreed to facilitate this as Potterne's Unitary Councillor.  GG thanked the Parish Council for their support of the club and he and IW left the meeting.</p>
	<p><b>Open Session</b>  <b>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.</b></p>

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	<p>1. TM asked if the council were sending a rep to the Wiltshire Council drop in event at the town hall on July 24<sup>th</sup> where officers from the Council will be available during the day to answer questions about the draft Wiltshire Housing Site Allocations Plan (open between 12 noon and 7pm). He said there was no agenda to build new houses in Potterne but they could look at the settlement boundaries so needed someone to keep an eye on what is happening. RH-G may be able to attend.</p>
	<p>2. AC has received correspondence re road safety in the village. There are two areas of concern: 1. Collision outside pub; 2. Blackberry Lane – parking and speed of cars. Offences need to be reported to police at time they occur; photographs etc are needed as evidence.</p> <p>PB reminded the meeting of the Police and Crime Commissioner’s Community Action Fund. Funding is available for projects which demonstrate an increased participation from communities who engage with, and promote community safety, helping to keep their community safe, or projects which demonstrate a reduction in rural crime in communities.</p> <p>AC offered to help write the overarching plan for parking and parking control. PB indicated that the wider issue of road safety and parking within the village would need to be taken forward by Councillor appointed to take the lead on behalf of the new Council in due course.</p>
	<p><b>There were no further comments from the public therefore PB closed the Open Session.</b></p>
<p><b>38/17/18</b></p>	<p><b>Reports from representatives:</b></p>
	<p>1. <b>Devizes Area Board:</b> No meeting held since last report. Next meeting Monday 17 July, 6.30pm in Devizes Extra Care Centre, Victoria Road, Devizes.</p>
	<p>2. <b>Community Area Transport Group (CATG):</b> Last meeting was held on 14 June but our Parish Council not represented. <i>Note from clerk – the following is taken from the report of the CATG meeting on the Wiltshire Council website:</i> <b>Issue 4596</b> Potterne – concern regarding ability to cross the A360 at 2 locations Area outside George and Dragon is not highway so no action possible by this group at this stage. Ryleaze Steps – Work Completed, close issue and remove from list <b>Issue 4843</b> - A360 Devizes to Potterne Footpath Extension. Alterations to the pedestrian crossing point in Roundway Parish but which is mainly used by Potterne residents to the Devizes CATG. We understand that negotiations have been underway and Potterne Parish Council are keen to see improvements as soon as possible in the interest of pedestrian safety. Site meeting has taken place, and Land Owner has confirmed willingness to dedicate the land to enable extension. Significant development work required and potential bid for Substantive Bid. Funding required to enable legal process for Land Transfer &amp; Design Work, an initial element to develop a solution to enable accurate assessment of costs circa £4,000. To be considered when future funding becomes available. Devizes TC and Potterne PC to be asked for contribution towards the assessment costs. [Afternote: Potterne PC considered this item on 2<sup>nd</sup> November 2016 and agreed to match fund the cost to a maximum of £750.]</p>
	<p>3. <b>Youth and Community:</b> JC reported that there were issues with ASB in St Mary’s Close. Information</p>

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	<p>provided to clerk who reported to Aster. Residents need to report every time to Aster. If feel threatened to also report police and if persistent noise problem to report to Wiltshire Council Environmental health.</p> <p>Contacts for local police: Telephone 101, email: CPTEastWiltshire@wiltshire.pnn.police.uk PCSO Fiona Marno and PCSO Ellen Carter Silver Street area is setting up a Neighbourhood Watch.</p> <p>At the start of the year Steve Dewar nominated a community garden project to be part of a transformation focus to celebrate BBC Gardener's World. It was shortlisted and he has just found out from BBC Presenter Ali Vowles that the garden plot at the centre of Ryeleaze (owned by Aster) has been selected. PB stressed how good this was for the village and that all of the various groups within the village must be encouraged by Potterne PC to play a part in this project. PB advised that he attended the presentation at the school concerning the plot of land behind the school in Blackberry Lane. They are pushing ahead to turn this area into green space with the support of Wiltshire Council who own the land. PB feels that what the school is proposing is really good but is only a short-term solution to the lack of green play area for the school. The Parish Council support the school in this and is fully behind the proposal to provide a green area for the school.</p>
	<p><b>4. Neighbourhood Plan:</b> RH-G said he had been getting requests from other councils for help with their Neighbourhood Plans. He asked if was right to share to share with neighbouring villages and how much we should be sharing; should we be sharing the survey questionnaires? The council felt it was right and we should share our expertise. PB asked how we collect and use the community infrastructure levy on new development. For next agenda.</p>
	<p><b>5. Communication:</b> JC advised that Bob Berry will add information to Your Potterne page on Facebook. Clerk advised she now has the log in and password to the Potterne Community website (www.potterne.info) and needs to update it with minutes of meetings etc. PB felt it important for Potterne PC to use a single website and Facebook site to inform the village on relevant matters and asked the Clerk to confirm which sites will be used at the next meeting and to ensure these are announced and feature as a regular reminder in the Parish Magazine and on the Parish Notice Boards.</p>
	<p><b>6. Parish Council Responsibilities:</b> PB will refine the table listing 9 workstreams based on the Potterne Community Aspirations (Appendix C) in the Neighbourhood Plan. He will then circulate this to members for final agreement at the next meeting. RC volunteered for planning (Residential Development).</p>
<b>39/17/18</b>	<p><b>Correspondence:</b></p>
	<p><b>1.</b> Application for co-option received from Andrew Huntley. Previously on council, felt it was right to come back on again. Agreed by all that Andrew Huntley be co-opted to Potterne Parish Council.</p>
	<p><b>2.</b> Letter received from Citizens Advice Bureau requesting funding. Agreed to defer this to October/November meeting.</p>
	<p><b>3.</b> Two requests have been received to use Ryeleaze field – Carers Nest for Teddy</p>

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	Bears Picnic and St Mary's Church for Messy church event. No objections.
4.	Email from BBC requesting permission for filming in village in connection with Ryeleaze garden project. No objections.
5.	PB highlighted the email received concerning a new town planning support service for Local Councils (subscription is £100 p.a.) - www.planninglocal.co.uk. Clerk to resend email.
6.	Email received from Wiltshire Council Highways re parking restrictions within parish, requested details of locations to be considered additional to those already in place. Double yellow lines suggested for corner of Court Hill by Inner Space Shop. Also asked for advice re pump area in Whistley Road. PB will approach those involved with inconsiderate parking at the pump. One solution might be white stones along edge of pump area.

40/17/18	<b>Finance:</b>				
	1.	<b>Accounts to be paid and transfer sufficient funds to pay accounts:</b> It was agreed these accounts be paid and sufficient funds transferred to pay same			
	Chq No.	Payable to	Net	VAT	Gross
	1719	Sharkykel Services – Grounds Maintenance	455.83		455.83
	1720	Liz Starling – Salary Expenses	385.60 87.50		385.60 87.50
	1721	HMRC	96.40		96.40
	1722	Potterne Village Hall 7/6/17	18.00		18.00
	1723	Market Lavington Parish Council – New Councillor Training	68.21		68.21
		<b>Total</b>	<b>1111.54</b>	<b>0.00</b>	<b>111.54</b>

41/17/18	<b>Planning:</b> Three planning applications had been received:		
	17/03385/LBC	Packway House, 1 Duck Street, Potterne SN10 5NB	Demolition of modern exterior kitchen wall, incorporate modern cantilever porch into kitchen footprint with bifold doors and create a family kitchen/diner
	No objections		
	17/05380/LBC	24 The Gables, Whistley Road, Potterne SN10 5QY	Proposed internal alteration
	No objections		
17/06127/LBC	22 Gables Cottage, Whistley Road, Potterne SN10 5QY	Proposed internal alterations	

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		No objections
42/17/18		<b>Footpaths &amp; Highways:</b>
	1.	<b>Parish Steward:</b> To visit Potterne on Thursday 6 July –Spreadsheet of work has been completed and sent to WC. AH and JC to liaise direct.
	2.	<b>Ryeleaze Field:</b> Agreed that we need to have a policy on this. To arrange an evening to meet at the field as well as a Saturday.
43/17/18		<b>Burial &amp; Property Maintenance:</b>
	1.	<b>Blounts Court play area:</b> Clerk has one quote from Clyde Hoddinott. Has also requested quote from Sharkykel Services and is waiting to hear.
		<b>Date of next meeting:</b> Wednesday 2 August 7.30pm in Potterne Village Hall

Signed: .....

Date: .....