

MINUTES MAY BE UPDATED BEFORE THEY ARE APPROVED AT THE NEXT PARISH COUNCIL MEETING

MINUTES OF THE CALNE WITHOUT PARISH COUNCIL
ZOOM
MONDAY 14TH SEPTEMBER 2020 19.30

CALNE WITHOUT COUNCILLOR ATTENDANCE

Present (P): Apologies (A): Did Not Attend (X)

Sue Baker	P	Jim Cook	P	Richard French	P
Rob Hislop	A	Ed Jones (Chairman)	P	Katharina Kronig	A
Matt Maddicks	A	Alan Malpas	P	Charlie Oram	A
Iona Rees	P	Keith Robbins	A	Adrian Satchell	P
Barry Satchell	P	David Songhurst	P		

Wiltshire Council Unitary Councillor (Calne Rural) Christine Crisp also attended.

1 Apologies for Absence

Apologies received from Cllrs Kronig, Oram, Robbins, Hislop and Maddicks.

2 Public Speaking/ Correspondence

2.1 Public Speaking

None

2.2 Correspondence

Clerk updated members on an email circulated about fly tipping at the Fisherman's car park at Studley Hill to confirm that it is leased by Wiltshire Council as part of the Northern Rivers Route.

3 Declarations of Interest

None

4 Chairman Announcements

The Chairman formally announced the retirement of Lord Lansdowne from the Parish Council and advised that he had written to him to thank him for his service to the community. Both Lord Lansdowne and Brian Vines had served the Council for over 40 years something unlikely to be repeated which the Council may wish to consider marking.

5 Minutes

Proposed: Cllr French

Seconded: Cllr B. Satchell

Agreed unanimously: That the Council approve the Minutes of the meeting held on 13th July 2020 as a true and fair reflection of the motions agreed by the Council and the discussions that took place and that these be signed by the Chairman as such.

MINUTES MAY BE UPDATED BEFORE THEY ARE APPROVED AT THE NEXT PARISH COUNCIL
MEETING

6 Response to Actions from previous meeting

6.1 Studley Dog Waste Bin

Chairman confirmed that Crest had given permission for the dog bin at Studley Gardens and that it has been ordered.

6.2 Five Year Land Supply

The Clerk confirmed that the reason the letter to Wiltshire Council was not agreed was that there was only a matter of hours given for it to be circulated and approved which was not achievable.

7 Accounts

7.1 Cheques/Internet payments

The Clerk explained that the Villages Magazine had given the Council a discount and refunded the money for editions missed during the Covid-19 lockdown.

Proposed: Cllr Baker

Seconded: Cllr Cook

Agreed unanimously: that the following payments be approved:

Broxap	2 benches for Tile court	£1376.40
Oakford IS	SSL certificate 11/9/20 to 10/9/21	£60.00
Sarah Glen	Repayment of Zoom subscription 28/8/2020 to 27/9/2020	£14.39
Villages Magazine	1 page for 10 editions	£150.00

That the following payments be noted:

Jim Cook	Repayment for website Post Table Pro	£94.80
Oakford IS	Temporary web hosting 25/7/20 – 24/8/20	£12.90
Idverde	Bin emptying 01/07/20 - 31/07/20	£105.00
Sarah Glen	Salary July 2020 plus 8 hours OT for June	£736.58
SLCC	CiLCA Training Qualification Fee	£350.00
Sarah Glen	Repayment of Zoom 28/7/20-27/8/20	£14.39
Sarah Glen	Salary August 2020 plus 8 hours OT July	£736.58
Oakford IS	Temporary Web hosting 25/8/20 -24/9/20	£12.90
Idverde	Bin emptying 1/8/20 - 31/8/20	£84.00

MINUTES MAY BE UPDATED BEFORE THEY ARE APPROVED AT THE NEXT PARISH COUNCIL MEETING

7.2 Balance and expenditure

The Clerk drew Councillors attention to the VAT reclaim of £1474.00 paid to the Council in July. The Clerk explained that Reserve 1 on the summary showed the amount remaining in the reserve and the payment shown in the July summary shows the payment from the reserve of the new noticeboards. (The Clerk mistakenly referred to the payment at the meeting as being the Tile Court Benches which were actually on the agenda for approval.)

Proposed: Cllr Malpas

Seconded: Cllr Songhurst

Agreed unanimously: That the balance and expenditure statements for periods ending 31st July and 31st August 2020 be approved.

8 Planning

8.1 20/04017/FUL Avon Rise

Proposed: Cllr French

Seconded: Cllr Rees

Agreed unanimously: That the letter as drafted be approved as the Council's response to this application.

8.2 20/06416/FUL Stockley Hollow

Proposed: Cllr Baker

Seconded Cllr A. Satchell

Agreed: That the letter as drafted be approved as the Council's response to this application.

8.3 20/06684/OUT Land South of Chilvester Hill

Cllr Rees requested a sentence to be added to the letter regarding the fact that the site encourages use of the private car being outside the defined development boundary of Calne.

Proposed: Cllr Cook

Seconded: Cllr Rees

Agreed unanimously: That the draft letter with the addition of Cllr Rees point be approved as the Council's response to this application.

8.4 20/06083/FUL Proposed New Dwelling Land At 10, Fitzmaurice Close, Derry Hill, SN11 9PD

Cllr French asked that the letter include reference to Mr Clarks letter regarding the underground springs in the area.

Proposed: Cllr French

Seconded Cllr Rees

Agreed: That the draft letter with the addition requested by Cllr French be approved as the Council's response to this application.

8.5 Neighbourhood Plan Steering Group

Cllr Rees requested an addition to the Terms of Reference to allow individuals to be part of the Steering Group to allow those with specialist knowledge to take part in the process as they had done with the previous Plan. Cllrs confirmed the importance of the Neighbourhood

MINUTES MAY BE UPDATED BEFORE THEY ARE APPROVED AT THE NEXT PARISH COUNCIL MEETING

Plan review and reiterated the Council's request to Calne Town Council to start work as soon as possible. Cllrs also requested that the Steering Group set out a timetable with milestones identified to keep the plan on programme.

Proposed: Cllr Cook

Seconded: Cllr Malpas

Agreed unanimously:

- 1. That the Council request the following addition to the Terms of Reference under Steering Group Membership:**
"The Steering Group can where appropriate include individuals who by virtue of their technical knowledge or specialism the Group agree would be beneficial."
- 2. That Calne Town Council be asked to start work on the review of the Neighbourhood Plan as a matter of urgency.**
- 3. That the Steering Group, as a first task, set out a timetable of key dates and milestones for the review of the Plan.**

8.6 Bus shelter Studley Crossroads

Councillors raised concern about the lack of plans for the bus shelter relocation and the difficulty that users will have seeing the bus from the new location. Cllr Rees also raised concern about the ongoing problems with the shared cycle and footpath in the area and the fuller response the Stage 3 Road Safety Audit.

Cllr
Rees

Cllr Rees to draft a letter on behalf of the Council to be sent to both Wiltshire Council and Crest regarding these issues.

9 Area Board: Requests for Highway Improvements

9.1 Studley Lane/ Studley Gardens request for double yellow lines.

Cllr considered the problem and possible solutions.

Proposed: Cllr Rees

Seconded: Cllr French

Agreed unanimously: That the Council supports the submission of the issue to Calne Community Transport Group to seek advice from the group about possible solutions to the safety issue.

9.2 Sandy Lane Traffic Count

Cllrs discussed the results of the traffic count and while accepting that there are individual drivers travelling at excessive speed and a significant number of HGV's using the A342 that there is no action that the Council can take in response.

Proposed: Cllr B. Satchell

Seconded: Cllr A Satchell

Agreed: That the Council does not support any further action following the traffic survey carried out on the A342 at Sandy Lane.

10 Calne Community Area Transport Group (CATG) Report

10.1 Stockley Verges

This issue had been sent back to the Council from CATG for further consideration. Cllr Baker recommended and Cllrs agreed that given the costs the issue is not taken any further.

10.2 Black Dog to Greenacres Way Cycle lane

Cllrs considered the proposal but felt that at present there were higher priority areas such as the Sustrans cycle path and alternative routes are available.

Proposed: Cllr Jones

Seconded: Cllr Rees

Agreed: That CATG be advised that the Parish Council does not consider this scheme to be high enough priority to proceed.

11 Finance Committee

Cllr Malpas introduced the recommendations of the Finance Committee.

11.1 Bank Mandate and Financial controls/ Financial regulations Review

Proposed: Cllr Malpas

Seconded: Cllr Cook

Agreed unanimously: The Council approves the following:

- 1. That Councillor Malpas be approved to take on the role of carrying out the regular quarterly checks of the bank reconciliations.**
- 2. That Cllrs Cook and Malpas be added as signatories to all of the Council's bank accounts to ensure business continuity.**
- 3. That the following contract payments to Idverde (bin emptying), Simon Day & Co (payroll) Sarah Glen (Salary) HMRC (NI), be approved under section 5.6 of the Council's Financial Regulations. The Clerk to set up a system for the recording of such payments and that these should continue to be reported to the Council as paid at the next available meeting.**
- 4. That the Council reapproves the payment by direct debit to the ICO for the Council's registration as a data controller.**

11.2 Freedom of information: review of disbursements

The revised Model Publications with updated disbursements was presented.

Proposed: Cllr French

Seconded: Cllr Cook

Agreed unanimously: That the Council approve and adopts the amended Model Publications document.

MINUTES MAY BE UPDATED BEFORE THEY ARE APPROVED AT THE NEXT PARISH COUNCIL MEETING

11.3 Asset Management: Inspection of Goal Posts and Well House and Notice Board Maintenance

The Clerk reported that the Bowood Estate has offered to carry out the hedge clearance work around the Well House at no cost to the Council.

Proposed: Cllr Cook

Seconded: Cllr French

Agreed unanimously: That the Council approves:

- 1. That budget allocation be made for asset maintenance for 2020/21 through reallocation of funding from the discretionary Maintenance budget.**
- 2. That budget allocation be made in the 2021/22 running cost budget for the ongoing maintenance of assets.**
- 3. That the Council use RoSPA Play safety to inspect the Council goalposts as part of a combined visit with other parishes at a cost of £68.50 plus VAT.**
- 4. That the Council consider and approve the cost of Notice Board maintenance at a cost of £85 per board per year.**
- 5. That the Council consider the report on the Well House and approve costs of hedge cutting as appropriate.**

11.4 Review of Spending April to August 2020

Cllrs considered the report.

Proposed: Cllr Cook

Seconded: Cllr B Satchell

Agreed unanimously: That a budget of £5,000 be put in place for the remainder of 2020/21 to address Environment and Infrastructure, specifically proposals arising from the footpaths and rights of way working group. The £5,000 spend to be drawn equally from the two discretionary budget headings of Infrastructure and Community Facilities (£2,500 each).

Cllrs discussed the importance of the Road safety Feasibility study for which only one response had been received.

Proposed: Cllr Jones

Seconded: Cllr Rees

Agreed: That Cllr Cook and Malpas evaluate the response received and the project brief and come back to the October Parish Council meeting with a recommendation as to how to proceed.

Cllrs
Cook,
Malpas

12 Broads Green Signs

Proposed: Cllr Baker

Seconded: Cllr A Satchell

Agreed unanimously: That the Council approve the quote from ASF Signs to provide and install the signs for Broads Green.

Budget: Road Safety

Power: Road Traffic Regulations Act 1984 s72

Cllrs considered the submissions received regarding the spelling of Broads (Broad's) Green for the signs.

MINUTES MAY BE UPDATED BEFORE THEY ARE APPROVED AT THE NEXT PARISH COUNCIL MEETING

Proposed: Cllr A Satchell

Seconded: Cllr B Satchell

Agreed: That the Broads Green will be spelt without the apostrophe on the village name signs.

13 Planters Working Group

Cllrs discussed the merits of rental or purchase options for planters and possible locations.

Proposed: Cllr Baker

Seconded: Cllr Malpas

Agreed unanimously:

That the Council approves the rental route for the provision of planters.

Proposed: Cllr Baker

Seconded: Cllr B Satchell

Agreed unanimously: That the Council approve 5 planters. Councillors to submit alternative locations for planters to those detailed in the report for the locations to be checked with Wiltshire Council Highways before the project is requested.

All Cllrs

Proposed: Cllr Baker

Seconded: Cllr A Satchell

Agreed unanimously: That the Council approve the use of the supplier Plantscape to provide the fully serviced planters.

Budget: Aesthetics

Power: Local Government Act 1972 s144.

14 Project Funding Request

Cllr Malpas presented his project requesting Council approval to investigate costs and feasibility of hiring vehicle activated speed signs..

Proposed: Cllr Malpas

Seconded: Cllr Cook

Agreed unanimously: That Calne Without Parish Council initiate a project to examine the feasibility and cost of hiring up to 3 Vehicle Activated Speed Signs for deployment at various locations within the Parish to highlight issues associated with speeding and to collect data to inform the Road Safety Study and the Wiltshire Council Highways Authority.

15 Engagement and Participation Working Group

Proposed: Cllr Cook

Seconded: Cllr Rees

Agreed unanimously: That the Terms of Reference for the Engagement and Participation Working Group as drafted be approved.

MINUTES MAY BE UPDATED BEFORE THEY ARE APPROVED AT THE NEXT PARISH COUNCIL
MEETING

16 Other Matters

Cllr Malpas advised Councillors that he would be circulating a project proposal to consider the feasibility and support for playground equipment at Petty Acre Derry Hill.

Meeting closed at 9.31pm