

WANBOROUGH PARISH COUNCIL

Minutes of the meeting of Wanborough Parish Council held on **26th February 2018** in Wanborough Village Hall, High Street, Wanborough at 19.30.

PRESENT: Mr C Offer (Chairman), Mr B Biggs (Vice-Chairman), Mr J Sinclair, Mr R Whitfield, Mr D Hayward, Mr M Simpson, Mr J Smith, Mr C Hayes, Mrs D Stalker, Mr J Emmins and Mr J Naylor.

In Attendance: Mrs A J Raymond (Clerk), 19 members of public.

1. Apologies: Mr G Sumner (Ward Councillor)
2. Declaration of interest:
David Hayward and Colin Hayes declared a personal interest in item 6.4 as they each rent an allotment. Donna Stalker declared a prejudicial interest in item 6.3.3 as she is the landowner.
3. Minutes:
Resolved the minutes of the full council meeting held on 26th February 2018 were approved and signed by the Chairperson as a true record.

Meeting was adjourned for Public Questions

A resident confirmed that he will be recording "public questions" and asked if Parish Council were happy with this. Colin Offer confirmed he raised no objection and informed all Councillors present.

A resident stated that he has sent a "Freedom of Information" request to Wanborough Parish Council asking to see correspondence confirming what Parish Council stated in their letter to SBC in relation to footpath 44. Colin Offer confirmed that if Parish Council have correspondence then they will make it available under the rules of Freedom of Information.

A resident referred to agenda item 6.6.1, To review and adopt "Public Participation at Parish Council Meetings" protocol. She asked why Parish Council were proposing to adopt a new protocol and whether residents will get the opportunity to comment on the proposal before it is adopted. Colin Offer confirmed that the item is on the agenda and Parish Council will be discussing it later in the meeting.

A question was raised as to why Parish Council are considering this protocol now and questioned the timing of it. Colin Offer confirmed that a Parish Councillor made the request and Clerk added it to the agenda. Colin Offer confirmed that there is nothing new in the protocol, Parish Council are just formalising what already happens; public questions need to be controlled and at some point need to be closed in order for Parish Council to have time to cover all items on the agenda.

A resident felt that the minutes of the last Parish Council meeting were not an accurate record of what was said in "public questions". He also confirmed that his view is supported by the Ward Councillor. He felt that there was significant information stated by residents at the last meeting which has been omitted from the minutes. Colin Offer confirmed that Wanborough Parish Council's minutes are far more detailed than other Parish Council's. He confirmed that the minutes are only supposed to be a summary, recording decisions and action points, not a verbatim record.

A resident asked, following on from the previous meeting, when a large number of residents attended, he asked if Parish Council would review and reflect on what happened, and asked if Parish Council would apologise. Parish Council confirmed that no apology was needed and Colin Offer confirmed his comments had been noted.

Colin Offer stated that the Lyden magazine is only received by about a third of residents. He felt that Parish Council should look into how this can be improved so that more residents receive a copy.

Colin Offer also stated that Parish Council should respect the Clerk's holiday and meetings that she should attend shouldn't be arranged during her holiday.

The Chairman proposed to bring forward agenda item 6.6.1, so that interested residents didn't have to wait. Parish Council unanimously agreed.

6.6.1 To review and adopt "Public Participation at Parish Council Meetings" protocol, which had been circulated to all Councillors.

Colin Offer read out protocol to all residents present. Parish Council discussed and agreed one amendment, to add "ideally" to item 2 so that it reads as follows:-

"ideally no more than 5 minutes devoted to any one topic"

Resolved Parish Council unanimously agreed to adopt "Public Participation at Parish Council Meetings" protocol with the above amendment.

4. Report from Ward Councillor

Absent from the meeting, and no report received.

5. PLANNING

5.1 To consider Planning Applications received:

APP/U3935/W/18/3194839 – The Forge, 4 Church Road – Conversion of vehicle repair garage into 1 new dwelling

An appeal has been made to the Planning Inspectorate in respect of the above planning application.

S/HOU/18/0130 – 8 The Gallops, Foxhill - Erection of a two storey side extension

Parish Council discussed this application and unanimously agreed to raise no objection.

5.2 To notify the Schedule to the Permission/Consent received:

S/17/2007 - Wanborough Primary School The Beanlands - Replacement of glazed conservatory sections with brick and block walls and concrete tile roof.

S/HOU/17/2001 Hill Top Kite Hill - Erection of a single storey extension to detached workshop, single storey extension to garage and conversion to self-contained annexe.

6. COMMITTEE AND REPRESENTATIVES

6.1 Appointment to Committees

6.1.1 To appoint two new co-opted Councillors onto Committees:

Resolved to appoint John Emmins onto Hooper's Field and Planning & Finance Committees.

Resolved to appoint James Naylor onto Footpaths & Village Maintenance and Allotments Committees..

6.2 Hooper's Field and Recreation

6.2.1 Committee meeting held on 19th February 2018. Members **Resolved** to approve the minutes.

6.2.2 The drainage pump has once again become blocked. Clerk had to call out the engineer who found that the pump has been blocked with a small towel. Cost £283.

ACTION Clerk to install signs in the toilet cubicles.

6.2.3 Hooper's Field Project. After a discussion it was agreed to compile "Terms of Reference" for a new committee and to add this to next month's agenda for agreement. The new committee will include representatives from Clubs and also residents with relevant experience that will help with the project. **ACTION** John Emmins to contact Hooper's Field Clubs and Clerk to put advert on website asking for volunteers from residents.

6.3.4 Hire of Hooper's Field pavilion. Current letting charge is £12 per hour including VAT. For block-bookings Clerk has been asked if Parish Council will consider a discount. Two queries now received as follows:-

- Hiring room for three hours, one a week during term time (Monday morning 9am to 12 noon)
- Zumba – Hirer is now using the pavilion Tuesday, Thursday & Friday mornings for one hour a week, plus she is now asking to hire Thursday evening for 1 hour.

After a discussion Parish Council unanimously agreed to offer the new toddler group a discount of £2 an hour for their first term of bookings to help the business get started but after that it will return to the current charge. All other bookings to remain at £12 an hour as Parish Council felt that this was a very reasonable charge.

6.3.5 Noticeboard at Hooper's Field on the outside wall. Clerk is finding it difficult to open, plus all the felt has worn away and needs replacing. Colin Offer agreed to take a look.

6.2 Footpaths and Village Maintenance

6.2.1 Committee meeting held on 5th February 2018. Members **Resolved** to approve the minutes.

Discussion took place in relation to the Village Clean-up day on Saturday 24th March 2018 starting at 2pm.

6.3.2 Proposed footpath improvement from Hooper's Field to Church Road. E-mail received from SBC asking for Parish Council's comments on the proposed signage. After a discussion Parish Council unanimously agreed that the directional information should be changed so that from Hooper's Field the fingerpost sign should state "School" until the school is reached, then "Church Road" thereafter, similarly from Church Road the sign should state "School" until the school and from then on it should state "Hooper's Field". Parish Council also asked if it was possible to include the footpath numbers onto the post. **ACTION** Clerk to reply to SBC

6.3.3 *Donna Stalker left the meeting while this item was discussed*

Update on Footpath 44 – Parish Council have met with SBC Rights of Way Officer, the applicant and landowner. Notes from each of the meetings have been circulated to all Councillors (apart from Donna Stalker). Parish Council have now raised a number of questions to SBC Rights of Way Officer and Clerk is currently waiting for a reply.

6.3.4 Green Lane entrances. SBC have confirmed that they don't have sufficient resources to meet with Parish Council at Green Lane entrances. They have also confirmed that the pooling of water outside Sharpes Farm is not bad enough for them to take any further action. Parish Council agreed that there is nothing further they are able to do to resolve this issue, any further complaints should be directed back to SBC or Ward Councillor.

6.3.5 Clerk has received an e-mail from the Village Handyman confirming his resignation. He has confirmed that he will work up to 29th March 2018. Clerk has contacted the second candidate that Parish Council were considering at the interviews last time; unfortunately he has now set up a new business so is unable to help, but has confirmed he can help Parish Council with any jobs through his business. Clerk has therefore advertised the vacancy in the Lyden and on the Parish website.

Resolved Parish Council unanimously agreed that the Clerk should use contractors to carry out the work while Parish Council are looking for a replacement Handyman.

6.4 Allotments

- 6.4.1 Next committee meeting is due to be held on 9th April 2018.

6.5 Wanborough Village Hall Management Committee

- 6.5.1 Nothing to report.

6.6 Planning and Finance

- 6.6.1 To review and adopt "Public Participation at Parish Council Meetings" protocol – This item was brought forward by the Chairman.
- 6.6.2 Internal Auditor. Further to the last meeting Parish Council agreed to appoint Darkin Miller (Chartered Accountant) to act as Parish Council's Internal Auditor. Darkin Miller have offered Parish Council a three year contract with 2.5% discount in fee. **Resolved** Parish Council unanimously agreed three year contract.
- 6.6.3 Clerk provided an update on the outstanding drainage work at Stanley Close development confirming that the tree works have now been completed and e-mail from SBC confirms that the ditch work is due to start in the week commencing 12th March 2018.
- 6.6.4 The next SAC meeting will be held on 15th March 2018. Colin Offer confirmed he will attend.
- 6.6.5 English Heritage have carried out an initial assessment of "The Ropers" in Church Road and have rejected the application to "list" the building. Clerk confirmed that the report had been forwarded to the History Society and they confirmed that they would look into the details to see if any further historic information can be confirmed.
- 6.6.6 The next SBC NEV Liaison meeting is due to be held on 21st May 2018 at 14.00.
- 6.6.7 Two New Eastern Villages (NEV) Transport Scheme Events on Saturday 3rd March 2018 at Grange Leisure Hall and Monday 5th March 2018 at Hooper's Field Sports Hall 15.00 to 19.00.
- 6.6.8 Katie Fielding (WALC) has confirmed that she can carry out core skills training for all Parish Councillors in one session (two hours) at a cost of £200. Clerk confirmed that this training course is offered to all Councils in Wiltshire; Parish Council have three new Councillors so this would be a useful course. After a discussion it was agreed that Parish Council will arrange a suitable date. **Action Clerk.**
- 6.6.9 BT Fibre Broadband. Clerk confirmed that the total number of residents who have confirmed by e-mail that they are interested is 42. Still no reply from PGL or Wanborough Primary School. After a discussion Parish Council agreed to submit the form to BT and see what response is received.

6.7 Community Safety Forum

- 6.7.1 The next Community Safety Forum meeting will be held on 13th March 2018. Bob Biggs to attend.

7. **FINANCE**

7.1 Payment Schedule for February 2018

Colin Hayes proposed and Mark Simpson seconded; Parish Council unanimously approved the payment schedule for February 2018.

7.2 Monthly Cash Flow Statement

Jim Sinclair proposed and Mark Simpson seconded; Parish Council unanimously approved the Cash Flow Statement for February 2018.

8. CORRESPONDENCE

All other correspondence since the last meeting on 22nd January 2018 was available at the meeting.

Meeting closed at 22.10

Date of next meeting Monday 26th March 2018